



Higher Education Admissions Policy

Policy Title	Higher Education Admissions Policy		
Course type	HE	<input checked="" type="checkbox"/>	Auditing
School	London	<input checked="" type="checkbox"/>	Online <input checked="" type="checkbox"/> Ibiza
Approved by	Quality and Standards Committee		
Owner	Head of Marketing and Communications		
Date Approved	16 th August 2023		
Date of Review	August 2023	Date of next review:	August 2024
Version	2.0		
Publication	Staff Access		X
	Student Access		X
	Public Access via Point Blank website		X

Contents

1. INTRODUCTION	4
1.1. AIMS	4
1.2. AUTHORITY	4
2. ACADEMIC ENTRY REQUIREMENTS	4
2.1. QUALIFICATIONS	4
2.2. ENGLISH LANGUAGE	5
2.3. INTERNATIONAL ENTRY REQUIREMENTS	6
3. NON-ACADEMIC ENTRY REQUIREMENTS	6
3.1. RIGHT TO STUDY	6
3.2. EVIDENCE OF QUALIFICATIONS	7
4. APPLICANT SELECTION	7
4.1. CANDIDATES	7
4.2. APPLICATION	7
5. APPLICANT ASSESSMENT	8
5.1. INTERVIEWS	8
5.2. AUDITIONS	9
5.3. ADMISSIONS TEST	9
5.4. PORTFOLIO	10
6. OFFER MAKING	10
6.1. OFFER MAKING PRINCIPLES	10
6.2. CONTEXTUAL OFFERS	11
7. POINT OF ENTRY	12
7.1. FOUNDATION YEAR	12
7.2. RECOGNITION OF PRIOR LEARNING (RPL)	12
8. AGE ON ENTRY	13
8.1. UNDER-18	13
8.2. MATURE APPLICANTS	13

9. DEFERRALS AND RE-ENTRY	14
9.1. DEFERRED ENTRY	14
9.2. RE-APPLICATION	14
10. DISABILITIES AND WELLBEING	14
10.1. DISABILITY DECLARATIONS	14
11. FEE STATUS	15
11.1. STUDENT FINANCE	15
12. INTERNATIONAL APPLICANTS	15
12.1. STUDENT VISA REQUIREMENTS	15
13. UCAS	16
13.1. UCAS SIMILARITY DETECTION	16
13.2. UCAS RPA PROCESS	16
14. PROGRAMME AMENDMENTS	17
14.1. DISCONTINUED COURSES OR CHANGES TO COURSE CONTENT	17
15. UNSUCCESSFUL APPLICATIONS	17
15.1. REJECTIONS AND WITHDRAWALS	17
15.2. FRAUDULENT APPLICATIONS	18
15.3. APPLICATION FEEDBACK	18
16. COMPLAINTS AND APPEALS	19
16.1. COMPLAINTS	19
16.2. INFORMAL PROCEDURE	19
16.3. FORMAL PROCEDURE	19
17. HESA DATA RETURNS	20
17.1. DATA COLLECTION	20

HIGHER EDUCATION ADMISSIONS POLICY

1. Introduction

Point Blank is an international institution based in London. Point Blank believes that opportunities to participate in higher education should be provided to all who demonstrate potential to successfully complete their chosen course of study regardless of their background. Point Blank recognises the benefits to Point Blank and to the wider community, of recruiting a diverse population of students and we aim to widen access to higher education.

1.1. Aims

- 1.1.1. This Higher Education Admissions Policy sets out the means by which Point Blank operate a fair and transparent admissions system for the provision of higher education. It concerns all higher education programmes offered at Point Blank which are delivered at the London campus or via distance learning. This policy details Point Blank's aims for the admission of undergraduate students and explains the guidelines, principles and processes which are used to select and admit new UK, EU and international students to undergraduate courses.

1.2. Authority

- 1.2.1. This policy is applicable to, and reviewed annually by, the Head of Marketing and Communications and is approved by the Academic Board. The Executive Committee will approve changes to the policy which happen in-year. The Head of Marketing and Communications undertakes the maintenance of the policy and regular training is provided to all Admissions staff to carry out the procedures stated herein. If interpretation of any aspect of the policy is required, the final interpretation will be that of the Head of Marketing and Communications.

