

Admissions Policy

WE Bridge Academy
Floor 10 Southgate House
Wood Street
Cardiff
CF10 1EW
UK

Reviewed: March 2025

Next Review date: March 2026

Admissions Policy Statement

WE Bridge Academy (the academy) is dedicated to the delivery of the best support and the development of its students; thus, it operates with the principal aim to bring success to all students of the academy irrespective of gender, age, nationality, ethnicity, religion, sexual orientation, physical capability or social background.

WE Bridge Academy offers several different types of courses. How the academy deals with entry into each course depends on the level and length of the intended course of study.

The minimum age for admission to WE Bridge Academy is 16. The Academy will consider applications from all students who are eligible to study in the UK, including those who require a Confirmation of Acceptance for Studies (CAS) or a visa letter.

Prospective students are encouraged to visit the Academy; however, we understand that this may not be possible for international applicants. Many overseas admissions are processed through agents, partners, or tour operators. The Academy welcomes visits from agents, and our marketing and admissions team will always make an effort to meet with agents during visits to discuss courses and admission procedures. While we value collaboration with international agents, the final decision regarding recruitment remains with the Academy. The Agent Policy is a related document to this Admissions Policy.

Courses and Admissions Requirements

International Foundation Programme (IFP)

September to June (Full Programme)

January to June (Intensive Programme)

The IFP at WE Bridge Academy can be awarded by either NCC Education or through our internal examination system. The course is equivalent to RQF Level 3 on the national qualification framework.

Students may be admitted to this programme from the age of 17; however, exceptions can be made for gifted 16-year-olds or those who have completed secondary school early. Such exceptions must be authorised by the Director of Studies or the Admissions Officer.

The programme offers multiple entry points, with course placement depending on the student's academic background, English proficiency, and the timing of their application.

WE Bridge Academy admits students from a wide range of countries, each with

different qualifications. To ensure that students are placed at the appropriate level for the International Foundation Programme (IFP) and are not at a disadvantage. Admission to the IFP is conditional upon the following requirements:

1. Completion of the Academy application form, either in paper format or through the online application system.
2. A copy of a valid passport data page.
3. For visa applicants: A copy of any previous UK study visa(s) (immigration history). If the student has been refused entry to the UK, full details of the refusal must be provided.
4. Evidence of the successful completion of secondary education. The student must have completed their high school education in their home country (typically 12 years of schooling). Exceptions may be considered in specific cases, such as if the student has finished high school early due to special circumstances or exceptional academic ability, or if the country's education system concludes high school after 11 years.
5. International students who have previously studied in the UK under the UKVI Student Route visa must demonstrate progression in line with UKVI rules and requirements.
6. Evidence of English language proficiency as follows:
 - Students requiring a Student Route visa must provide a UKVI IELTS (or SELT as listed by UKVI). The overall IELTS score must be at least 4.5, with a minimum of 4.0 in each component, for September entry. Additionally, a “study intention” interview may be conducted in person or online with the Director of Studies or an appropriate senior management team member. The Admissions team will verify all UKVI SELTs using the IELTS online verification system.
 - Non-Student Route applicants will be assessed based on their academic background and any previous English language qualifications. These may include certificates from non-UKVI-secure IELTS exams. If the student's English proficiency is unclear, the academic team may request a telephone or online interview.

Pre-sessional (Pre-Foundation)

For students who do not meet the entry requirements for the IFP (Section 2.1 above), a Pre-sessional/Pre-Foundation course may be offered. This course typically lasts up to 12 weeks, from September to December. Upon successful completion of this course, students may be automatically offered a place on the intensive IFP January to June.

Students who are offered this course generally have a lower level of English or academic background than expected, or they require additional preparation for the IFP programme or studying in the UK. The Pre-sessional course is distinct from the IFP and should not be considered a part of it, although most students progress to the IFP.

For visa applicants, a separate visa will be issued. Initially, a short-term visitor visa or Electronic Travel Authorization (ETA) will be provided for the Pre-session course. Upon satisfactory completion of the Pre-session course, students must apply for a new visa to continue onto the Intensive Foundation Programme.

English language courses (including the English Pre-session courses)

The Academy's English language courses are divided into two categories: short courses lasting up to 6 months, and short-term study courses ranging from 6 to 11 months. To apply for any English language course, applicants must complete the Academy application form (either electronic or paper format) and submit it with a copy of their passport data page.

Teacher development courses

The Academy offers a range of professional development courses, including: Teacher development courses. Participants are required to have a minimum English proficiency of CEFR Level B1 and must submit all necessary documents as per the general admission requirements.

Further conditions

Students requiring a Confirmation of Acceptance for Studies (CAS) will only be issued once they have met the Academy's admission requirements and provided the necessary documentation as outlined in their offer letter.

