



FURTHER EDUCATION APPLICATIONS & ADMISSIONS POLICY

Policy Owner	Operations Manager
Version	25/26 Application Year
Approval Date	September 2025
Next Review	August 2026
Approved By	Director of Operations & Partnerships

CONTENTS

1. INTRODUCTION	2
2. HOW TO APPLY: THE APPLICATION PROCESS	3
2.1 Further Education Application Process	4
3. OFFERS.....	6
3.1 Granting Offers	7
3.2 Managing your Offer.....	7
4. ENROLMENT & ADMISSION	8
5. APPLICATION INFORMATION	10
5.1 EHCP Applicants.....	11
5.2 Applicants with Accessibility or Learning Needs	11
5.3 Extenuating Circumstances	11
5.4 Meeting Course Entry Requirements	12
5.5 International Applicants	13
5.6 Mature Students	14
5.7 Care Leavers.....	14
5.8 Unspent Criminal Convictions.....	15
6. OUR COMMITMENT.....	15
6.1 Accuracy of Information:	16
6.2 Communication of Changes:.....	16
6.3 Safeguarding:	16
6.4 UK General Data Protection Regulation:	17
7. COMPLAINTS & APPEALS FOR APPLICANTS.....	17
8. KEY CONTACTS	18

1. INTRODUCTION

The EFI Group Further Education Applications & Admissions Policy (the “Policy”) sets out our approach to the recruitment and admissions of students to all further education courses at the Fashion Retail Academy (the “FRA”) and the London College of Beauty Therapy (“LCBT”).

The Policy applies to applications made from 1 September 2025.

The EFI Group is committed to providing an admissions process that:

- Is transparent and fair
- Drives Access and Widening Participation by encouraging applications from all backgrounds
- Is inclusive and accessible
- Enables the admission of students who are likely to succeed on their chosen course of study

If you want to contact us about an application, please contact our [Applicant Services Team](#).

2. HOW TO APPLY: THE APPLICATION PROCESS

The EFI Group is committed to being a fair and inclusive training provider that welcomes applicants from every and any background. We encourage you to disclose all relevant information that may help us assess any of your support needs – for example please let us know if you have access needs, a learning difficulty, an EHCP plan or any extenuating circumstances. In these circumstances, please see the section on '[Application Information](#)' below for further details.

The application process is outlined below and can also be found on our [FRA](#) and [LCBT](#) websites.

2.1 Further Education Application Process

Step One: Register with Us

Register for an account on the relevant portal:

FRA: [Online New Registration Form](#).

LCBT: [London College of Beauty Therapy | LCBT London](#)

Once you've registered, you can apply straight away or come back later to complete your application.

Step Two: Complete Application

To apply, log in to the portal and complete your application from there.

Once the application is complete, if we need any further information from you, our Registry team will be in contact via email to explain what details we need.

Step Three: Application Screening & Offer

We review applications on a first-come, first-served basis. We aim to screen all applications within 5 – 10 working days. If your application is successful, you will receive an offer.

You should accept your offer through the applications portal.

Please see [Section 3](#) for more information on offers.

If you are over 19 years old, you will need to pay a deposit or make a full payment towards the cost of your course. Advanced Learner Loans and Lifetime Learning Entitlement Loans are available. For more information, please see the Fees and Funding section of our websites:

- [Fees & Funding | Fashion Retail Academy London](#)
- [Fees & Funding - London College of Beauty Therapy](#)

Step Four: Applicant Day

We encourage you to visit us before the start of your course.

We run Applicant Days so you can meet your classmates, tutors and prepare for the start of your course. During Applicant Days you can look forward to hearing from industry experts, taking part in interactive workshops and getting a good taste of what an FRA experience is like.

We also run Open Days if you are interested in visiting before making an application.

Please refer to the website for up-to-date information on Applicant Days and Open Days.

Step Five: GCSE & A-Level Results Day: Upload your Grades

This step is applicable if you have received a conditional offer to study with us.

Once you have received your grades, upload them onto the application portal as soon as possible. Please do this whether you have achieved the entry requirements or not.

If you have achieved the entry requirements you will be emailed and invited to progress to the enrolment step.

