

The Liverpool Institute for Performing Arts

Admissions Policy 2012 entry

This information can be made available in other formats – please let us know about any specific needs you have.

6. CORRESPONDENCE	23
6.1 Acknowledgement	23
6.2 Confirmation	23
6.3 Withdrawals	23
6.4 Unsuccessful applications	23
6.5 Feedback	24
6.6 Complaints	24
6.7 Communications with a third party	25
7. FURTHER INFORMATION	25

Introduction

Our aim is to provide the best teaching and learning for people who want to pursue a lasting career in the arts and entertainment economy. We are committed to admitting applicants offering a range of qualifications and experience. We are also committed to our Widening Participation strategy and select suitable, talented applicants from all backgrounds, who demonstrate their potential both to complete an HE course of study and to benefit from the course that they have applied for.

We are committed to a fair and transparent admissions system, considering all applicants on their individual merits. There will be no discrimination against applicants meeting the minimum standards for entry on the grounds of gender, race, ethnic or national origin, marital or civil partnership status, family responsibility, disability, religion or beliefs, sexual orientation, social background or age. We will make reasonable adjustments for people with access needs. Practices and procedures will be modified to ensure that we are up to date with current legislation and recommendations of 'best practice' in all areas of admissions.

We recognise that an applicant's suitability for a course may be demonstrated in many ways both vocationally and otherwise, and we are flexible in our assessment of the suitability of the individual. We recognise that academic ability and potential alone may not provide us with a complete picture of an applicant's suitability and as such, we value experience and welcome applications from mature students who are able to demonstrate their motivation and ability in other ways. This may include interviews and auditions.

Due to the high volume of applications received, we are not able to interview or audition every applicant, but for almost all courses, places are offered only after an interview or audition has taken place.

All applications for full-time undergraduate degree courses should be submitted via the Universities and Colleges Admissions Service (UCAS). For some of our undergraduate courses, applicants are also required to complete one of our own LIPA application forms in addition to the UCAS form, this is stated in our prospectus and on our website. For our Foundation Certificate courses, applicants apply directly to us using the LIPA application form.

1. ENTRY REQUIREMENTS

1.1 AGE

As all of our undergraduate courses are delivered within an adult environment we would normally expect candidates to have reached 18 years of age on the first day of the first academic year of entry (unless given special dispensation by the CEO and Director of Higher Education). In cases of special dispensation, a parent or guardian would need to provide written consent accepting some responsibility for the applicant whilst studying here until they reach the age of 18. Applicants are encouraged to attend Open Days and Guided Tours so that they can see the type of adult learning and social environment that they will be involved in. A parent or guardian of an applicant under 18 years of age, who wishes to live in student accommodation in Liverpool, may be asked by the accommodation provider to sign a special tenancy agreement stating that they will remain responsible for the applicant until they reach the age of 18. Most accommodation providers will not accept students under the age of 18.

There is no upper age limit on entry. We apply broader criteria such as ability and experience as an alternative to the minimum entry requirements to assess the suitability of mature applicants.

1.2 TALENT, EXPERIENCE and QUALIFICATIONS

Our Institute Quality Committee sets the minimum entry requirements for all undergraduate programmes and these are subject to an annual review.

For us the number one priority is the applicant's ability, talent and potential in their chosen programme. So, we take a holistic approach to assessing applicants. We take five factors into account which are: educational attainment, relevant experience, interdisciplinary experience/interest, communication skills and enterprise. Details of the specific entry requirements for each course are contained in all available recruitment material (found on our website www.lipa.ac.uk, in our prospectus and on the UCAS website www.ucas.com).

Applicants to our performance courses will need to demonstrate through **audition** that they have the ability and potential to complete the course to which they have applied.

Applicants to our making performance possible courses will need to demonstrate through **interview** that they have the ability and potential to complete the course to which they have applied.

