



Careers & University Guidance Agreement 2025–2026

ALOHA COLLEGE MARBELLA

Mission Statement

To provide an outstanding learning experience in a caring international environment. We strive to inspire all learners to reach their true potential and to be responsible citizens in a global society.

Core Values



Introduction

Dear Parents,

Welcome to the final stage of your child's school journey and the exciting beginning of their university one! At Aloha College Marbella we are thrilled to support our students and their families as they take this important step towards higher education and life beyond school.

This agreement outlines the key phases, timelines and expectations for the university application process for 2026/27 entry. It is designed to ensure that every student and family understands the procedures, deadlines and responsibilities involved.

The transition from school to university is a shared adventure. While each student's path is unique, parents play a vital role in the planning process — from exploring options and understanding costs to supporting decision-making and maintaining communication.

By working together as students, parents and school staff, we can make this journey both successful and memorable.

With warm regards,

The Careers & Higher Education Team

Aloha College Marbella



Gary Tinkler
Head of Careers
and University
Guidance



Stephen Walls
Careers Assistant



Diego García
Director Técnico
& Spanish
University advisor



Elaine McGirl
Head of KS5



Phase 1: Data Protection, Parental Consent & Key Dates

1.1 Confidentiality & Data Protection

Aloha College Marbella takes data protection very seriously. We will never share a student's personal details with universities or any third party without the student's explicit authorisation.

1.2 Parental Awareness & Consent

We understand that the costs and practicalities of university study vary greatly between countries. It is therefore essential that parents and students make these decisions together.

All students must read, sign and return this agreement to the Head of Careers and University Guidance by 10th October 2025, confirming that both students and parents understand the school's university application policies and related financial considerations.

1.3 Key dates

- **Application process opens:** Early September 2025
- **UCAS deadline:** 12th December 2025 (for 2026 entry)
- **Final deadline:** All university applications must be completed before the end of the Autumn Term.
- **Late submissions:** Any applications received after this date will not be processed as a priority by the Careers Department.

Phase 2: Building your University list

2.1 Creating a balanced list

Students in Year 13 are encouraged to plan carefully and build a thoughtful list of universities, within limits agreed with the Head of Careers and University Guidance. A strong university list should include a balance of:

- **REACH Options:** Universities where entry requirements are slightly above your predicted grades, or where admission is highly selective (e.g. limited scholarships).
- **MATCH/TARGET Options:** Universities you would be delighted to attend and where you confidently meet the admissions standards. This should form the majority of your list.
- **SAFETY Options:** Universities where you exceed all requirements and can be confident of acceptance. These must still be institutions you would be happy to attend.

2.2 Application limits

- **UK (UCAS):** Maximum of 5 universities.
- **Other Systems:** The Careers Department will advise on limits and requirements for applications to other countries.

2.3 Gap years and other alternative paths

If you intend to take a gap year or pursue alternative career paths, please discuss this with the Head of Careers and University Guidance. Gap year students will be treated as independent applicants and will manage their own applications, though Aloha College Marbella will still provide academic references and guidance where possible.



Phase 3: References and Confidentiality

3.1 The value of your reference

References written by Aloha College Marbella are confidential, professional and honest communications between the school and university admissions officers. These references are written with care to support your application and reflect our assessment of your achievements and potential.

3.2 Accessing reference

- **US and Canada (FERPA):** Under law, students may access their references after enrolment. We strongly recommend that students waive this right by signing the FERPA waiver on the Common Application, as this gives greater credibility to the reference.
- **UCAS (UK):** UCAS references are the property of Aloha College Marbella and will not be shared with parents or students. If you wish to view your UCAS reference, you may purchase it directly from UCAS via their website.

Phase 4: Academic records and predicted grades

Predicted grades at Aloha College Marbella are determined by subject teachers using both quantitative and qualitative evidence. These predictions are based on:

- End-of-Year Exams (Year 12)
- Progress Check Tests (PCTs) throughout Year 12
- Trial Examinations (December, where applicable)

Teachers also consider factors such as class participation, effort and improvement over time.

Predicted grades are not open to negotiation; they are professional judgments designed to ensure accuracy, fairness and credibility with universities and examination boards.



4.2 Access to records

- Requesting predicted grades: Students or parents may request an overview of academic progress and predicted grades by contacting the Head of Careers and University Guidance verbally or via email.
- Official transcripts: Available in digital or paper format upon request and can be sent directly to universities by Aloha College Marbella.
- Request timeline: Transcript requests must be submitted at least two weeks before the application submission date.
- Student responsibility: Students must check that all listed subjects are correct before uploading or submitting transcripts to universities.

4.3 Impact of Trial Examinations

Trial exams are an important indicator of academic readiness. Should a student's performance in the December trial exams fall significantly below their predicted grades, Aloha College Marbella reserves the right to inform universities of this change. Maintaining consistent effort throughout the year is essential, even after receiving university offers.



Phase 5: Specific application pathways

5.1 US Applications (Early Action & Early Decision)

- **Early Action (EA):** Students receive decisions earlier but are not bound to attend.
- **Early Decision (ED):** A binding commitment. If admitted, students must withdraw all other applications and enrol at that institution.
 - To apply ED, students must complete an ED Form signed by the student, parent and University College Office.
 - ED applicants must also submit a 500-word essay explaining why that university is their best fit before the school approves the application.
 - Students applying for sports scholarships must use an authorised agency to assist with their application.

5.2 Spanish Universities

Admission requirements for Spanish universities vary. Students are strongly encouraged to meet with **Mr Garcia** (diego.garcia@aloha-college.com) for individual guidance and assistance in preparing the necessary documentation.

Phase 6: Absences, conduct & final responsibilities

6.1 University Visits and Interviews

Exploring universities is valuable, but academic progress must remain the priority.

- **Open Days:** Only occasional absences for Open Day visits will be authorised. Whenever possible, visits should take place during holidays, half-term breaks, or weekends.
- **Proof of appointment:** Must be submitted well in advance of any absence request.
- **Interviews and Offer Holder Days:** Students must respond promptly to invitations and follow the school's procedure for requesting authorised absences.
- **Follow-up:** After any visit or interview, students must complete the relevant report form provided by the Head of Careers and University Guidance.

6.2 Disciplinary disclosure

If a student is found responsible for a disciplinary or academic misconduct violation, Aloha College Marbella is required to disclose this information to universities in accordance with international professional guidance standards.

6.3 Final Steps – Offers and Decisions

When students receive university offers, it is their responsibility to review all conditions carefully — including required grades, subject-specific criteria, English and Mathematics requirements and fee details.

Students uncertain about any offer should consult the Head of Careers and University Guidance.

Please note that Aloha College Marbella is not responsible for verifying the details of offers on behalf of students.

Acknowledgement

By signing and returning this form, parents and students confirm that they have read and understood the information above and agree to work in partnership with Aloha College Marbella throughout the university application process.

Contact Information

Mr Gary Tinkler

Head of Careers and University Guidance
gary.tinkler@aloha-college.com

Mr Stephen Walls

Careers Assistant
stephen.walls@aloha-college.com

Mr Diego García

Spanish Applications
diego.garcia@aloha-college.com

Ms Elaine McGirl

Head of KS5
elaine.mcgirl@aloha-college.com

Please acknowledge the reception and agreement to this document by returning it signed.

Signature:



Aloha College Marbella is a not-for-profit educational foundation

Aloha College Marbella es una fundación educativa sin ánimo de lucro

Address: Urbanización El Ángel, Nueva Andalucía.
29660 - Marbella (Málaga). Spain

Telephone: 952 814 133

Website: aloha-college.com