Conditional offer holders who have not achieved the entry requirements will be considered on a case-by-case basis. We will need some time to determine the number of spaces remaining on the course and to grant an exceptional enrolment. We will contact you as soon as possible to inform you of the outcome. If successful, you will progress to the enrolment stage.

Step Six: Enrol

To have the best chance of securing your place, please enrol onto your course as soon as invited to do so.

The enrolment process is a 10-stage process where you will be asked to upload evidence of grades, photo identification and proof of address.

You may also be prompted pay the following:

- Material Fee
- Kit Fee
- Uniform Fee
- Enrichment Fee
- Tuition Fee or Deposit (for 19+ Applicants only)

For more information, please see the Fees and Funding section of our websites:

- [Fees & Funding | Fashion Retail Academy London](#)
- [Fees & Funding - London College of Beauty Therapy](#)

Once enrolled your admission to the course will be confirmed, subject to revirfication, and you will receive welcome information.

3. OFFERS

3.1 Granting Offers

Offers will be awarded in line with the course entry requirements.

Following the successful assessment of an application, the typical offer made will be a conditional offer. The EFI Group also make unconditional offers where all entry requirements have already been satisfied and evidenced.

Conditional Offers

Conditional offers are offers subject to the fulfilment of certain conditions at the point of enrolment, such as achieving particular qualifications or the successful demonstration of relevant learning achieved through study, work or voluntary experience.

The conditions of the offer will be aligned to the course entry criteria and the fulfilment of the conditions will demonstrate the applicant's ability to succeed on the course.

Conditional offers will only be made where the applicant has evidenced that they are working towards the course entry requirements or equivalent.

An applicant having met (or been predicted to meet) the conditions of an offer does not guarantee admission. All applicants are required to successfully complete and pass enrolment, subject to availability of places on the course and viability of the programme. Please see section below on [Enrolment & Admission](#).

Unconditional Offers

Applicants who have already achieved the course entry requirements, or have successfully demonstrated relevant learning achieved through study, work or voluntary experience, will be given an unconditional offer.

Applicants will be required to provide evidence of the attained qualifications or relevant learning achieved through study, work or voluntary experience before an unconditional offer is made.

An unconditional offer does not guarantee admission. All applicants are required to successfully complete and pass enrolment, subject to availability of places on the course and viability of the programme. Please see section below on [Enrolment & Admission](#).

Academic Decisions

Where an applicant is relying on relevant learning achieved through study, work or voluntary experience to support their application, offers will be made subject to an Academic Decision.

An Academic Decision is where an application is reviewed by an experienced member of our Senior Leadership Team who will consider prior attainment, predicted achievement, relevant experience, personal circumstances and capacity to succeed on the course where the entry requirements have not

been met. Academic Decisions will be guided by principles of fairness and ensuring students are set up to succeed on our courses.

All exceptional admissions are considered on a case-by-case basis and are at the discretion of the EFI Group.

3.2 Managing your Offer

Transferring an Offer

If you have been offered a place on a course but wish to transfer your application to a different course, we will do our best to accommodate your request and provide you with an updated offer. Please note that transfers are not always possible due to availability and course entry requirements - the earlier you get in touch, the more likely it is that we can support your request.

Please note that a transfer request is not confirmed until a new offer has been made.

If you wish to make a transfer request, please contact our [Registry Team](#).

Deferral

We are not able to defer applications to future years. If you are planning to start your course in a later academic year, we recommend waiting until the application window opens for that year.

Withdrawing and Rescinding Offers

If you would like to withdraw your offer with us please contact our [Registry Team](#).

The EFI Group reserves the right to rescind an offer made. This may be required where:

- False or misleading information has been provided and subsequently revealed
- Academic, disciplinary, or criminal concerns have been subsequently brought to our attention
- There has been a change in the applicant's immigration or visa status
- The applicant has not obtained the required right to study in the UK
- The applicant is no longer working towards conditions of their offer
- The applicant no longer meets the course entry requirements

Please note, this is not an exhaustive list.

Feedback

We do not routinely provide feedback if your application is unsuccessful.