All applicants are expected to have successfully completed Level 3 study (such as A-levels or BTEC National Diplomas) or overseas equivalent qualifications prior to entry to the programme of study for which they are applying. In addition, applicants should be able to provide evidence of a broad general education including acceptable levels of literacy and numeracy (such as GCSE English and Maths or other equivalent qualifications). We consider a wide range of qualifications from the UK and from Overseas to meet our academic entry requirements. With the broadening of the post-16 curriculum, we will aim to expand the range of these qualifications to reflect the changing patterns within the pre-university sector.

1.3 ADDITIONAL SUPPORT

We welcome applications from people who could successfully participate in our programmes, irrespective of any declared disability including specific learning difficulties.

Disabled applicants will be considered according to the same standards and criteria, and will be required to meet the same entry criteria as other applicants. We will make reasonable adjustments for applicants with specific needs.

We are committed to ensuring that no suitably talented applicant should be refused admission on the grounds of disability without compelling, justifiable reasons such as unavoidable risk management. We endeavour to offer a supportive and welcoming environment to any applicant who declares that they have a disability or additional need. We will discuss how we can or cannot support an applicant's needs and will strive to support all needs where reasonable adjustments can be made. We will seek advice from appropriate external organisations where necessary. Information about a person's disability, whilst needing to be shared appropriately (with permission) within LIPA, will be handled both sensitively and within the guidelines of the Data Protection Act.

Information on the support available to disabled students is available from the Student Support Manager who can be contacted via our switchboard on 0151 330 3000 or by emailing Rob Hughes at: r.hughes@lipa.ac.uk

In sections 5.3.5 and 5.3.6, a * indicates where reasonable adjustments have been made in the past relating to a written element of the interview/audition process.

1.4 ENGLISH LANGUAGE

Teaching, assessment and student support takes place in English, therefore, successful EU and Home candidates must be proficient in the use of the English language. The minimum acceptable level of proficiency for admission is GCSE English grade 'C' or equivalent.

All International applicants whose first language is not English must have achieved an appropriate level of competence. This may be demonstrated by a recognised English proficiency test (minimum IELTS score of 6.0 or another acceptable English language qualification).

1.5 ACCREDITATION OF PRIOR LEARNING (APL) and ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

Applicants who wish to have prior learning (undergraduate Level 4, 5 or 6) or prior experiential learning taken into account as part of their application should contact the Admissions Department. Applicants will be expected to provide written evidence (e.g. official transcripts for APL or a report/portfolio for APEL) of such learning. The APL Committee will then consider whether or not the evidence of prior learning or prior experiential learning is sufficient, authentic, current and valid and take into account the level and amount of credit being requested. In doing so, we will normally only grant exemption from parts of the degree programmes where the prior learning is in the same subject area as to which they are applying, and, if the learning outcomes are the same.

Exemption is at the discretion of the Academic department concerned and subject to approval from the Director of Higher Education and the Institution's APL Committee.

The APL Committee is made up of a panel including the Director of Higher Education, the Programme Leader for the course applied to, the Admissions Tutor for the course applied to (if different from the PL), the HE Administration Manager and the Admissions Manager.

2. DEFERRALS

We do not normally consider deferred applications. Any applications received from applicants wishing to gain entry beyond the current application cycle will be marked as unsuccessful and advised to re-apply for the appropriate academic year.

3. CRIMINAL CONVICTIONS

see also the Criminal Convictions Policy (CCP1)

We have a duty to ensure the safety of our student and staff community. Where an applicant indicates a **relevant*** criminal conviction, a confidential disclosure form (CCIND1) will be sent to the applicant requesting further information about the nature of the conviction. The admissions staff directly responsible for considering the application will only request this disclosure if all of the other entry criteria have been met. An internal criminal convictions panel will then assess the application and conviction in order to ensure that neither the applicant nor our community will be put at risk. This information will only be shared with those who the criminal convictions panel decide are necessary to progress the application. The applicant will be kept informed throughout the process as decisions are made. The final decision on acceptance or rejection will be determined on an individual basis and then communicated to the applicant.

If an applicant is convicted of a relevant criminal offence after having applied, the applicant must inform the Admissions Department during the application cycle. In cases of failure to do so the application may be deemed fraudulent – see section 4, below.

