



Activate Learning

FE Offer Terms and Conditions

1. Introduction

Activate Learning is keen to ensure that all applications are dealt with in a fair and consistent manner. The purpose of this document is to confirm the terms and conditions relating to the offer you receive following an application to any Further Education (FE) programme of study at any Activate Learning College.

2. Terminology

2.1 Activate Learning, the College, or We or Us: means all Colleges within Activate Learning.

2.2 You, Your, or the applicant: means the person named on the application form.

2.3 Staff: all employees within the Activate Learning group

2.4 Course, Programme, Pathway: the subject of study

3. Equality, Diversity, and Inclusion

3.1 Activate Learning is committed to working together to build a learning community founded on equality of opportunity for all applicants.

3.2 Activate learning is committed to supporting, developing, and promoting equality and diversity in all its practices and activities and aims to establish an inclusive culture free from discrimination. Activate Learning is committed to providing a fair, impartial, and mutually supportive environment for applicants, students, and staff.

4. Post application – pre-offer

4.1 If the applicant has applied for 3 or more courses, the Admissions team will be in touch via telephone to discuss the following:

4.1.1 Confirmation of chosen subject pathway.

4.1.2 Entry requirements

4.1.3 A maximum of two offers will be processed

4.2.4 Referral to the Careers Team if you find it difficult to make your choice

4.2 If the applicant has declared any additional support needs, they will be sent a form to complete to determine the following:

4.2.1 Confirmation of the Support need(s).

4.2.2 If we can meet these needs.

4.3 If the applicant has declared a Criminal Conviction, they will be contacted by telephone to discuss the following:

4.3.1 Confirmation of the criminal conviction

4.3.2 Discussion of their conviction and decide if a further risk assessment is required.

4.4 An application may not progress and be placed on hold if incorrect contact details have been provided. In the event the Admissions Team is unable to contact the applicant by telephone or email the application will be withdrawn if no contact has been made after a period of 3 weeks.

5. Offer

Prospective students will receive a conditional offer:

5.1 Conditional Offer – the applicant will be sent an offer which will be dependent on specific entry requirements being met. This could be, but not restricted to, achievement of relevant examination results, achievement of current study course, achievement of minimum number of qualifications, type of qualifications achieved (e.g., GCSE English and Maths).

5.1.1 Regardless of the results achieved, the College may still consider other factors which could still result in an offer of place being made. This could include relevant work experience, other qualifications achieved, industry experience, and ability to study required qualifications alongside programme of study.

5.1.2 If an offer of study cannot be made, the College will refer the applicant to the Careers Team to discuss alternative pathways and programme to support the applicant in the best way they can.

5.1.3 The College may offer an alternative level or programme if entry requirements have not been met.

5.1.4 The applicant (if 16-18 and a first-time student at Activate Learning) will need to attend a Meet the Teaching Team event.

5.1.5 A conditional offer does not guarantee a place on the course, the applicant will need to complete their enrolment form and receive their enrolment confirmation email to fully secure their place.

6. Withdrawal of an offer

6.1 If the applicant does not achieve the required entry criteria, the College may withdraw the offer of study.

6.2 The College reserves the right reassess or revoke the offer made if you:

6.1.1 you have provided incorrect or misleading information.

6.1.2 you have not met any of the specific conditions in your offer.

6.1.3 you have a criminal conviction contrary to the information provided on your application.

6.1.4 you do not have, or cannot evidence that you have, the right to study in the U.K.

6.1.5 The College reserves the right to withdraw the offer should the faculty make changes to the course, or if the awarding body changes.

7. Conditions of application and offer

7.1 Any offer made does not guarantee a place on the programme

7.2 Applicants aged 16-18 who are first time students at Activate Learning need to book a Meet the Teacher Event.

7.3 In the rare occasion the College needs to cancel a programme, an alternative pathway will be offered where possible.

7.4 The applicant will be informed in writing of the offer made to them.

7.5 Your enrolment is not confirmed until we have processed your enrolment and you have received your confirmation email.

7.6 An applicant wishing to change programme from their original application must inform the College via email admissions@activatelearning.ac.uk for consideration. A place on an alternative programme cannot be guaranteed until an offer is administered.

7.7 The College reserves the right to cancel a course in the event of insufficient student numbers to make the programme viable. We will refund any fees paid in line with the Fees Policy.

7.8 The College reserves the right to relocate programmes to other Colleges within Activate Learning. Where possible they will ensure the minimum disruption possible by way of travel and content.

7.9 An applicant wishing to withdraw their application must inform the College via email admissions@activatelearning.ac.uk.

7.10 Applications and offers are processed in a date received order. Applicants are advised to submit their choices as soon as possible.

7.11 The offer cannot be transferred to another programme or pathway without agreement from the college, whereby a new offer will be produced.

For further information please refer to the following Policies:

[Admissions Policy](#)

[Careers Education, Information, Advice and Guidance Policy](#)