Student Route

Students on the Student Route must demonstrate that they have sufficient funds to support themselves for the duration of their course, either through personal funds (e.g., parental support) or financial sponsorship. They must also ensure that they do not require paid employment to fund their studies. Students applying for any study visa, including the Student Route, should review the Academy's terms and conditions.

The Academy reserves the right to verify any information provided during the application and admission process with relevant accrediting bodies or organizations.

While the Academy strives to offer access to all its courses, there may be instances when a course does not attract sufficient student enrolment. In such cases, the Academy may either cancel the course for the term or offer an alternative program.

If the Academy finds that a student has acted dishonestly during the admission or enrolment process, the student will be expelled. Any fees paid may not be refunded, and the relevant authorities (e.g., UKVI) will be notified.

The Academy reserves the right to make exceptions to the entry requirements or other criteria in exceptional circumstances, which will be assessed on a case-by-case basis. However, any exceptions will always align with the Academy's accrediting bodies' standards and UKVI requirements.

Admissions Procedures

The application process at WE Bridge Academy typically begins with an enquiry from either the student or a representative. The Academy aims to respond to all enquiries within 24 hours. If a brochure is requested, it will be sent via email or a link to the relevant website page will be sent.

Once the student submits their application, the Administration Team records the details in both the student checklist spreadsheet and the student management information system (CLASS).

Before any offer letter or booking confirmation is issued, the Academy thoroughly checks all application documents. Students must meet the conditions outlined in Section 2. If all conditions are met, an unconditional offer (UOL) will be issued; otherwise, a conditional offer (COL) will be provided. For short-term study courses, such as general English programs, a booking confirmation or acceptance visa letter is issued.

For the International Foundation Programme, students must accept the offer and fulfill any required conditions. All documents must be verified before issuing a visa letter, including the Student Route CAS.

Students under the age of 18 must additionally provide the following:

- A completed Parental Permission Form, signed by the student's parent or legal guardian.
- A Homestay Application Form (unless they have a direct relative in Cardiff, such as a brother, sister, aunt, uncle, or parent).
- Proof of identity of the parent or guardian with sole responsibility.

For students requiring a CAS for the International Foundation Programme (IFP), the Academy will verify the following:

- Proof of finances in accordance with UKVI policy.
- Proof of academic progression if the student has previously studied in the UK (this is not required if the student is applying from within the UK).

On occasion, a credibility interview may be conducted by the Director of Studies (DOS), or the Admissions Manager.

Once all required documents have been submitted, checked, and the student meets the Academy's admission criteria, the student will be notified of their successful application, and a CAS will be issued for visa application purposes.

If the student fails to meet the admission criteria, the offer will be withdrawn. The student's information will then be updated in the Academy's management system (CLASS) by the Administration Team.

CAS (Confirmation of Acceptance for Studies)

The Student Route is the primary immigration pathway for students wishing to study full-time in the UK. Only education providers holding a Student Route sponsor licence can sponsor students under this route. WE Bridge Academy holds a Student Route Sponsor Licence and is therefore eligible to sponsor students under this immigration route. This route is available to individuals aged 16 or over who wish to pursue post-16 education in the UK.

Once the Academy confirms that an applicant meets the necessary requirements for sponsorship, a Confirmation of Acceptance for Studies (CAS) will be assigned. The CAS is not a physical certificate, but a virtual document stored in the UKVI's Sponsor Management System (SMS), an online platform used for issuing CAS records.

Only designated users within the Academy have access to the SMS, and these users are assigned one of two access levels: Level 1 or Level 2. The access level determines the permissions granted within the system and the functions the user can perform.

The process of assigning a CAS involves completing a short online form that includes details about the student and the course they will undertake. Once the CAS has been assigned, the SMS generates a unique CAS number for the student.

The Admissions Team will then issue a CAS Letter to the student, which includes this CAS number. The student can use the CAS Letter to apply for their visa.

Throughout this process, the Admissions Team will remain in contact with the student or their agent to monitor the visa application progress and ensure timely updates.

Short Term Visa Letters

- **6 months or less** – Visitor Visa Letter / ETA Visa Letter
- **Between 6 and 11 months** – Short Term Study Visa Letter (for English Language Courses)

Once the Academy confirms that an applicant meets all requirements and the necessary fees have been received, the Admissions Team will issue a visa letter. The type of visa letter issued will depend on the length and type of the programme.

Arrivals and registration

Students are required to begin their course on the start date specified in the offer letter or the latest agreed start date. If there is a delay in the student's arrival, the student or their representative must inform the Admissions Team as soon as possible.

If an exception is made, the Academy may issue a new offer letter with a revised start date. However, this policy does not apply to students on a Student Route visa.