The Criminal Convictions Panel **may** include the following staff:

- The Director of Higher Education
- The Admissions Manager
- The Admissions Tutor (relating to the course applied for)
- The Student Support Manager
- The Director of Administration and Personnel (Security, Data Protection & Freedom of Information)
- The Widening Participation Manager
- Other colleagues/employers with expertise in related areas

***Relevant** criminal convictions are currently defined by UCAS as:

'...offences against the person, whether of a violent or sexual nature, and convictions involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking...'

We reserve the right to request further information from the Criminal Records Bureau and to reject an application based on such information.

Community Drama Students

Due to the nature of the programme, all Community Drama students are expected to undertake an Enhanced Criminal Records Bureau disclosure as part of the admissions process. Further information about this is provided after an offer of a place is made.

4. FRAUDULENT INFORMATION

Admission to any of our courses is subject to candidates disclosing all relevant information having a bearing on their application. If during the course of the consideration of an application, an applicant is discovered to have omitted any information requested in the instructions or the application form, or has made any misrepresentation therein or given false information, we reserve the right to withdraw an offer of a place and/or dismiss the application.

5. ADMISSIONS PROCESS

5.1 APPLICATION

We receive a high volume of applications for a small number of places each year. Applications are considered on the basis of appropriate and relevant experience, interdisciplinary interest, qualifications taken/to be taken, communication skills and evidence of enterprise, which can be demonstrated in personal statements and references. For some courses, examples of work may also be required prior to short-listing (e.g. a Music recording) and for all courses, sections on the LIPA application form provide scope for demonstrating specific evidence against these criteria.

Equal consideration is given to all UK/EU applications submitted by the UCAS deadline of 15th January each year. We cannot guarantee that applications for courses received after this date will be considered. However, we will consider them on a daily basis if we are still holding auditions/interviews and we still have places available. International applications will be considered after the 15th January deadline has passed but applicants are urged to apply as early as possible to ensure that there are still places available. The deadline to submit applications to UCAS for Theatre and Performance Design is 24th March. This is to enable students studying on an Art Foundation course to be clear in the direction they wish to follow and to build up a substantial portfolio before attending an interview.

Applications are given preliminary consideration by either the Admissions Department or the relevant course leader, or both depending upon an annual process review. This is primarily to filter out applications that do not meet or appear incapable of meeting the standard entry requirements for the course applied for.

Admissions Tutors and Programme Leaders will have the final say in any unresolved application.

5.2 AUDITIONS/INTERVIEWS

All applicants invited to audition/interview are asked whether they have any specific needs or disabilities requiring any adaptation to the process.

Applicants who apply to more than one course may have to attend more than one audition/interview.

Upon receipt of a UCAS application form, the application will be assessed against our initial entry criteria. Applicants who meet or are in the process of meeting our entry requirements for our BA Music programme will be asked to submit a CD of their own work, which will be assessed prior to audition short-listing.

Detailed audition/interview guidelines are sent out between four and six weeks in advance of audition dates to give applicants plenty of time to prepare fully. In some cases where applications are submitted late or where audition/interview dates have been rearranged at the request of the applicant, it may not be possible to send guidelines out this far in advance. Applicants affected by this will be informed about it at the time that the audition/interview is being rescheduled.

5.3 Audition Fee Waivers and Travel Grants

As part of our Access agreement for 2012-13, we have introduced a new audition fee waiver and travel grant scheme for UK students intending to join us in September 2012. This is intended to encourage more UK applicants, who come from areas where participation in Higher Education is traditionally low, to attend our auditions and interviews. We are able to identify eligible applicants, based on postcode data. Therefore, all eligible applicants who we wish to invite to an audition or interview event here are automatically offered the audition fee waiver and/or travel grant.

To find out more about the scheme please read our document entitled: Frequently Asked Questions: LIPA's new audition fee waivers and travel grants for 2012 entry.

