International Bible Training College (IBTI)
Impact the nations with your vocation

IBTI, Hook Place, Cuckfield Road
Burgess Hill, RH15 8RF
Tel: 01444-233173
Email: policies.data@ibti.org.uk
www.ibti.org.uk

• • •

ADMISSION POLICY

Approved By:	Board of Directors/Trustees
Approval Date:	07.11.2023
Next review Date:	06.11.2025
Policy Holder:	IBTC

1. Purpose

The purpose of this policy is to define the criteria and conditions for admission to the programmes of the International Bible Training College (IBTC)[1].

2. Location of the policy

The college will ensure that the policy is available to all students, staff and volunteers and will also be on the IBTC website: www.ibti.org.uk.

3. Scope / Limits

This policy applies to all UK and international applicants seeking admission to the IBTC programmes. The programmes are generally intended to provide training according to the Evangelical Christian faith, and more specifically according to our statement of beliefs and faith.
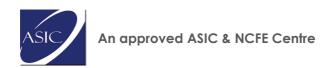
4. Principles

IBTC has established programme admission requirements that optimise national and international students' access and success.

As defined in the college Mission and Vision Statements (see the IBTC website: www.ibti.org.uk), IBTC is committed to training men and women for the work of Christian ministry. It is committed to integrating a diverse and international perspective into its community life and curriculum.

IBTC is dedicated to training people to meet the diverse needs of the world's communities with Christian values in line with its statement of beliefs and faith. Therefore the IBTC's admission criteria encourages candidates who have already demonstrated such intents or who express similar purpose. The college will only accept legal and valid official documentation that demonstrates candidates' qualifications to enter the United Kingdom and therefore to participate in the college's programmes.

The college reserves the right to deny application and/or admission to oversubscribed programmes. The college is a member of the UK Evangelical Alliance, having accepted its statement of beliefs and faith. As part of its charity trust deeds, IBTC has its own statement of beliefs and faith. Therefore the college also reserves the right to deny, on the grounds of this statement, admission to applicants for study and work who blatantly and evidently live in ways contrary to these values.

---

[1] In all the following text International Bible Training College (IBTC) is referred to as IBTC. The college's trading name is IBTI.

The IBTC Management Team will ensure that the policy is made available for the personnel involved in the admission process and all applicants.

5. Review of the policy

The policy will be reviewed regularly and revised as and when necessary in response to feedback from students, changes in our practices, new requirements from regulatory authorities or external agencies or changes in legislation.

The biennial review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly.

6. Timeframe of courses

Two six-month courses will run concurrently each year:
- Level 4 Certificate in Applied Theology, will run from early January to early July each year.
- Level 5 Diploma in Applied Theology, will run from early January to early July each year.

The deadline for submitting applications for these courses is 30th September for students needing a visa and 31st October for those who do not require a visa.

Actual dates will be posted on the website each year.

7. Minimum academic requirements

- Level 4 Certificate in Applied Theology requirements:

The minimum entry requirements that a learner must meet are:
- practicing a Christian faith,
- secondary school certificate
- minimum English level B1 (Common European Framework of Reference for Languages).
- The college asks for two references to support the application.

- Level 5 Diploma in Applied Theology requirements:

There are two routes to apply for the Level 5 Diploma in Applied Theology at IBTC.
For the first one, a learner must have:
- Level 4 Certificate in Applied Theology issued by IBTC, and
- Approved IBTC placement.

Through the second route the applicants can apply for **direct entry to the Level 5 Diploma** in Applied Theology if they have:
- secondary school certificate
- minimum English level B1 (Common European Framework of Reference for Languages);
- already undertaken some relevant Biblical studies;
- three years of Christian leadership experience in an active role within a church, a charity or any other Christian organisation based on a protestant evangelical belief.

The applicants would need to supply appropriate documentation to support their proposed direct entry to the Level 5 Diploma in Applied Theology course. IBTC will consider each application to assess if this option is appropriate and valid. If it is not deemed appropriate applicants would be

directed to apply for the Level 4 Certificate in Applied Theology course first.
Further educational qualifications will be welcomed but will not influence the admission outcome.

8.   Admission procedures for processing enquiries from prospective students[2]

Those enquiring about admission will be directed to the IBTC website where there is detailed information about the courses and the following documents and information will be found:

- IBTC policies on Admission, Equal Opportunity, Assessment, Academic Integrity, Respect and dignity, Safeguarding and Privacy
- IBTC Code of Conduct
- Application forms for IBTC courses
- Required qualifications (contained in the admission policy)
- Required documents to show proof of identity and qualifications (contained in the application forms)

The applicant will be advised to read all these documents carefully and to download any that they wish. They will be required to download the appropriate application form to complete, as instructed on the form, and return by email to the Administrator at admin@ibti.org.uk.