The Admissions Team will update late arrivals in the CLASS system, and the Director of Studies (DOS) can access this information to ensure appropriate teaching provisions. Additionally, the Housing Officer will be informed of any changes to arrival dates, where applicable.

The Admissions Team will typically decide whether a change in the start date is acceptable. However, if the situation is complex or involves a prolonged delay, the Senior Management Team will be consulted.

Registration Procedures

Upon the student's arrival, the Admissions Team follows the appropriate procedure based on the length and type of study.

Students – Less Than 6 Months Study

- Verify and copy the student's passport to ensure it matches the initial application.
- Sign and date the copy of the passport used in the student's application.
- Complete the student registration and induction forms, ensuring the student has received all relevant briefings and documents.
- Input all necessary information in CLASS, including passport/visa details, personal contact information, emergency details, and any medical conditions.
- Transfer the student from "prospective" to "current" status on the student checklist spreadsheet.
- Confirm that all applicable fees have been paid.
- For sponsored students, check and copy the financial guarantee letter.
- Inform the Finance Department of the student's arrival.
- Copy flight arrival details and entry/exit stamps.
- Confirm UK address and collect proof of address.

Students – Short Term Study Visa (SVV) – Between 6 and 11 Months (English

Language Courses)

- Verify the student's passport and visa to ensure consistency with the initial application.
- Copy, sign, and date the passport used in the application.
- Ensure the visa vignette is correctly stamped and copy the visa.
- The Academy will retain a copy of the visa and/or electronic visa (replacing BRP cards from December 2024), sign and date it, and file it appropriately.
- Complete the registration and induction forms, ensuring the student has received all necessary briefings and documents.
- Input passport/visa details, personal contact information, emergency details, and any medical conditions into CLASS.
- Transfer the student from "prospective" to "current" status on the student checklist spreadsheet.
- Ensure all applicable fees have been paid.
- Inform the Finance Department of the student's arrival.
- Copy flight arrival details and entry/exit stamps.
- For sponsored students, check and copy the financial guarantee letter.
- Confirm UK address and collect proof of address.

Students – Student Route Visa

- Copy, sign, and date the entire passport (all pages) and file it in the student's record.
- Verify the visa vignette details.
- Obtain the student's share code for the electronic visa (replacing BRP cards from December 2024).
- Verify the electronic visa to ensure all terms are correct, then file a copy in the student's record.
- Complete the registration and induction forms, ensuring the student has received relevant briefings and documents.
- Copy flight arrival details, including entry/exit stamps.
- Transfer the student from "prospective" to "current" status on the student checklist spreadsheet.
- Ensure all applicable fees have been paid.
- Inform the Finance Department of the student's arrival.
- For sponsored students, check and copy the financial guarantee letter.
- Confirm UK address and collect proof of address.

All records are stored electronically in CLASS.

Under 18s

WE Bridge Academy takes extra care when handling students under 18. During the

registration process, students in this age group receive tailored guidance in line with the Academy's Safeguarding Policy and Procedures.

All Students

- If a student does not possess the correct visa or registration documents, they will not be permitted to complete their enrolment or commence their course until the issue is resolved. This will be handled on a case-by-case basis.
- If it is discovered that a student has provided false information, despite the Academy's efforts to prevent this during the application process, the student will be denied enrolment. Additionally, the Academy will report the matter to the relevant authorities, such as the UKVI. The Academy will also update all relevant systems, including those of the UKVI.

Student Electronic Visa / BRP (Biometric Residence Permits)

The electronic visa (eVisa) has replaced the Biometric Residence Permit (BRP) system for international students in the UK. The eVisa is a digital immigration status that allows students to demonstrate their right to study and reside in the UK without needing a physical document. Instead of a BRP, students can access their immigration status online through the UK government's "View and Prove" service.

Students must share their secure digital code with WE Bridge Academy, allowing the Academy to verify their right to study, work, or rent in the UK.

Non-arrivals and Cancellation Procedure

- If a student fails to enrol by the start date or the latest agreed start date, the Administration Team will cancel the booking, unless the delay is authorised. In such cases, the student may not be entitled to any refund.
- Each failure to enrol will be assessed on a case-by-case basis. For Student Route visas, the Academy will inform the UKVI accordingly by reporting through the Student Management System (SMS).
- The Administration Team will cancel the enrolment if:
 - The student fails to register with the Academy and has not responded satisfactorily to any communication from the Academy.
 - The student or their agent notifies the Academy of the wish to defer the start of their course.

Students who fail to register upon arrival in the UK will be contacted within 10 working days by email and telephone, either directly or through an appointed representative.

If there is no response by the tenth working day, the Administration Team will cancel

the student's enrolment in CLASS and transfer their details to the "Cancelled Students" section of the checklist.

See GDPR Policy for details regarding the retention of student data.

