

ADMISSIONS APPEAL PROCEDURE

CTC is committed to the recruitment of students with academic ability and potential, and will publish entry requirements which should be considered as guidance to potential applicants.

All eligible applications are considered on their individual merits and treated in a fair and equal way, utilizing a holistic approach, based on all information provided through the application process.

The center is committed to providing individual feedback to applicants who receive an unsuccessful decision on their enrolment to any programme at CTC.

Initial feedback will be provided with any unsuccessful decision, but more individual feedback is available on request. Where applicants feel that they have met the entry requirements but have not been offered a place, they are strongly encouraged to request feedback in the first instance in order to better understand our decision. Applicants seeking feedback should contact the relevant admissions team for further guidance after receiving the outcome of the Training Team.

Section A: Application details

Applicant's full name		
Programme		Date decision received*
Email address		
Postal Address		
<p>*Appeals must be submitted within 10 working days of receipt of the unsuccessful decision. Late appeals will only be accepted in exceptional circumstance and reasons for the delay should be stated below:</p>		
<p>Please provide a statement giving further details of the grounds on which you appeal. Wherever possible please try and base this appeal on factual statements</p>		
<p><input type="checkbox"/> I have submitted a request for feedback (optional)</p>		