This can be found in the downloads at

<https://www.lipa.ac.uk/content/Courses/UndergraduateCourses2/StudentFinance.aspx>

5.4 SUBJECT SPECIFIC AUDITION GUIDELINES for 2012 entry**5.4.1 BA (Hons) Acting**

- Each candidate has an individual audition (where they have to have prepared a Shakespeare monologue, a musical theatre song and a naturalistic speech from between 1890 and 1980) and take part in a 1 hour workshop. Candidates must also provide a pre-prepared written review of a theatre performance or film.
- Promising candidates from the morning auditions are invited to a recall audition, which takes place in the afternoon. This involves re-presenting some of their morning audition material, presenting their devised piece and taking part in a brief interview.

Decision making process (what we look for at audition)

1. Evidence of vocal flexibility
2. Evidence of the ability to believe in an imagined world
3. Evidence of the ability to understand and give life to a text
4. Evidence of an analytical, enquiring and imaginative mind
5. Evidence of the ability to develop skills in a range of performing arts related areas (singing, movement and voice that is adaptable to TV and large stage work)
6. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
7. Evidence of self motivation
8. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions are usually made within 5 working days of auditions held in Liverpool and processed through UCAS.

5.4.2 BA (Hons) Community Drama

- Each candidate has to take part in a practical workshop involving a series of drama exercises, games and improvisations
- Each candidate will have an individual interview lasting approximately 10 minutes which will include a pre-prepared devised piece relating to a recent news story.

Decision making process (what we look for at audition)

1. Evidence of a demonstrable interest in Community Drama and its potential application in a community setting
2. Evidence of a basic practical and theoretical understanding of Community Drama
3. Evidence of an analytical, enquiring and imaginative mind
4. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
5. Evidence of self motivation
6. Evidence of enthusiasm for and commitment to a career in Community or Applied Arts

Correspondence after a decision has been made

Decisions are usually made within 5 working days of auditions held in Liverpool and processed through UCAS.

Successful applicants will have to complete an Enhanced Criminal Records Disclosure.

5.4.3 BA (Hons) Dance

- Each candidate has to attend an audition, where they take part in various dance technique classes, sing a musical theatre song (solo) of their choice and learn and perform combinations from a variety of dance styles. Improvisation/freestyle will be incorporated into these combinations.
- Promising candidates are invited to a recall audition later in the year where they will take part in various dance technique classes, sing a musical theatre song (solo) of their choice, learn and perform taught combinations from a variety of dance styles and participate in a creativity workshop. An examination with the LIPA physiotherapist will also take place.
- Recall candidates have to submit a pre-prepared written review of a theatre performance or film at the recall audition.

Decision making process (what we look for at audition)

1. Evidence of physical potential in terms of Ballet, Jazz and Street and Contemporary
2. Evidence of good technique in Ballet, Jazz and Street and Contemporary Dance
3. Evidence of choreographic abilities in terms of Ballet, Jazz and Street and Contemporary Dance
4. Evidence of an analytical, enquiring and creative mind
5. Evidence of the ability to develop skills in a range of performing arts related areas (singing)
6. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
7. Evidence of self motivation
8. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions are usually made within 5 working days of the final recall audition held in Liverpool and processed through UCAS.

5.4.4 BA (Hons) Music

- The CD recording acts as a first stage audition and candidates are assessed for their musical ability, talent and fit with the course
- After the first stage, short-listed candidates attend an audition which includes a practical song writing workshop and an individual audition/interview

Decision making process (what we look for at audition)

1. Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise their creative decisions
2. Evidence of self motivation
3. Evidence of musicality for both vocalists and instrumentalists
4. Evidence of ability appropriate to the musical style presented
5. Evidence of the ability to understand and give life to a text
6. Evidence of enthusiasm for and commitment to a structured programme of learning

Points 1 - 4 are most typically demonstrated by audition pieces and /or portfolio presentation.

Points 5 - 6 are likely to be drawn from the informal interview

Correspondence after a decision has been made

The strongest candidates will be processed and offered places within 5 working days of the audition day held in Liverpool, whilst the majority of the applicants may have to wait until the final round of Liverpool auditions before a final decision is made and communicated via UCAS.