2. Academic Entry Requirements

2.1. Qualifications

- 2.1.1. To be eligible for admission to a programme of study at certificate level or above, applicants are normally required to have a minimum of CC at A-level or equivalent (e.g., BTEC MPP).
- 2.1.2. Point Blank reserves the right to change entry requirements during an application cycle. In the event of a change to entry requirements Point Blank will notify

affected applicants by email.

- 2.1.3. Point Blank will accept scanned or photocopied documents during the application process and these copies must be of sufficient and satisfactory quality for entry onto Point Blank's higher education programmes. International students wishing to apply for a Student Visa or Standard Visitor visa will need to submit their original documents for their visa application before arrival at Point Blank.
- 2.1.4. Point Blank will accept the secure online verification of qualifications either with the awarding body, or via a third party, such as UCAS. English qualifications (for example IELTS) can also be verified online using unique score codes. Point Blank will accept the unique code to verify a test score as part of the application process but will require a copy of the certificate to match the code, score and photograph prior to enrolment.
- 2.1.5. All qualifications completed and certified under a different name to the applicant's details as stipulated on the application form will need to be supported with documentation to evidence a legal name change (e.g., marriage certificate etc.). Applicants are advised to use their legal name throughout the application process.
- 2.1.6. Where an applicant submits documents in a language other than English, the applicant (at their own cost), may be asked to provide a certified translation with the original document.

2.2. English Language

- 2.2.1. In addition to academic entry guidelines, Point Blank requires all higher education applicants to demonstrate a level of English sufficient to allow successful completion of their chosen course of study.
- 2.2.2. UK applicants without a minimum GCSE English Grade C (or equivalent) qualification may be asked to take a test to prove their English language proficiency.
- 2.2.3. International applicants must be able to demonstrate a satisfactory standard of English in an approved English Language test. This can be demonstrated by:

reaching a satisfactory standard in an approved test in English as outlined in the 'Middlesex University Approved English Language Tests' list including the IELTS exam. Please note, if the applicant requires a visa to study in the UK, the English Language test must be approved by the Home Office in order to meet the Student Visa requirements.

- 2.2.4. The IELTS exam is universally accepted as an English Language test at Point Blank and the minimum level required for entry onto any of Point Blank's degree courses is 6.0 with a minimum of a 5.5 in each category.

- 2.2.5. International applicants must ensure that their English qualification is valid at the point their course is due to commence.
- 2.2.6. If an applicant is deemed suitable for their chosen course of study but has not achieved the required standard of English, a conditional offer may be made subject to completion of an approved test from the 'Middlesex University Approved English Language Tests' list (or a Home Office approved test if the applicant requires a Student Visa to study at Point Blank) to the satisfactory standard before the applicant's course is due to start.
- 2.2.7. In addition to achieving the required standard of English (as determined by Middlesex University), international applicants who require a visa to study will also need to satisfy the applicable level of English (as determined by the Home Office).
- 2.2.8. Point Blank reserves the right to change minimum English language requirements during an application cycle subject to any new compliance guidance provided and released by the Home Office. In the event of a change in Home Office policy which affects entry requirements, Point Blank will notify affected applicants via email.

2.3. International Entry Requirements

- 2.3.1. International applicants and international qualifications will be assessed using Middlesex University's guide or third-party comparison services such as ECCTIS. All International Student must hold QCF Level 3 equivalent or higher qualifications, regardless of age and / or experience.

3. Non-Academic Entry Requirements

3.1. Right to Study

- 3.1.1. In accordance with Home Office regulations, Point Blank are required to ensure that all students hold valid immigration permission granting study in the UK for the duration of the course.
- 3.1.2. The Admissions team will require a copy of each applicant's passport and where applicable, evidence of immigration permission to confirm the right to study in the UK in accordance with Point Blank's Student Visa Policy.

3.2. Evidence of Qualifications

- 3.2.1. As part of the admissions process, all applicants are required to provide documentary evidence (for example certificates and transcripts etc.) to demonstrate they have achieved the entry guidelines of their chosen programme of study and met or exceeded the conditions of their offer.
- 3.2.2. All applicants must provide scanned copies of their highest qualification certificate(s) which clearly shows the name, title and date of the award and awarding institution. A certified translation must be provided if the document is not in English.
- 3.2.3. Applicants may be required to provide evidence of additional qualifications attained as required by the Admissions team.