If an applicant has indicated a learning difficulty they will be sent a Declaration Form for Learning Difficulties to complete and return together with a copy of any formal medical diagnosis of their condition. Having received this, the Academic Department will be informed and when the student arrives, an individual learning support plan will be created, having ascertained from the student what help they have received in the past and what they feel their needs are going forward. (see **Appendix 1** at the end of the Policy)

Only a fully and accurately completed application form, with all its required documents, or a satisfactory explanation for the absence of any document, will be followed up.
Time will then be needed and taken by the Administrator to obtain the two references required for the application.

Once all the required forms, documentation and references have been received, these will be brought to the Management Team who will carefully consider the application.
Applicants will be notified of the decision by email with a formal letter attached. Due to the confidential nature of some aspects of the application process, the Management Team reserves the right to reject an applicant without giving a reason.

On being offered a place as a student on an IBTC course, the required registration fee is payable immediately to secure the place. This amount is non-refundable but will be deducted from the board and lodging costs.

For students requiring a visa the letter of acceptance will be provisional and the confirmation letter needed for submission with the visa application will only be sent once the registration fee has been received in the IBTC bank account. If the visa is refused, IBTC guarantees to refund the registration fee in full, but any bank charges will be lost. Procedures for Compliance with UKBA Regulations and Reporting Mechanisms is explained in Appendix 2.

---

[2] Written administrative procedure for Processing Student Enquiries (G.1.2 ASIC)

Applicants who are refused may appeal to the IBTC Management Team following the procedure set out in the Complaints Policy and Procedures. Any decision reached following a correctly submitted appeal will be final.

9. Learner Recruitment and Registration

The IBTC recruits potential students via its website and social media platforms. A significant number of students also hear about the college through word of mouth from the IBTC alumni.

Once students have been accepted and arrived at the College they register in the 'IBTC Register' book within the first two weeks of the commencement of the course. Furthermore, within the same time frame, the IBTC Internal Quality Assurer registers the students with NCFE (awarding body) on the NCFE Portal.

10. Amending a course

Where it is deemed necessary to modify or withdraw a qualification from the academic programme, the Academic Manager and Principal will bring this to the attention of the managers at the Management Team Meeting and subsequently to the Board of Directors, for their approval. If there is an agreement about this course of action the Academic Manager will inform NCFE and the promotion of this course should be amended accordingly.

11. Withdrawing a student from the programme

Where the academic department become aware that a student is consistently failing to show sufficient growth in their academic studies and/or the practical side of the course, the Academic Department and other relevant staff will establish what should be the most appropriate course of action. This could ultimately lead to the student being asked to leave the college entirely or to be invited to continue with the lectures and submission of assessments but be relieved of the need to fulfil the academic requirements of the qualification thereby forfeiting their NCFE-recognised certificate and IBTC certificate or diploma. In either case, NCFE will be informed that the student's registration with them should be cancelled.

If the student is asked to leave the college the Principal will inform the UK Visas and Immigration.

12. Self-declaration form information

All potential students must complete a Self-Declaration Form after the first stage of their acceptance before their application can be proceeded with. This will be sent to them from the Safeguarding Coordinator via a designated email (safeguarding@ibti.org.uk) and must be returned to the same address. This form is to provide information regarding convictions, criminal offences, reprimands or warnings and is a standard procedure.

Any information disclosed on the form will remain completely confidential and only be seen by the Principal and the Safeguarding Coordinator.

13. Mechanisms for feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to our Data Protection Officer at policies.data@ibti.org.uk.

Appendix 1:

PROCEDURE FOR SUPPORTING STUDENTS WITH LEARNING DIFFICULTIES

1. If an applicant who has been accepted to study at IBTC has indicated a learning difficulty in their application form they will be sent a Declaration Form for Learning Difficulties to complete and return together with a copy of any formal medical diagnosis of their condition. Having received these documents, the Academic Department will be informed.

2. At the earliest opportunity after the student's arrival at the IBTC, a member of the Academic Department will meet with the student to discuss their needs based on their medical documentation, previous support given in academic settings and their perceived current needs. The student will be encouraged to raise any concerns about their academic support needs at any time during their studies.

3. Following this initial meeting the staff member will complete the Support Plan for Students with Learning Difficulties which is stored electronically by the Academic Department staff.

4. The academic needs of the student will then be communicated by email to all tutors, exam invigilators, the administrator and any other relevant staff so they are aware of any adjustments needed for the student.

5. Details of the student's needs will also be raised at the Academic Meeting.

6. Prior to examinations a member of the Academic Department will remind the exam invigilators again about the student's requirements during exams e.g. allocation of an extra 15 minutes at the end of each exam.