5.4.5 BA (Hons) Music, Theatre and Entertainment Management

- Each candidate attends critical writing* and finance workshops
- Each candidate attends a group interview during which, they have to make a formal unaided presentation to the rest of the group

Decision making process (what we look for at interview)

1. Evidence of the ability to self manage
2. Evidence of strong interpersonal and communication skills, including an understanding of the importance of working effectively as part of a team
3. Evidence of enthusiasm for and commitment to a career in the performing arts industry
4. Evidence of an understanding of basic finance (eg. percentages and accounts)
5. Evidence of the use of initiative and the ability to generate and realise activities and ideas for yourself
6. Evidence of a basic understanding of project planning, implementation and evaluation including costing and budgeting

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of interviews held in Liverpool.

*Reasonable adjustments can be made for disabled applicants with specific needs.

5.4.6 BA (Hons) Sound Technology

- Each candidate has to take a short written entrance test*
- Each candidate takes part in a group interview (including a portfolio review)

Decision making process (what we look for at interview)

1. Evidence of technical competence and problem solving abilities
2. Evidence of the ability to self manage
3. Evidence of an analytical, enquiring and creative mind
4. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
5. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of auditions held in Liverpool.

* Reasonable adjustments can be made for disabled applicants with specific needs.

5.4.7 BA (Hons) Theatre and Performance Design and Technology

- Each candidate attends a group presentation from the programme leaders and a question and answer session
- Each candidate has an individual interview lasting approximately 20 minutes where they get the opportunity to discuss their portfolio

Decision making process (what we look for at interview)

1. Evidence of technical competence and problem solving abilities
2. Evidence of an understanding of the production process in live performance, backed up by some level of practical experience of one or more aspects of back stage work
3. Evidence of a willingness to try new techniques and to develop a wide range of skills
4. Evidence of an analytical, enquiring and creative mind
5. Evidence of self motivation
6. Evidence of strong interpersonal skills, including tenacity and willingness to co-operate and engage fully in teamwork
7. Evidence of the ability to reflect constructively
8. Evidence of strong organisational skills, including evidence of ability to co-ordinate elements of projects
9. Evidence of adaptability
10. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions will usually be made within 10 working days of interviews held in Liverpool.

5.4.8 LIPA Foundation Certificate in Performing Arts (Acting)

- Each candidate has an individual audition (where they have to have prepared a Shakespeare monologue, a musical theatre song and a naturalistic speech from between 1890 and 1980) and take part in a 1 hour workshop. Candidates must also provide a pre-prepared written review of a theatre performance or film.
- Promising candidates from the morning auditions are invited to a recall audition, which takes place in the afternoon. This involves re-presenting some of their morning audition material, presenting their devised piece and taking part in a brief interview.

Decision making process (what we look for at audition)

1. Evidence of vocal flexibility
2. Evidence of the ability to believe in an imagined world
3. Evidence of the ability to understand and give life to a text
4. Evidence of an analytical, enquiring and imaginative mind
5. Evidence of the ability to develop skills in a range of performing arts related areas (singing, movement and voice that is adaptable to TV and large stage work)
6. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
7. Evidence of self motivation
8. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions are usually made within 5 working days of auditions held in Liverpool; however, some decisions may not be made until all candidates have been seen. Candidates will be contacted directly by the Admissions Team.

5.4.9 LIPA Foundation Certificate in Performing Arts (Dance)

- Each candidate has to attend an audition, where they take part in various dance technique classes, sing a musical theatre song (solo) of their choice and learn and perform combinations from a variety of dance styles. Improvisation/freestyle will be incorporated into these combinations. An examination with the LIPA physiotherapist will also take place.