4. Applicant Selection

4.1. Candidates

- 4.1.1. Point Blank looks for motivated candidates with the necessary academic (and non-academic) preparation who will benefit from Point Blank's learning environment and demonstrate successful completion of the programme of study. Point Blank seek candidates who can demonstrate:
 - a. a passion and aptitude for music;
 - b. an ability to successfully complete a higher education programme.
- 4.1.2. This criterion will initially be assessed through the applicant's personal statement which should detail any previous study or relevant experience in music. The Admissions team will look at the merits of each applicant, taking the following evidence into consideration:
 - a. Personal statement
 - b. Predicted or previously attained grades
 - c. Examples of academic or creative work
 - d. English Language skills
 - e. Personal References
 - f. Relevant work experience

4.2. Application

- 4.2.1. All applicants, whether applying directly or through UCAS must list their legal name, as shown on their passport or birth certificate on the application form. This name will be used throughout their academic career and will appear on any

printed certificates.

- 4.2.2. All applicants may be required to provide one academic and one character reference (who must be contactable by phone during the application process). References from family or friends will not be accepted.
- 4.2.3. Applicants may also be asked to complete an admissions task and/or attend an interview.
- 4.2.4. Upon receipt of an application, Point Blank's Admissions team will endeavour to provide an update on an application within 2 working days.

5. Applicant Assessment

5.1. Interviews

- 5.1.1. We define an interview as a discussion with the primary purpose of determining the academic suitability of an applicant prior to an offer.
- 5.1.2. In some cases, the Admissions team will invite an applicant to interview, if it is felt that this is the best method of identifying potential for study or if further information about an applicant is required.
- 5.1.3. All international students who require student visa sponsorship may be interviewed as part of the admissions process. The interview will be recorded and securely stored for Home Office and admissions purposes only. The recording will be deleted one year post completion of the applicant's studies, or upon refusal, should the application be unsuccessful.
- 5.1.4. Interviews will be conducted via video call unless exceptional circumstances prevent this (such as a country has barred use of video communication platforms such as Zoom). The secondary option would be a telephone interview.
- 5.1.5. Interview questions will be pre-determined and consistent in their nature for all applicants.
- 5.1.6. Interviews will be scheduled at a mutually agreeable time, where possible. If an applicant fails to attend an interview, it is at the discretion of the Admissions team as to whether a further interview is offered.
- 5.1.7. Should the Admissions team cancel or postpone an interview, a revised interview date will be offered.

- 5.1.8. If a candidate is under 18 years of age at the time of interview, the applicant is welcome to invite a chaperone, or parent/guardian to attend the video interview.
- 5.1.9. The outcome of the interview is evidence-based and will be communicated as quickly as possible. The outcome will take the form of one of the following: an offer, a rejection, an alternative offer or request to complete an Admissions Test.
- 5.1.10. Feedback regarding an interview can be requested as part of a feedback request.

5.2. Auditions

- 5.2.1. As part of the application process for Point Blank's BA (Hons) Music Production and Vocal Performance degree, we require all students to attend a vocal audition.
- 5.2.2. Applicants must perform two choices herein referred to as Song A and Song B.
- 5.2.3. Song A can be a song chosen by the applicant, however, the audition panel reserves the right to request a change to Song A if considered inappropriate for the audition.
- 5.2.4. Song B must be selected from the song list issued to applicants. Please note if Song B is to be sung in a different key to the original, then a backing track must be provided.
- 5.2.5. All auditions for the BA(Hons) Music Production and Vocal Performance degree are recorded and subject to review at a later date.

5.3. Admissions Test

- 5.3.1. In some cases, the Admissions team will invite an applicant to complete an admissions test. The exercise may be issued at any stage of the application process.
- 5.3.2. The purpose of the admissions test is to ensure an applicant can show the requisite skills to meet the demands of the course for which they are applying.
- 5.3.3. The Admissions team will email the admissions test brief to the contact details provided, along with submission guidelines and a deadline.
- 5.3.4. The deadline for completion of the admissions test will be no shorter than 5 working days, and an applicant may request one extension to this deadline if required. Any further extensions will be granted at the discretion of the Admissions team.