If your application is unsuccessful and you would like feedback, please get in touch with our [Registry Team](#) within one week of receiving your notice that your application has been unsuccessful. We will aim to respond to your request within 4 weeks.

4. ENROLMENT & ADMISSION

Offer holders are invited to enrol online before the start of the course. For successful admission on to the chosen course of study, all applicants are required to successfully complete and pass enrolment, subject to availability of places on the course and viability of the programme.

All applicants are expected to provide accurate and correct information during enrolment.

Confirmation of Results (for conditional offer holders)

Once you have received your grades, you will be required to upload these onto the application portal as soon as possible.

Please do this whether you have achieved the entry requirements or not.

If you have achieved the entry requirements, you will be emailed and prompted to progress to the enrolment platform.

Conditional offer holders who have not achieved the entry requirements will be considered on a case-by-case basis. We will need some time to determine if and the number of spaces on the course and to make an exceptional admission. We will contact you as soon as possible to inform you of the outcome. If successful, you will progress to the enrolment stage.

Enrolment & Course Admission

Admissions are managed on a first come, first served basis. Course places are limited so we recommend applicants complete the 10-stage enrolment process promptly after being invited to do so.

Admission is subject to completing enrolment, document verification, course availability and course viability.

To maximise opportunities for learners to study with us and to ensure that courses remain viable and appropriately enrolled, the EFI Group maintains a small buffer when issuing offers. Our aim is to support stable enrolment levels so that, as a charitable organisation, we can continue to deliver high quality, sustainable programmes of study.

Factors which influence why we have a buffer include:

- Applicants do not achieve the entry criteria for their course and therefore are unable to successfully enrol
- Recognition that applicants apply to multiple institutions and may not make a final commitment to an organisation until the point of enrolment (or a period thereafter)
- To protect against changes in choice of our applicants.

In a limited number of cases, where a higher than anticipated number of applicants meet the entry criteria for a specific course, we will implement a waiting list. Waiting lists operate on a first-come, first-served basis.

Waiting lists enable the EFI Group to allocate places efficiently should enrolled students fail to attend, not meet the conditions of their initial probation period during the first days of study, or choose to

withdraw. Probationary conditions relate primarily to expectations regarding punctuality and attendance.

The EFI Group will close waiting lists at a point when joining the course would be unlikely to support a learner's successful achievement and progression, taking into account the learning and assessment activity already completed on programme.

Document Verification

During enrolment onto the course, applicants will be required to upload documents to evidence information such as the identification, address, right to study and live in the UK and qualifications achieved. All information requested is mandatory and serves statutory purposes.

Successful enrolment will be subject to accurate verification of all uploaded documentation provided by the applicant. As such, documents uploaded must be clear, in full and accurate.

We will contact you if there are any issues with the evidence you have uploaded. This will be via email and/or phone with the contact information you have provided to us.

All evidence uploaded will be verified by the EFI Group. Where evidence is missing or documents are identified as inaccurate, the EFI Group has the right to revoke enrolment. As such please ensure we are able to contact you during the enrolment period.

Information and Onboarding

Following successful enrolment, learners will be invited to attend an Academic Transition Day (ATD). This will be the first day of study and is integral to a successful start of a new student's time with us. The ATD is a mandatory part of the course.

Ahead of your Academic Transition Day, we will send an information pack; this will contain further useful information, including a weekly timetable, group information and annual calendar clearly laying out the course expectations.

5. APPLICATION INFORMATION

This section provides further guidance and information on:

- Educational, Health and Care Plans (EHCPs)
- Accessibility or learning needs
- Extenuating circumstances
- Meeting course entry requirements
- Non-UK citizens
- Mature students
- Care Leavers
- Criminal convictions

5.1 EHCP Applicants

If you have an EHCP, please let us know by ticking the EHCP box on the application form.

If you have already made an application with us, please contact our [Applicant Services](#) team to inform them of your EHCP.

Once we receive your application and have been notified of your EHCP, our Student Services team will be in touch to arrange a visit and discuss your support needs. We will then work with the Local Authority to ensure we will be able to support you throughout the duration of your course. If we are able to meet your needs, your application will move forward to the next stage. We will only enrol applicants where it has been determined that we are able to support your needs.