Decision making process (what we look for at audition)

1. Evidence of physical potential in terms of Ballet, Jazz and Street and Contemporary
2. Evidence of good technique in Ballet, Jazz and Street and Contemporary Dance
3. Evidence of choreographic abilities in terms of Ballet, Jazz and Street and Contemporary Dance
4. Evidence of an analytical, enquiring and creative mind
5. Evidence of the ability to develop skills in a range of performing arts related areas (singing, acting)
6. Evidence of strong interpersonal skills, including an understanding of the importance of working effectively as part of a team
7. Evidence of self motivation
8. Evidence of enthusiasm for and commitment to a career in the performing arts industry

Correspondence after a decision has been made

Decisions are usually made within 5 working days of the audition held in Liverpool; however, some decisions may not be made until all candidates have been seen. Candidates will be contacted directly by the Admissions Team.

**5.4.10 LIPA Foundation Certificate in Performing Arts
(Singing)**

- Short-listed candidates attend an audition that focuses on two prepared songs and a devised piece. The audition event includes a practical dance workshop and an individual audition/interview.

Decision making process (what we look for at audition)

1. Evidence of musicality
2. Evidence of ability appropriate to the musical style presented
3. Evidence of the ability to understand and give life to a text during the presentation of the devised acting piece
4. Your ability to show energy and commitment during the dance/movement workshop
5. Evidence of enthusiasm for and commitment to a structured programme of learning
6. Evidence of self motivation
7. Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise their creative decisions

Points 1-4 are most typically demonstrated by audition pieces and /or portfolio presentation.

Points 5-7 are likely to be drawn from the informal interview.

Correspondence after a decision has been made

Decisions are usually processed and places offered within 5 working days of the audition day held in Liverpool. In some cases, decisions may not be made until all candidates have been seen. Candidates will be contacted directly by the Admissions Team.

5.4.11 LIPA Foundation Certificate in Popular Music and Sound Technology

- Candidates submit a CD recording and are assessed for their musical ability, talent and fit with the course
- Successful candidates are not required to attend an audition

Decision making process (what we look for)

1. Evidence of your production and/or song writing skills
2. Evidence of your instrumental and/or vocal ability
3. Evidence of ability appropriate to the musical style presented
4. Evidence of your experience as any of the following: musician
 - i. songwriter
 - ii. sound engineer
 - iii. producer
5. Evidence of an analytical, enquiring and imaginative mind and an ability to contextualise your creative decisions
6. Evidence of enthusiasm for and commitment to a structured programme of learning

Points 1-3 are most typically demonstrated by your CD recording

Points 4-6 are likely to be drawn from your application form

Correspondence after a decision has been made

Completed applications (including a CD recording) will be processed and most decisions communicated within 4 weeks of receipt at LIPA. Candidates will be contacted directly by the Admissions Team.

5.5 International auditions/interviews

We hold a number of audition and interview events overseas. Candidates should note that whilst every attempt is made to replicate the audition/interview process used for UK auditions, due to logistical restraints the audition process may on occasions differ when held overseas. The entry criteria will remain the same but the process and experience may differ. All candidates invited to audition/interview will be briefed or sent detailed audition guidelines prior to the event taking place.

International applicants who are unable to attend an audition in the UK and are unable to attend one of our audition events overseas may be asked to submit a postal audition in support of their application.

5.6 Responding to an invitation to audition/interview

Applicants invited to audition/interview will usually be invited 4-6 weeks in advance and must reply by the date stated in the invitation letter or email, returning any information and documents requested (including any online audition fee payable). We will attempt to reschedule audition dates twice for candidates who have given prior notice of their unavailability. Candidates who fail to give notice of their non-attendance will only be rescheduled in exceptional circumstances at our discretion and only if there are more audition/interview dates available.

For acting, dance and music auditions in the UK, candidates confirm their attendance by making the online audition fee payment through the LIPA website. Audition fee payments are non-refundable. For further information, please see the 'Online Payments - Terms and Conditions' on the LIPA website.

6. CORRESPONDENCE

6.1 Acknowledgement

All UCAS applications will be acknowledged initially by UCAS by post. LIPA application forms will be acknowledged by email if an email address has been provided or by post within 10 working days of receipt. We will notify students with defined disabilities by other methods such as telephone, braille or by offering large print or specific fonts for letters. Once we receive a UCAS form from an applicant we aim to acknowledge receipt within 10 working days, however, during the busiest times of the year this may not be possible due to the volume of applications received (particularly in January).