- 5.3.5. Applicants who fail to submit their admissions test by the deadline may have their application withdrawn.
- 5.3.6. Programme and module leaders will review the submitted test and provide feedback within 7 working days. The outcome will assist in determining whether a candidate can gain access straight on to our degree courses, start from our Foundation Year course, or should be refused a place on either pathway.
- 5.3.7. The test forms part of the wider application process, and all other methods of assessment (interview, personal statement etc.) will be reviewed alongside the test itself when determining the application outcome.
- 5.3.8. Feedback regarding an admissions test can be requested as part of a feedback request.

5.4. Portfolio

- 5.4.1. All material received by applicants as part of an application (portfolio, admissions tests etc.) will be used solely for admissions purposes. Applicants will retain all intellectual property rights of their own work and will not be distributed outside of those Point Blank team members responsible for assessing applications.

6. Offer Making

6.1. Offer Making Principles

- 6.1.1. All offers of admission are subject to agreement to Point Blank's terms and conditions, Student Charter, General Conditions of Entry, and any conditions as detailed in your formal offer letter issued by the Admissions Office.
- 6.1.2. Places for Point Blank's higher education programmes are limited and offers cannot be made to every applicant who meet the typical entry requirements.
- 6.1.3. The Head of Marketing and Communications and Admissions Manager manage the fairness and consistency of offer making.
- 6.1.4. Applicants who are made a conditional offer and who do not meet the conditions of their offer before their chosen start date will not be registered on to their course. In any such case, the applicant may defer their course to the following start date, or any start dates within a period of one year from the original intended start date. If conditions are not met within one year, the application must reapply for their chosen course.

- 6.1.5. Unconditional offers will also be reserved for exceptional applicants who demonstrate their ability through examples of previous work and/or achievement in previous academic study.

6.2. Contextual Offers

- 6.2.1. Point Blank will use background data to assess an applicant's prior attainment and potential, in the context of their individual circumstances. The aim is to form a more complete picture of the applicant and to uphold Point Blank's mission to garner an inclusive academic environment for our students and widen participation across underrepresented groups.
- 6.2.2. The following key contextual information will be taken into consideration when making a contextual offer to applicants:
- a. The applicant lives in an area of socio-economic disadvantage or an area of low progression to higher education (UK students under the age of 21 years)
 - b. The applicant has been in the care of a local authority for at least 13 weeks
 - c. The applicant holds refugee status
 - d. The applicant has been eligible for free school meals
- 6.2.3. Students meeting one or more of the criteria above, may be eligible for a grade reduction of one grade below the standard entry requirements i.e. MM = MP and CC = CD
- 6.2.4. Point Blank may make contextual (lower) offers to students who are within Point Blank's access and participation categories and outlined in Point Blank's Access and Participation Plan 2020-2025.
- 6.2.5. Contextualised admissions can be used at different stages of the application process.
- 6.2.6. A contextual offer is not guaranteed. Each application will be assessed fairly and judged on its own merit.
- 6.2.7. Contextual data is collected on the Higher Education Application Form or the UCAS application form.

7. Point Of Entry

7.1. Foundation Year

- 7.1.1. Our degrees with a Foundation Year provide a supportive way for students to work towards one of our degree level qualifications. The Foundation Year provides an opportunity to learn academic writing skills, basic music production concepts, and will also cover a range of subject specific content to fully prepare them for entry to one of our undergraduate degrees.
- 7.1.2. If an applicant is offered a place on our integrated three or four-year degree with foundation year, the student will need to successfully complete the Foundation Year to progress on to the first year of their chosen Bachelor's degree.
- 7.1.3. Offers for the Foundation Year may be made to applicants who do not meet the entry requirements of our degree courses, have insufficient practical music experience, or have opted to take the Foundation Year as a personal choice.
- 7.1.4. Applicants without formal qualifications or who have achieved academic qualifications lower than required for the typical conditional offer may be considered on the strength of relevant prior learning and experience.
- 7.1.5. Applicants deemed suitable for entry at Level 4 will be strongly advised to enrol directly on to the degree programme, rather than the Foundation Year.
- 7.1.6. Places for Point Blank's Foundation Year programmes are limited and offers cannot be made to every applicant who meets our typical entry requirements.

