

Enrolment Process



STEP 1

Choose your Course

Explore the **course and programme options**.

Consider the following:

- **Start dates**
- Weekly study hours
- Length of course - part-time vs full-time
- **Course demos** and sample timetables
- **Payment options**

If you are unsure which is the right path for you, book a **121 call** or meeting with the Student Recruitment team.



STEP 2

Check Admission Criteria

Before applying, make sure you meet the **Admission Criteria** for your chosen course.

Contact us if you are unsure.



STEP 3

Apply online

Submit your application via the **College's Apply page** (10-30 mins).

You will need to provide:

- Proof of ID
- Evidence of Academic Qualifications*
- English Qualification (If not your first language)

You can save your progress and return at any time. You will receive an email once we have received your application. **It is free to apply.**

*If you haven't yet completed your degree we can still issue a conditional offer



STEP 4

Admissions Review

Your application is reviewed by Student Services, who will reach out to request more information if required.

It is assessed against the Admission Criteria

This process typically takes around **2 weeks**.



STEP 5

Application Outcome

You will receive an email update once your application has been reviewed.

Two outcomes:

- If successful, you'll receive an offer of a place to study at The College with **payment details**
- If we cannot offer a place, we will provide advice on possible alternative routes (e.g. GDL)

Enrolment Process



STEP 6

Accept your Offer

Once you have received your offer of a place and you wish to accept it:

- Please complete your Acceptance form contained in the offer email.
- Once you have accepted the offer, we will send a payment link for the deposit, to secure your place



STEP 7

Pay your deposit

You will need to pay a **£150 deposit** to complete your enrolment.

An email will be sent with the payment options:

- A link to make a card payment
- Details on how to make a bank transfer
- If employer-funded, this step may not be required



STEP 8

Enrolment

Once you have paid your deposit, you will be enrolled.

You will then:

- Receive your Learning Portal login details
- Be able to access the **Learning Portal**
- Receive your fee invoice (or it will be sent to your employer)
- Be contacted for **Reasonable Adjustments**.

*For SQE and LLM programmes you will then be issued with a pre-course starter pack



STEP 9

Pay fee instalment

Your first course fee instalment is due **2 weeks before the course start date**.

Remaining payments will be requested as per the **course fee schedule**.



STEP 10

Access your course

One week before your course starts, full access to your course or first module will be available on the **Learning Portal**.

It's important then to:

- Familiarise yourself with the Learning Portal
- Complete the orientation guidance
- View your timetable on the Calendar and plan out your study in advance.
- Attend GDL or LLM induction



STEP 11

Start your course

Log onto the Learning Platform on your first day, following your study plan on your Calendar.

We're thrilled to welcome you to the College and can't wait for you to start your journey with us!


Contact Us

Prospective Students / Pre Application

Our **Student Recruitment Team** are always happy to help with any course enquiries or if you need support with an application.

You can get in touch via:

 info@collegalpractice.com – we aim to respond within 48 working hours


 020 3884 4112 (Option 1)

 [Book a 1-2-1 chat](#)

Post Application

If you've already submitted your application or have questions about an offer of a place, you can get in touch with the **Student Services Team**:

 studentsupport@collegalpractice.com

 020 3884 4112 (Option 2)