Homestay Accommodation Procedure

Students have the option to choose homestay accommodation with one of the Academy's approved providers. Under 18s are required to stay with a homestay provider unless they are residing with a parent, close relative, or a responsible adult nominated by their parent or legal guardian. In such cases, the Academy must receive prior written consent from the student's parent or guardian.

Students must complete the Homestay Application Form before the Academy can begin arranging accommodation.

A request for homestay accommodation should be submitted at least two weeks before the student's arrival. If a request is submitted later than this, the Academy may not be able to secure accommodation in time for the student's course start date. Homestay applications are generally received by the Administration Team alongside the student's main application. These applications are forwarded to the Housing Officer once received.

The Housing Officer will contact the student and/or their representative to acknowledge receipt of the form. If any further information or documentation is required, the student or their representative will be asked to provide it at this stage. Please note that a four-week advance payment is required before the homestay booking can be confirmed.

Accommodation details will be provided to the student one week before the start of their course, provided that all necessary documents and fees have been received.

Payments for homestay accommodation can be made in the following way:

- Online

Visit webridgeacademy.flywire.com and choose your country & the amount you are paying in GBP.

- Choose your payment method & make your payment to Flywire.
- Enter your details and those of the WE Bridge Academy student you are paying for.
- Track and confirm your payment by email, SMS or by logging into webridgeacademy.flywire.com.

- Bank transfer – full account details are on invoices, website and offer letters.

Proof of payment should then be emailed to the housing officer and administration team. Once the payment has been received, the housing officer will process the booking, and the administration team will update the student file.

The homestay booking will then be added to CLASS by the admissions team and the Housing Officer will send confirmation to the student and homestay provider.

For students that have commenced their studies at the academy and decide to apply for homestay during their course:

- Once accommodation has been found, four weeks' payment in advance will be required.
- The housing office will confirm the booking with both the student and the homestay provider once all arrangements have been made.

Monthly UKVI checklist procedure

A. Purpose

The checklist is used to compile monthly information of student details and ensure required checks are carried out in full.

This is a compliance document and a requirement of the UKVI.

B. Procedure

1) It is the sole responsibility of the administrator, and in their absence, a designated person, to compile the monthly UKVI checklist.

- The list is to be completed every month
- All students are to be entered on to the register regardless of visa status.
- All required student information is to be recorded; there should be no blank entries.

2) The checklist contains sections for the following information:

- Student ID number (CLASS number)
- First name(s)
- Surname(s)

- Age
- Sex
- Country
- Enrolment from date
- Enrolment to date
- Passport number
- Passport expiry date
- Passport checked (Y/N)
- Visa type name
- Visa number
- Visa start date
- Visa expiry date
- Visa checked (Y/N)
- Enrolment booking status name
- Notes (If a reminder visa or passport is issued or any other comments regarding the intention of the student to leave the country).

- 3) A reminder visa/passport letter will be issued to the student at least 30 days in advance or the administrator will speak with the student in question to confirm their intentions to applying for a new visa/passport. The intention will be record on the monthly checklist in the “notes” section.
- 4) The checklist and attachments are to be filed in a secure manner, complying with the Data Protection Act 1998, and are to be given to the UKVI upon request.

Student Route Compliance

A significant proportion of students studying at the Academy have “leave to study” under the Student Route of the UK Visas & Immigration’s (UKVI).

As Sponsors, we are expected to play a part in ensuring that the system is not abused. The Academy must therefore fulfil certain duties, to ensure that immigration control is maintained. The Academy must be able to show that it can fulfil, and are fulfilling, these sponsor duties to retain their sponsorship licence.

The Academy has responsibilities in respect of all sponsored students from the moment it assigns a CAS to the student until:

- it withdraws sponsorship from the student;
- the student leaves the UK; or
- the student is given permission to stay in the UK with a different sponsor or in another immigration category

Reporting Visa the SMS System

Any change in circumstance to the student's course is reported via the SMS system on the UKVI's website. These changes can be reported by the Level 1 or Level 2 users. These include:

- Student does not arrive for their course/fail to enroll (including visa refusals).
- Student is absent for 10 consecutive days without permission/student contact stops. Student leaves the course earlier than expected.
- Student is asked to leave the course.
- Student moves to a different course but of the same level. Student moves to a different sponsor.
- Significant change in circumstances.
- Other changes to be reported on the SMS by the Level 1 user of the Academy include changes to the organisation as listed in the UKVI policy guidance documents.

Monitoring and Attendance – please see separate attendance policy

Maintaining Educational Oversight

An education provider wishing to be a student route sponsor must demonstrate it meets acceptable educational quality standards. ISI is the body that inspects We-Bridge Academy and makes this assessment.

We-Bridge Academy must maintain the standard in Educational Oversight throughout the duration of the sponsorship license.