7.2. Recognition of Prior Learning (RPL)

- 7.2.1. Applicants who have previously completed a qualification at level 4 or 5 of a relevant programme, or who can demonstrate relevant experience may be eligible to start a programme at a different entry point.
- 7.2.2. Applicants must also be able to show their qualification or experience has covered sufficiently similar subject material to that of the intended programme of study and matched all learning outcomes attached to applicable modules.
- 7.2.3. Applicants must have successfully passed their previous years of study and been awarded the requisite number of higher education credits, usually 120 per level of academic study.
- 7.2.4. Point Blank will only consider an RPL request where the applicant has provided evidence equivalent to a full level (usually one academic year) of study (i.e.,

completing level 4 in full to access level 5 study, or completing levels 4 and 5 to access level 6 study).

7.2.5. In these instances, the application will also be considered by Middlesex University and the final decision will lie with the university. Point Blank will not normally accept applicants for direct entry where the applicant has been previously unsuccessful at that level.

7.2.6. Successful completion of a CertHE or DipHE programme delivered at Point Blank would precipitate entry at level 5 or 6 on the BA programme, provided the requisite levels of attendance and engagement have been met.

8. Age on Entry

8.1. Under-18

8.1.1. Point Blank is not able to take on the usual rights, responsibilities, and authority that parents have in relation to a child and will not act in loco parentis in relation to students who are under the age of 18 years.

8.1.2. The parent or legal guardian of any applicant under the age of 18 years must on enrolment, confirm acceptance of admission by providing a signed copy of Point Blank's consent form.

8.1.3. By providing a signed copy of the consent form, the parent or legal guardian of any student under the age of 18 years is accepting the arrangements set out in the Policy for Students Under the Age of 18 Years on Entry

8.1.4. Where the age of an applicant would raise issues of safety, personal support or issues of care, Point Blank manager, or their nominee, should be notified in order to invoke appropriate measures for investigation and assessment of the situation prior to an offer being made.

8.1.5. Point Blank admits students on individual merit and will not discriminate on grounds of age.

8.2. Mature Applicants

8.2.1. Applicants over the age of 21 without formal qualifications or who have achieved academic qualifications lower than required for the typical conditional offer may be considered on the strength of relevant prior learning and experience, demonstrated through an interview, written exercise, and portfolio of work. They must also meet the English language requirements.

9. Deferrals and Re-entry

9.1. Deferred Entry

- 9.1.1. Point Blank understands that some applicants may wish to defer their entry to their chosen course of study.
- 9.1.2. In exceptional circumstances, applicants may request to defer their offer for up to one year. This must be done in writing to the Admissions Manager who shall reasonably consider the request.
- 9.1.3. Applicants wishing to defer for longer than one year shall not be considered and should make an application in the requested entry cycle.
- 9.1.4. Applicants who request to defer their course more than once will be asked to make a new application.

9.2. Re-application

- 9.2.1. Point Blank may consider applicants who have previously withdrawn for re-entry to Point Blank on the same or an alternative programme of study. As with all applications, each case will be considered entirely on its merit.
- 9.2.2. If an applicant has withdrawn from a programme of study and wishes to re-enter into that programme or a different programme of study, a new application is required and will be processed as such in the normal way.
- 9.2.3. Point Blank reserves the right to not consider applications from any applicant whose previous study has been terminated or was in poor academic standing at the point of their withdrawal.

10. Disabilities and Wellbeing

10.1. Disability Declarations

- 10.1.1. Point Blank welcomes applications from all prospective students including those who declare a disability or have additional specific learning needs. Consideration of any support requirements will remain an entirely separate process.
- 10.1.2. Applicants who have declared a disability and / or additional learning needs will be contacted to confirm whether they require any reasonable adjustments. Applicants will be asked to provide supporting documentation such as a medical/ diagnosis report; educational psychologist report; previous Educational Healthcare Plan; or medical letter explaining that they are currently undertaking

the diagnostic process. These reports do not form part of the academic selection process.