7. Any reasonable aids required by the student e.g. coloured paper will be provided by the IBTC.

8. At the beginning of the second term, a member of the Academic Department will meet with the student to review the support in place to evaluate its effectiveness and to provide an opportunity for the student to raise any concerns. This meeting will be documented in the individual's Support Plan for Students with Learning Difficulties and any changes communicated to the relevant staff.

Appendix 2:

Procedures for Compliance with UKBA Regulations and Reporting Mechanisms

1. Processing Applications and establishing true intention to study. (ASIC ref: H.1.2)

Enquirers are directed to the IBTC website where all information is available about the college and the courses. If there are unanswered questions, these will be dealt with by email.
Application forms are available for downloading from the website.
The completed forms, endorsed by their Senior Minister, are received by email or post, together with copies of passport and all academic qualifications and English tests where English is not their first language. Two references are sought, including one from the Senior Minister. The completed applications, together with the references, are considered by the Management Team and a joint decision is made.

True intention to study is established by the personal testimony of the student and the evidence from the Senior Minister and the second referee. A letter of offer of a place will be made, requesting the payment of a deposit (approximately 10% of the fees) to secure the place. If a visa is required, once the deposit is received, a confirmation letter is sent for the student to use in their visa application. If the visa is refused, the full deposit is returned, less bank charges. The students will be led through the above process by the Administrator.

2. Procedures for monitoring the number of offers made and accepted (ASIC ref: H.1.4)

The IBTC runs two concurrent course of less than six months which are open to EU students without a visa and to other international students on a General Visitor Visa.

Places are limited to twenty on each course, so it is easy to monitor the number of offers made and accepted. Those who fulfil the criteria will be accepted on a 'first-come, first-served 'basis.

3. Confirmation of Academic qualifications and English Language competence (ASIC ref: H.1.5)

Copies of all education certificates and evidence of further studies, with translations where needed, are required and assessed for their authenticity by the Administrator.

An English language qualification (IELTS or equivalent) at Level B1 is required for students for whom English is not their first language. If deemed necessary, a video conversation will be held with a prospective student to ascertain their competence in the English language,

4. Checking the student's financial status (ASIC ref: H.1.6)

The IBTC tests the financial commitment of the student by requiring a 10% deposit in advance but, knowing that the UKBA investigates fully the financial status of anyone applying for a visa, the college relies on the offer of a visa being sufficient evidence of the financial viability of the student.

Once the students are enrolled, the Finance Department follows the payment of fees.

5. Handling deposits, fee payments and refunds and maintaining records of these (ASIC ref: H.1.9)

Students are sent a receipt for the deposit they pay by the Finance Department and if a visa is refused, the full deposit is refunded, less bank charges.

After their arrival, the Finance Department provides each student with a financial statement showing the deposit and any other payment of fees they may have made in advance, and these are updated at regular intervals through the course as payments are made, to keep the students informed of their financial status with the college.

6. Creating and maintaining student files (ASIC ref: H.2.1)

Once a student is accepted, a file is created in which his/her documents are filed. As the course progresses, any reports that might arise in relation to the student will be added. The documents will include: Application form (includes next of kin on page 7) and copies of passport, qualification documents, English Language qualification if needed, references, offer letter, confirmation of acceptance letter for a visa, passport showing the visa (upon arrival), interim reports (if any).

Academic achievements will be kept electronically by the Academic Department.

(The student will have a separate study portfolio in which all his/her academic work and assessments are filed.)

7. Procedures for investigating a no-show and reporting to UKBA (ASIC ref: H.3.1)

If a student does not show up, efforts will be made to contact him/her or his/her family or the Senior Minister to find the reason. If no contact can be made and there is no show by the start of the course, the Principal will inform the UKBA.

8. Procedures for dealing with student absences and reporting to UKBA (ASIC ref: H.5.1)

If a student goes absent without explanation for more than a day, efforts will be made to contact him/her or his/her family or the Senior Minister to find the reason. If no contact can be made and they have not returned by the end of three days, the Principal will inform the UKBA.

9. **Academic progress (ASIC ref: H.6.1)**

Academic progress is monitored by means of regular assessments and recorded through the NCFE process. If a student shows unsatisfactory progress, the Internal Quality Assurer will inform the Academic Manager and the Principal will inform the UKBA.

10. **Procedures for dealing with withdrawals and deferrals and reporting to UKBA (ASIC ref: H.7.1)**

If a student withdraws from the course, we will endeavour to ensure that he/she returns home immediately. If we do not succeed in this, the Principal will inform the UKBA.

There is no option to defer on a Standard Visitor Visa.