



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 Admissions Office and EITHER be posted to: New College of the Humanities, Devon House, 58 St Katharine's Way, London, E1W 1JP 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 which will be sent via email to the applicant. 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](#).
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Title: Admissions Feedback Policy					
Approved by: Academic Board					
Version number	Date approved	Date published	Author	Location	Proposed next review date
3.1	October 2021	October 2021	Head of Admissions	Academic Handbook/policies and procedures/admissions	September 2023
3.0	December 2020	December 2020	Admissions Manager	Academic Handbook/ policies and procedures/ admissions	November 2023
2.2	November 2018	September 2019	Admissions Manager	Academic Handbook/ policies and procedures/ admissions	November 2020
2.1	November 2018	November 2018	Head of Admissions	NCH Academic Handbook	November 2020
Referenced documents	Admissions Complaints Policy and Procedure				
External Reference Point(s)	UK Quality Code: Admissions, Recruitment and Widening Access; Concerns, Complaints and Appeals; GDPR				