10.1.3. In the event where adjustments are needed but are not considered reasonable under the terms of the Equality Act, Point Blank may offer an alternative programme of study.

10.1.4. In the event where adjustments are needed and are considered reasonable; the Admissions team and Student Support will provide recommendations on support requirements.

10.1.5. In exceptional circumstances (for example late applications or complex reasonable adjustment are required) the applicant may be required to defer their place until the adjustments can be implemented.

11. Fee Status

11.1. Student Finance

11.1.1. Student funding from Student Finance is available for a range of Point Blank's higher education programmes. Students should note that for some courses, Student Finance may not cover the full tuition fees. Applicants can seek guidance from Point Blank for further information about course fees and availability for student funding.

11.1.2. It is the student's responsibility to ensure their eligibility for funding and students should contact the funding authority for their domicile before accepting an offer.

11.1.3. Evidence of Student Loan funding (proof of Customer Reference Number) must be in place by registration. Confirmation of funding must be confirmed by the last date of the first term, otherwise the student will be temporarily interrupted until evidence of funding (college payment advice) is available.

12. International Applicants

12.1. Student Visa requirements

12.1.1. Applicants who require a student visa to study at Point Blank will need to be accepted on their chosen programme of study as well as meet Point Blank's requirements for their chosen visa.

12.1.2. Before an offer is made to an international applicant, Point Blank will confirm with the applicant if they are able to meet the requirements for the required visa. If an

international applicant fails to meet the conditions of their offer or Point Blank does not believe the applicant meets the requirements for the required visa then the applicant's offer may be withdrawn. In this instance an alternative offer may be made.

13. UCAS

13.1. UCAS Similarity Detection

13.1.1. UCAS, on behalf of all member institutions, checks all personal statements for plagiarism using the Copycatch system.

13.1.2. If these anti plagiarism checks find a significant level of similarity in an applicant's personal statement, UCAS will notify the applicant that a report detailing the similarities has been sent to all institutions to which applications have been made.

13.1.3. Depending on the seriousness of the plagiarism, Point Blank may request a new personal statement and/or reserves the right to reject the application without further consideration.

13.1.4. Any appeal relating to accusations of plagiarism in a personal statement should be made directly to UCAS.

13.2. UCAS RPA Process

13.2.1. All applicants who apply directly to Point Blank through the website and have been accepted on to a higher education course must be accounted for by the UCAS RPA process (Record of Prior Acceptance).

13.2.2. Point Blank is required to complete an RPA form to maintain the integrity of the UCAS Undergraduate data, and to comply with the UCAS Undergraduate Application and Recruitment Policy.

13.2.3. Upon accepting your place to study at Point Blank, you are in turn giving permission to Point Blank to provide UCAS with the admissions data they require. A detailed list of data required by UCAS can be requested from the Admissions Manager at any point throughout the application process.

14. Programme Amendments

14.1. Discontinued courses or changes to course content

14.1.1. Point Blank makes every effort to run all programmes of study as advertised on our website and prospectus. However, we may at any time make changes to the structure of the programmes or to discontinue a programme entirely.

14.1.2. Where changes are made, we will endeavour to inform applicants as early as possible to minimise the potential disruption to the applicant and the application process.

14.1.3. Where possible, we will offer an alternative programme in a similar subject area or offer the intended programme of study at another entry year. If an alternative programme is unavailable, unsuitable or untimely for an applicant, the Admissions team will withdraw the application.

15. Unsuccessful Applications

15.1. Rejections and Withdrawals

15.1.1. If an applicant is not offered a place on their chosen course, they may reapply for a Point Blank higher education course at least one year after Point Blank's receipt of their original application.

15.1.2. Applicants are expected to actively engage with the admissions process throughout and may receive various deadlines to meet. Where an applicant misses key deadlines or is deemed to be unresponsive to communications with admissions staff, the applicant may be withdrawn from the admissions process. The applicant will be notified in writing.

15.1.3. If an applicant has been withdrawn from the application process by a member of the Admissions team, they may reapply for a Point Blank higher education course at least one year after Point Blank's receipt of their original application.

