



Admissions Feedback Policy

PROCEDURE

1. Written requests for feedback should be received by us within 21 working days of the date on which our decision was communicated to the applicant. The request should be addressed to the Registrar and EITHER be posted to: New College of the Humanities, 19 Bedford Square, London WC1B 3HH OR emailed to: admissions@nchlondon.ac.uk.
2. Requests for feedback should preferably be made by the applicant, but may also be made by a third party (a person other than the applicant) representing the applicant. If a third party makes the request, in order to comply with the General Data Protection Regulation (GDPR) we require confirmation in writing from the applicant that they have given this person their express consent for them to act on their behalf before we enter into communication with them.
3. We aim to respond to requests for feedback within 10 working days of receipt of the written request. We will provide feedback in writing by letter. The feedback will be based on the information provided by the admission tutors, as part of our standard decision-making procedures. If we anticipate a significant delay (five or more days) in providing the required information, we will inform the applicant or their representative.
4. Following our feedback, if applicants believe that they have grounds for a formal review of our admissions decision, they should consult the New College of the Humanities [Admissions Complaints Policy & Procedure](#).

Title	Admissions Feedback Policy	Author	Head of Admissions
Location	NCH Academic Handbook	Approved by	Academic Board
Version	2.1	Last updated	November 2018
Publication date	November 2018	Review date	November 2020
Related policies	Admissions Complaints Policy and Procedure		
External Reference Point	UK Quality Code: Admissions, Recruitment and Widening Access; Concerns, Complaints and Appeals; GDPR		