

Admissions policy

POLICY INTENDED FOR:	Students, Parents, Agents, Staff
CATEGORY:	Governance and Compliance
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

Policy Statement

At ProEd, we are committed to providing a fair, transparent, and inclusive admissions process that ensures equal opportunities for all eligible applicants. Our programmes are specifically designed for students aged 13 to 18, with age-appropriate content and pastoral care tailored to their developmental and educational needs.

We are dedicated to fostering an inclusive and welcoming environment for students from diverse backgrounds, offering support and reasonable adjustments where necessary to meet individual needs.

We comply with the UK General Data Protection Regulation (UK GDPR) to ensure the privacy and confidentiality of all personal data submitted during the admissions process.

The purpose of this Admissions Policy is to provide a clear, fair, and transparent framework for the application process at ProEd. It ensures that all prospective students, parents, agents, guardians understand the eligibility criteria, application procedures, and expectations for enrolment in our programmes.

Admissions Criteria

- **Face-to-Face 2-Week Programme:** Open to students aged **13 to 18**, offering an immersive on-campus experience with structured academic and extracurricular activities tailored to this age group.
- **Back to School 1-Week Programme:** Available for students aged **15 to 18**, designed to provide targeted academic support and preparation for their return to school studies.
- **Online Summer School:** Open to students aged **13 to 18**, providing flexible and engaging online learning opportunities across various subjects.

- **Online Research Programme:** Recommended for students aged **13 to 18**, however, flexibility is provided, and admissions will be considered based on individual student needs and academic readiness.

English Language Requirement

To ensure students can fully engage with the course content and participate effectively, a minimum English language level of B1 (Intermediate) is required for admission, with a B2 (Upper Intermediate) level recommended to benefit the most. We rely on self-assessment for language proficiency; however, ProEd can provide an assessment for applicants who are unsure of their level to ensure they meet the requirements.

Application Process

1. Submit the Application Online

Applicants must complete and submit the online application form available on the ProEd website. This form collects essential details, including personal information, program selection, and contact details.

2. Invoice Issuance

Upon receipt of the application, ProEd will issue an invoice to the parent or guardian.

Payment Options:

Payments can be made via bank transfer or through the Flywire payment system, which offers secure and convenient international payment options.

Applicants have the option to pay a deposit to secure their place, with the remaining balance due by 31st March. For applications submitted after 31st March full payment of the programme fee is required at the time of invoicing.

3. Pre-Arrival Form Submission

Once the full payment is received, ProEd will send a pre-arrival form to collect all necessary information required for student enrolment, including health and dietary requirements, emergency contacts, and travel details.

4. Acceptance Letter Issuance

Upon completion and submission of the pre-arrival form, ProEd will issue an official Acceptance Letter, which can be used to support applications for a Visitor Visa, if necessary.

5. Special Considerations

Students with disabilities or special needs must indicate their requirements on the pre-arrival form. ProEd will assess the information and liaise with parents/guardians to discuss and confirm suitable accommodations. ProEd will make every reasonable effort to provide the necessary support, within the limitations of the programme environment and facilities.

Use of Agents

ProEd collaborates with a network of trusted education agents to assist students and their families in navigating the application process and selecting the most suitable programmes.

While students and parents are welcome to apply directly through our website, our agents provide valuable support, including guidance on application requirements, programme details, and visa processes where applicable.

All education agents working with ProEd are required to adhere to our policies and uphold the highest standards of integrity, professionalism, and ethical conduct. We ensure that our agents are fully informed about our courses, to provide accurate and up-to-date information to prospective students.

Contact information

For any inquiries related to the admissions process, programme details, or support needs, parents and students can contact us at: info@proedetal.com