If you have an EHCP and need help with your application, please get in touch with our [Student Services](#) team.

5.2 Applicants with Accessibility or Learning Needs

The EFI Group are committed to limiting barriers to learners and welcome applications from students with accessibility or learning needs.

If you have any accessibility or learning needs, please let us know on the application form so we can support you in the best way possible.

If you have already made an application with us, please contact our [Applicant Services](#) team to inform them.

Your application will follow the standard application process outlined above. Depending on the nature of the need declared, to help us prepare and ensure your needs are met, a member of our Student Services team will get in touch to gather more information. We will only enrol applicants where it has been determined that we are able to support your needs.

If you need any help completing your application or would like to discuss your accessibility needs, please contact our [Student Services](#) team.

5.3 Extenuating Circumstances

We understand that events can interrupt studies and affect performance. Please get in touch with our [Applicant Services](#) team to tell us about any extenuating circumstances – we will use this information to inform any offers, Academic Decisions or exceptional admissions we might make.

All exceptional admissions are considered on a case-by-case basis and are at the discretion of the EFI Group.

5.4 Meeting Course Entry Requirements

We welcome applicants who can demonstrate the ability, motivation and potential to succeed on their chosen course. We recognise a wide range of equivalent qualifications from around the world, as well as relevant learning achieved through study, work or voluntary experience.

Course-specific entry requirements are clearly published on the course pages on our websites.

The EFI Group recognises and will consider a range of other equivalent level qualifications from around the world. If you hold non-UK qualifications, you may be asked to provide an ENIC Statement of Comparability.

In order to evidence relevant learning achieved through study, work or voluntary experience we may ask you to include documents such as a Personal Statement and CV. We will use this information to inform any offers, Academic Decisions or exceptional admissions we might make. All exceptional admissions are considered on a case-by-case basis and are at the discretion of the EFI Group.

An applicant having met (or been predicted to meet) the entry requirement does not guarantee admission. All students are required to successfully complete and pass enrolment, subject to availability of places on the course and viability of the programme. Please see section below on [Enrolment & Admission](#).

GCSE English and Mathematics Entry Requirement

All Further Education courses at a Level 3 and above have an entry requirement of a Grade 4 in GCSE English and Mathematics or equivalent.

16 – 18 Students

For 16-18 students, a limited number of exceptions will be made where learners who have not achieved a Grade 4 in these GCSEs can be enrolled. These applicants will be enrolled on the appropriate English and/or Maths (EAM) provision alongside the main course of study.

Where students have been enrolled without having achieved a Grade 4 in GCSE English and Mathematics or equivalent, enrolling onto English and Maths provision is a condition of funding. Therefore, retaking this provision is mandatory.

All exceptions are subject to a limited number of available places on our EAM provision which provides students with a further attempt at attaining their English and/or Maths GCSE to support progression alongside their chosen course. To note there is no guarantee that EFI group will be able to accommodate every applicant requiring a retake.

All admissions onto EAM provision are considered on a case-by-case basis and are at the discretion of the EFI Group.

19+ Students

For 19+ students, exceptions may be granted via an Academic Decision subject to course availability. All exceptional admissions are considered on a case-by-case basis and are at the discretion of the EFI Group.

Conditions of enrolment on EAM provision

All enrolled students aged 16–18 who have not yet achieved a Grade 4 in GCSE English and/or Maths must be enrolled onto the appropriate English and/or Maths (EAM) provision and are required to continue working towards achieving a Grade 4 as part of their study programme. Lack of attendance and engagement with EAM provision will put the student's place on their vocational programme in jeopardy and may result in disciplinary actions. It is expected that every student accepting a place on the EAM provision understands and accepts these conditions.

Exemptions to this requirement will only be granted for learners with an Education, Health and Care Plan (EHCP) where the EHCP specifically states that the learner is exempt from studying GCSE English and/or Maths.

Students enrolled on EAM provision must remain actively enrolled in their main study programme at all times. Where a student is withdrawn from, or otherwise ceases to participate in, their main provision, they will also be withdrawn from EAM provision, regardless of the timing or circumstances of the withdrawal. The EFI Group does not permit students to continue studying English and/or Maths as a standalone provision following withdrawal from their main programme.