15.1.4. In cases where applicants have withdrawn their own application due to extenuating circumstances, the Admissions team may allow the applicant to reapply before one year has passed, at the discretion of the Admissions Manager.

15.2. Fraudulent Applications

- 15.2.1. Point Blank requires all information submitted as part of the admissions process to be accurate, true and with no pertinent information omitted. Point Blank deems that the act of applying constitutes the applicant's agreement to these terms.
- 15.2.2. Point Blank deems the omission or failure to declare any qualification or period of study at other institutions to be an act of fraud.
- 15.2.3. Any application suspected of containing fraudulent information will be investigated by the Head of Marketing and Communications and the Admissions Manager. Point Blank may refer the applicant to other agencies, including and without limitation: the UCAS Fraud and Verification Unit, the Home Office, ECCTIS,, The Student Loans Company, the Police, and Examination & Awarding bodies. In any such circumstances Point Blank reserves the right to cancel the application.
- 15.2.4. Should Point Blank, at any stage of application or subsequent study, discover that an offer has been made on the basis of an application, which at any time is found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if relevant information has been omitted from the application, will reserve the right to cancel an application, withdraw an offer or refuse a student from studying at Point Blank.
- 15.2.5. Point Blank will not accept any subsequent applications, in any future year, from applicants who have had their application cancelled or withdrawn due to fraud or misrepresentation.

15.3. Application Feedback

- 15.3.1. Point Blank will reject applicants that do not or cannot meet Point Blank's entry requirements; (whether academic or non-academic). This can be difficult news for applicants to receive, but constructive feedback for the reasons of rejection is available on request.
- 15.3.2. Requests for feedback should be made in writing by the applicant to the Admissions Manager within two weeks of the decision. We aim to respond to requests for feedback within 20 working days of the request.

Where an applicant believes they have been rejected in error, or wishes to appeal the decision, they should formally write to the Admissions Manager within two weeks of the decision having been made.

16. Complaints and Appeals

16.1. Complaints

- 16.1.1. Point Blank is committed to providing a fair and efficient admissions service and applicants will not be disadvantaged in any way solely for using this procedure.
- 16.1.2. Applicants have no right of appeal against a decision to not offer them a place at Point Blank. Complaints against a decision may only be submitted on grounds of procedural irregularity, or if there is new information which may have affected the decision (with reasons why it was not made available at the time of application), or if there is evidence of any action or decision which is inconsistent with Point Blank's Higher Education Admissions Policy.
- 16.1.3. A complaint must be made on an individual basis by the applicant. Complaints made by a third party will not normally be considered.
- 16.1.4. This procedure and any decisions made under the procedure do not automatically give legal rights to the complainant, nor place obligations on Point Blank to pay compensation, either in respect of a decision made pursuant to the procedures or for a breach of the procedures.

16.2. Informal Procedure

- 16.2.1. Most complaints can be resolved informally. Applicants should normally raise the matter within 10 working days of the action. The matter should be raised in writing or by e-mail to the Admissions Manager who will respond in writing within 20 working days.

16.3. Formal Procedure

- 16.3.1. If the complaint is not resolved to the satisfaction of the applicant, the complainant should then write formally to: Head of Marketing and Communications, Point Blank Music School, 23-28 Penn Street, London, N1 5DL.
- 16.3.2. The letter should enclose copies of all previous correspondence; and disclose in full as to why the applicant remains dissatisfied with the application outcome.
- 16.3.3. The Head of Marketing and Communications shall investigate the complaint with relevant staff and/or a third party if it is deemed necessary and endeavour to reply within 30 working days. The decision of the Head of Marketing and Communications shall be final.

16.3.4. If an applicant is not offered a place on their chosen course, they may reapply for a Point Blank higher education course at least one year after Point Blank's receipt of their original application.

17. HESA Data Returns

17.1. Data Collection

17.1.1. Jisc is the body responsible for collecting and disseminating information on higher education in the UK and the Designated Data Body for England.

17.1.2. Upon accepting your place to study and registering at Point Blank, you are in turn giving permission for Point Blank to provide Jisc with data as described in the collection notice, including, but not limited to information regarding your qualifications upon entry and other data pertinent to the application process.

17.1.3. For further information please see [HESA Student Collection Notice 2020-21](#)