

# CARFAX

TUTORIAL ESTABLISHMENT

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To be updated annually or as appropriate

## Introduction

Carfax Tutorial Establishment does not operate a policy of academic selection, and seeks to cater for all pupils who would benefit from the tutorial system. Within this context, the following procedure is in place to ensure that the process of enrolment runs smoothly, and that all legal requirements (regarding visas, etc.) are met.

## Admissions procedure for Carfax Tutorial Establishment

Before a pupil can be accepted at Carfax Tutorial Establishment (CTE), the Academic Registrar must be happy that the pupil is educated to a sufficient standard as to allow successful completion of the course, and, if the pupil requires a visa, that the pupil genuinely intends to come to the United Kingdom to complete the course. The admissions process provides a screening mechanism by which this is achieved.

### Recruitment

CTE currently has no formal mechanism for recruiting pupils through external channels, e.g. through agents. Where pupils are referred to CTE by third parties, CTE insists upon establishing direct contact with the pupil or the pupil's family and applies exactly the same admissions procedures as for all other pupils, which are as follows:

#### 1. Initial Request for tuition

An initial request for tuition will be followed up by a member of CTE's academic staff, ordinarily the Academic Registrar. The Academic Registrar will discuss tuition possibilities with the prospective pupil, or their parent/guardian if the pupil is under 18, and agree on the best course of tuition in keeping with the overall academic aims of the pupil.

If the pupil is not from an English-speaking country, the Academic Registrar can use this preliminary discussion to ascertain the approximate level of English of the pupil where possible. This can be done over the telephone, via Skype, or in person, and a record must be kept of the conversation. The Academic Registrar or other staff member responsible for English language checking will always be a native English speaker. The person carrying out the English language test must confirm the identity of the person being tested, usually by checking the passport. If the test is carried out by telephone, then careful and specific questions should be asked in order to confirm the identity of the pupil. (e.g. A copy of the pupil's passport should be received in advance and then questions about details of the passport should be posed to the pupil.) However, ideally these tests should be carried out in such a way that pupils can easily be visually identified.

If the pupil has been introduced to CTE by a representative office of Carfax Education abroad, then a native English speaker based in the office concerned may be authorized to carry out the English

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language checking. The same procedure must be followed, and conversation records or transcripts must be sent to CTE and filed. [\*See section 4 below for more details on English language requirements.]

At this initial stage, the Academic Registrar should check whether the pupil may need a visa in order to study at CTE. If that appears to be the case, then the Registrar should discuss the ramifications of that with the pupil/parent/guardian. If there is any doubt at all over the nationality of the pupil, then the Registrar must insist on seeing a copy of the pupil's passport before confirming acceptance of the pupil for study at CTE.

## **2. Registration Form**

Once a satisfactory course of tuition has been agreed on, the pupil (or parent/guardian) should be issued with the standard CTE Registration Form. This asks for essential information concerning: pupil name, date of birth, immigration details, contact information, course applied for (as agreed with the Academic Registrar), reason for wanting to take the course, educational background, level of English, etc. The section requiring specification of reasons for choosing the course is particularly important as it will help CTE to determine the true intentions of the pupil - if they genuinely intend to study the course chosen at CTE.

Anything out of the ordinary must be followed up on, and further documentation should be requested where appropriate. For example a mature student wanting to commence a GCSE course should provide an explanation of why he wishes to do this late in life, or a pupil with no educational background in the subject they choose should be able to account for their reasons in choosing this course.

## **3. Proposal**

Once the completed Registration Form is received, the Registrar issues a proposal with details of the agreed course of tuition. This proposal must be signed by an adult responsible for the pupil – this can be the pupil if the pupil is eighteen or over, otherwise it must be the pupil's parent or guardian. The course may not begin unless a signed proposal has been received.

It is sometimes the case that details of the CTE course are included within a proposal that has been issued for a pupil by Carfax Educational Consultants, another division of Carfax Education. Where this is the case, provided that all the necessary details of the CTE course are included, the Registrar may be satisfied by a signed copy of such a proposal, in place of a proposal issued directly by CTE.

## **4. Collection of Documents**

Once the registration form has been completed, the Registrar will request documents that verify the information contained in the registration form.

Ensuring that the pupil has a good level of English language will be crucial for those pupils who come to CTE from non-English speaking countries. For certain courses the Registrar must be provided with documentary evidence proving that the pupil has a good level of English before they can accept the pupil. The evidence required will depend on the level of course applied for:

*A-level (NQF 3) for adults (Tier 4 General)* – All adult students are required to produce a SELT certificate, from a UK Border Agency approved provider, showing that they have achieved level B1 on the CEFR in each of the 4 components: speaking; listening; reading; and writing.

*GCSE (NQF 2 and below), all Tier 4 (Child) courses, and all short courses (shorter than six months)* – A written assessment of the pupil's English from an English speaking educational institution will be required, or if this is not available, an English language assessment must be carried out at CTE or the representative office in Moscow, as described above. This should show that the pupil can speak English without assistance, to the level required for the course in question.

[\*See separate document, "English language checking for Tier 4 courses", for more details.]

The Academic Registrar must also be satisfied that the pupil has sufficient knowledge in the appropriate subject areas. Exam certificates, academic transcripts, recommendations from schools or school reports will be requested from the pupil, where appropriate.

Appropriate steps must be taken to verify that these documents are valid and have not been forged or amended in any way. If there are any doubts, then the relevant awarding body, or the pupil's previous place of study, should be contacted. A UK NARIC statement of comparability should also be obtained where appropriate.

The Academic Registrar must also be satisfied that payment for the course has been made before accepting a pupil onto a course at CTE. Pupils will only be allowed to start a course once the Registrar has been informed by the Bursar that the course fees have been paid in full or, where a course lasts for longer than a term, that the first term's fees have been paid. Confirmation of acceptance onto the course may be given if a deposit of at least £1,000 has been received and the Registrar is otherwise convinced that the pupil intends, and is able, to follow the course to completion; however, the pupil will not be allowed to begin the course until course fees (or at least the first term's fees) have been paid in full.

If the pupil is not an EEA or Swiss national, the Academic Registrar must also see a copy of the pupil's passport before confirming acceptance of the pupil for study at CTE. If there is any doubt at all over the nationality of the pupil, then the Registrar must insist on seeing a copy of the pupil's passport before confirming acceptance of the pupil for study at CTE.

## **5. Confirmation**

Once satisfied that the pupil can be accepted for study at CTE, the Academic Registrar will notify the pupil/parent/guardian and give instructions to the relevant members of CTE's staff so that arrangements for tuition can be made.

## **6. Visas for pupils**

If the pupil is not an EEA or Swiss national, and requires a visa in order to study at CTE, then the Academic Registrar will contact the Immigration Registrar in order to confirm that the pupil has been accepted for study at CTE and to provide the following information:

- Full name of pupil;
- Passport copy;
- Name of Academic Programme;
- Course dates;
- Evidence on which the decision to accept the pupil was based;
- If the pupil will need a Child visa, whether the child will arrive alone or accompanied by an adult;
- Details of accommodation arrangements;
- Signed proposal.

**N.B. If there is any doubt at all over the nationality or the visa status of the pupil, then the Academic Registrar must insist on seeing a copy of the pupil's passport and, where appropriate, visa before confirming acceptance of the pupil for study at CTE.**