5.5 International Applicants

We welcome applications from non-UK citizens who legally reside in the UK and are permitted to study, regardless of their country of origin. These applicants can apply to any of our courses.

We accept applications from non-UK citizens who are not currently permitted to live or study in the UK on FRA Level 4 Diploma Courses only. These courses are taught on-site in the UK and you must be legally permitted to study in the UK for the duration of your course.

International applicants must abide by the requirements of the UK Visa and Immigration service to enter the UK and remain for study purposes. This includes obtaining immigration permission in the form of a student visa.

The FRA is a registered Student Visa Sponsor, and we can therefore issue Confirmation of Acceptance for Studies (CAS) statements to allow applicants to apply for immigration as a student once an application has been made onto one of our FRA Level 4 Diploma Courses.

For further information, please refer to the UK council for [International Student Affairs website](#)

If you are a non-UK citizen and would like support with your application, please get in touch with our [Registry Team](#).

English Language Requirements:

Non-UK citizens who legally reside in the UK and are permitted to study, regardless of their country of origin, are not required to evidence their English proficiency. Course-specific entry requirements will continue to apply.

International applicants will need to evidence their English language abilities. This can be evidenced in the following ways:

- Be a national of a majority English-speaking country
- Hold a UK school qualification
- Hold a degree taught in English
- Achieve a pass in a Secure English Language Test (SELT). This can be evidenced by an IELTS English Language certificate with a minimum score of 5.5 overall and in each section.

The Process (FRA Level 4 Diploma Courses only):

International Applicants will be asked to provide the following documentation during '[Step Two: Complete Application](#)'. Depending on where you are applying from, this may include:

- Valid Passport(s) (including previous or dual-nationality passports)
- Your location and immigration status
- Details of past UK visits and any VISAs held
- Academic and employment history
- Evidence of academic qualifications (must include ENIC Statement of Comparability for non-UK qualifications)
- IELTS Certificate (if applicable)
- Evidence of financial ability to pay tuition fees and living costs
- Tuberculosis screening results (if applicable)

Once these documents are submitted your application will move to '[Step Three: Application Screening and Offer](#)'. If your application is successful you will receive:

- A Confirmation of Acceptance for Studies (CAS) statement
- A conditional or unconditional offer, depending on any outstanding qualifications or documents

You can then complete your student visa application through the UK [government website](#).

5.6 Mature Students

The EFI Group welcomes applications from mature students on all Level 4 courses. There is no upper limit on an applicant's age and we will assess applications without discrimination.

5.7 Care Leavers

We are committed to supporting care leavers' access to education. Please contact our [Registry Team](#) for further information on access to financial and pastoral support.

5.8 Unspent Criminal Convictions

All applicants aged 16 and over are required to inform us of any unspent criminal convictions or pending proceedings. To disclose unspent criminal conviction, please contact our [Registry Team](#). An unspent criminal conviction does not automatically prevent admission to EFI Group courses.

We will contact you to discuss the information provided and where appropriate a Risk Assessment will be completed by our Student Services Team. This is to ensure that appropriate support can be considered and decisions are made in the best interests of the applicant and our wider community, including staff and students.

Where the risk is deemed significant and we are unable to ensure a safe environment for the applicant, other students and staff, admission onto the chosen course of study will not be permitted.

6. OUR COMMITMENT

We are dedicated to giving you the best imaginable experience and that starts with your application. We are committed to providing highquality IAG to applicants, parents and advisors on all aspects of recruitment and admission.

The EFI Group adheres to rules and practices that are relevant to recruitment and admissions including the Equality Act 2010, Data Protection Act 2018, the UK General Data Protection Regulation 2016 and Competitions and Markets Authority (CMA) regulations.

6.1 Accuracy of Information:

The EFI Group may provide information through a number of channels including printed materials, face-to-face, email and website. We aim to ensure that all information provided is accurate and we make every effort to ensure that courses are run in accordance with the information provided. In some circumstances, for example in printed prospectuses, published information will inevitably become outdated. We therefore advise you to use our websites to access the most up to date information including course-specific entry requirements, costs and course content.