6.2 Confirmation

All offers of a place will be confirmed in writing by the Admissions Department in accordance with the above guidelines. The Admissions Department will monitor applications and aim to process decisions within the time constraints set by UCAS.

Further information is sent to all applicants to whom an offer has been made in April. This information is known as a 'Springpack' and contains information about tuition fees, student loans, financial support, accommodation, Student Support services, term dates and some local information.

Applicants who have firmly accepted an offer of a place will be sent an enrolment pack in August containing all of the information relating to enrolment (enrolment forms, local health service details, emergency contact details, tuition fee details).

Most of this information can be made available in different formats.

6.3 Withdrawals

UCAS applicants wishing to withdraw their application should contact UCAS in order to do so. Applicants who have only submitted a LIPA application form should email their withdrawal request to the Admissions Team at admissions@lipa.ac.uk or put their request to the Admissions Team in writing.

6.4 Unsuccessful applications

Candidates whose UCAS applications have not been short-listed for interview or audition will be informed by UCAS that their application has been unsuccessful. The Admissions Team will write to unsuccessful candidates, who have only submitted LIPA application forms and to all unsuccessful applicants who have attended an audition/interview, to indicate that their applications have been unsuccessful.

Unsuccessful application forms will be retained for a period of six months after the completion of the application process.

6.5 Feedback

We currently receive over 5,000 applications per year and we are not resourced to enter into an individual dialogue with applicants to whom we are unable to make an offer of a place. We aim to send a letter to unsuccessful applicants to explain the outcome in general terms by providing contextual data about competition levels, and the admissions procedures followed.

We make great efforts to provide clear minimum entry requirements for all of our courses. These can be found in the prospectus, on our website and within the UCAS Entry Profiles. Applicants are expected to have read the available information on entry requirements. In many cases this will help to explain why their application has been unsuccessful.

There is a charge of £10 for requesting individual audition/interview notes under the Data Protection Act. These requests will be addressed as soon as workload allows, but may not be addressed until after the peak admissions processing time has passed (April).

In most cases, lack of success is due to the level of competition for places rather than any specific weakness in an application, consequently, we will not be able to advise applicants on how to strengthen any future applications. In all cases, it will be made clear to the applicant that even if an application is submitted the following year, there is no guarantee that an offer of a place will ensue. All on-time applications are considered equally in competition with that cohort.

Third parties requesting feedback on an application will receive a response indicating general levels of competition and admissions criteria for the course applied for but information about the individual will not be divulged.

Further correspondence will not be entered into, and the decision will not be reviewed.

6.6 Complaints

Most complaints can be resolved satisfactorily on an informal basis.

If an applicant feels that the admissions process has not been followed correctly, they may raise the complaint informally with the Admissions Manager in the first instance outlining the nature and details of the complaint. A written complaint may also be requested at this point.

If the complaint is about non-selection, the relevant staff member must be satisfied that the application was considered fairly and that the decision complied with the admissions processes within the Admissions Policy. An appropriate response can then be provided explaining the context of the decision (e.g. demand for places) and the admissions criteria applied at this stage. In the event that a concern is raised that an applicant has been unfairly treated, the matter will be taken up with the relevant Admissions Tutor and/or Head of Discipline. A full copy of our 'Complaints Procedures' is available from HE Administration Manager.

6.7 Communications with a third party

All communications regarding an application will be conducted directly with the applicant and not with a third party, including relatives, unless we receive specific instructions to allow such correspondence (this covers applicants who are away from home, working during normal office hours and who are unable to make contact with us in any other way).

7. FURTHER INFORMATION

Much of the information contained within this document can be found on our website. Our prospectus contains detailed information about the entry requirements for each of our courses and is reviewed annually to reflect changes and developments within the Higher Education sector.

This document can be made available in alternative formats. Please let us know about any specific needs you may have.

In certain exceptional cases, we reserve the right to vary these procedures. When we do so, the circumstances will be recorded and monitored through quality assurance measures.