The FRA and LCBT websites are the definitive source of information and we will ensure that these are accurate, timely and helpful.

In any case, please contact our [Applicant Services](#) team should you want to query any details.

6.2 Communication of Changes:

In line with the Competitions and Markets Authority (CMA) regulations, the EFI Group will inform all applicants of any material changes to information that they may have seen as soon as reasonably possible.

We will endeavour to ensure that any changes are kept to a minimum.

If you are no longer interested in the course due to the changes, you are able to apply for an alternative course at the EFI Group or withdraw your application by contacting our [Registry Team](#).

In the event that a course is discontinued, all applicants will be informed as soon as reasonably possible. Your offer will be withdrawn and you will have the option to apply for an alternative course at the EFI Group. You must meet the entry requirements specific to that course, or be working towards them, to receive an offer.

The EFI Group will support you in determining your next steps in the light of any changes to or discontinuation of the course you have applied to. We will support offer holders to find alternative courses at the EFI Group or at another provider.

6.3 Safeguarding:

We are committed to promoting the health, safety and wellbeing of our students and applicants. We take our safeguarding legal duties extremely seriously and we are proud of the extensive reach of our Student Services Team. Our safeguarding policy can be found [here](#). Parent(s)/Guardian(s) of applicants under the age of 18 are advised to review this document.

We have a responsibility to our staff and students to provide a safe environment. Applicants are encouraged to inform us of any circumstances that may affect their attendance, ability to study, safety and wellbeing, or the safety and wellbeing of other students or staff. The EFI Group may carry out Safeguarding Risk Assessments based on information disclosed by applicants to determine whether we can support an individual applicant and ensure the safeguarding of our other students and staff.

Where the risk is deemed significant and we are unable to ensure the safeguarding of the applicant and other students and staff, admission onto the chosen course of study will not be permitted.

Where information is subsequently revealed that results in the safeguarding of the student, other students or staff being in jeopardy, the EFI Group has the right to revoke enrolment.

If you have any safeguarding concerns, please contact the [Student Services Team](#).

6.4 UK General Data Protection Regulation:

We handle all personal data in accordance with the provision of the UK General Data Protection Regulation (tailored by the Data Protection Act 2018) which applies to all bodies processing personal data.

Our Privacy Notice is available [here](#).

We will only discuss an application with the applicant themselves unless:

- The applicant is under 18, in which case we will also discuss the application with the applicant's parent(s)/guardian(s); or
- The applicant has nominated a person that we may discuss their application with.

7. COMPLAINTS & APPEALS FOR APPLICANTS

7.1 Appeals

Applicants do not have the right to appeal against an Academic Decision judgement itself. Providing that the decision can be shown to have been reached fairly and in accordance with the entry requirements and Applications and Admissions Policy, the outcome of the decision will not be revised.

Should an applicant believe that the EFI Group's admissions procedures have been inconsistently or incorrectly applied, the below complaints procedures will can be used.

7.2 Applications Complaints Procedure

If you have a concern about the way your application was processed, please use the Complaints Procedure for Admissions that can be found at section 7.0 of the [EFI Group Complaints Policy](#) to raise a complaint. Complaints cannot be considered where you are not satisfied with the outcome of an admissions decision or an appeal.

8. KEY CONTACTS

Team		FRA	LCBT
Applicant Services Team		applicant.services@fra.ac.uk 0300 247 0039	applicant.services@lcbt.co.uk 0207 208 1300
Registry Team		fraadmissions@efigroup.ac.uk 0203 040 3190	lcbtadmissions@efigroup.ac.uk 0203 040 3190
Student Services Team	Safeguarding	FRASafeguarding@efigroup.ac.uk 0203 040 3193	LCBTSafeguarding@efigroup.ac.uk 0203 040 3193
	EHCP	EHCP@efigroup.ac.uk 0203 040 3190	EHCP@efigroup.ac.uk 0203 040 3190
	Learning Needs	FRALearningsupport@efigroup.ac.uk 0203 040 3190	LCBTLearningsupport@efigroup.ac.uk 0203 040 3190

