

London School of Theology

Admissions Policy

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| Process of ratification: | Academic Board |
| Executive Team Member Responsible: | Director of Finance & Administration |
| Individual Responsible: | Senior Admissions Officer |
| Date Last Approved: | November 2025 |
| To be Reviewed: | Every 24 months |
| Review consultation: | Executive Team, Admissions Team |
| Date of Next Review period: | November 2027 |

Record of changes:

| Date | Section | Change | Reason |
|---------|-------------------|--|---|
| 09/2025 | 12.2.1 | Minor word changes | To improve clarity around when IELTS test required for MTh |
| 09/2025 | 12.2.2 | Minor word changes | As above for MPhil/PhD |
| 09/2025 | 12.3.1 | Added wording re online application | To make clear application is via online form |
| 09/2025 | 12.3.2 | Amended wording around £100 deposit | To make clear when payable in application process |
| 11/2025 | 7.1 | Removed reference to maturity | No subjective way to measure this |
| 11/2025 | 11.1 | Changed name of Accreditation of Prior Experiential/Learning to Recognition of Prior Experiential/Learning | To reflect the new policy name |
| 11/2025 | 12.2.1 and 12.2.2 | Revised wording for requirements for international applicants for whom English is not their first language | To improve clarity around when IELTS test required for all PGR students |
| 11/2025 | 8.3.8.2 | Update wording regarding evidence of cost-of-living expenses | To reflect immigration rules |

1. Aim of the policy

- 1.1. This document outlines London School of Theology's policy for admitting students into its programmes, detailing the criteria and principles for selecting UK, EU, and international students. This policy is applicable to all programmes offered by LST, whether delivered at the LST Campus, online or blended - a combination of both.
- 1.2. The Admissions Policy and its associated procedures have been developed in accordance with the Office for Students Regulatory Framework, the UK Quality Code for Higher Education and [Universities UK's Fair Admissions Code of Practice](#) . Specifically, they align with the Core Practice of the UK Quality Code for Higher Education (August 2018), which states that "The provider has a reliable, fair and inclusive admissions system." LST aims to ensure that all aspects of its processes are inclusive and that decisions are made in a fair and reliable manner.
- 1.3. The policy also takes account of the Office for Students requirement that 'students are recruited to courses for which they have the capability to achieve a successful outcome'.
- 1.4. The policy is reviewed annually to ensure it remains current and effective. Any updates are published on the LST website at <https://lst.ac.uk/our-policies/>

2. Scope of the policy

- 2.1. This policy primarily covers the recruitment and admission of students to undergraduate courses and postgraduate taught courses. Separate processes apply for students applying to research programmes; however, section 12 provides a brief overview of the admissions policy for research programmes. For more details, see Middlesex University's Procedural Guidance for Postgraduate Research Study¹ and the LST Research Programmes Handbook²
- 2.2. This policy should be read in conjunction with LST's Access and Participation Plan, which sets out its aims and objectives for widening access and participation for applicants and students.

3. Principles

- 3.1. The mission of the London School of Theology is Forming Disciples, Resourcing Churches, Impacting Society. The London School of Theology engages in leading research that serves to attract, retain, and educate those motivated to achieve these aims.
- 3.2. LST requires its contracted teaching staff to endorse its doctrinal statement, but students are not mandated to hold these beliefs. Inquiries about an applicant's Christian experience and position are made to gauge their potential to benefit from the LST's programmes and ethos.
- 3.3. LST strives to maintain a fair, open, and transparent admissions process, admitting students who demonstrate the potential to complete their chosen programme successfully. This is done irrespective of background and subject solely to entry criteria being met.
- 3.4. The institution values diversity and is committed to equality access to education, selecting students based on individual merit, abilities, and aptitude. LST ensures compliance with The Equality Act 2010 - and any subsequent amendments - in its admissions processes and application of entry criteria.

4. Definitions

For the purposes of this Admissions Policy, the following definitions shall apply:

- 4.1. Applicants.
An individual who has submitted an application to study at LST, including those applying through UCAS (Universities and Colleges Admissions Service), direct application routes, or recognised partnership pathways.
- 4.2. Conditional Offer
An offer of a place on a programme of study which is subject to the applicant meeting specified academic or other requirements by a stated deadline.
- 4.3. EU applicant.
The fee sheet identifies for some programmes refers to EU countries / citizens for LST purposes this refers to those countries formally members of the European Union plus Norway and Switzerland.
- 4.4. Home or UK applicant.
An applicant who is ordinarily resident in the UK and meets the criteria to be classified as a 'home or 'UK' student for the purposes of tuition fees and funding, as defined by relevant government regulations
- 4.5. International applicant.
An applicant who does not meet the criteria to be classified as a 'home' or 'UK' student and is therefore considered an international student for admissions policy purposes
- 4.6. Research programmes include: Master of Theology, Master of Philosophy, Doctor of Philosophy.
- 4.7. On-campus / Online / Blended Enrolment
The three types of available study offered.
- 4.8. Recognition of Prior Learning (RPL)
The process by which LST considers previous academic or experiential learning for the purposes of admission or credit towards a programme of study.
- 4.9. Unconditional offer

¹ [Procedural-Guidance-for-Postgraduate-Research-Study-2024-25.pdf](#)

² <https://lst.ac.uk/wp-content/uploads/2024/11/MTh-MPhil-PhD-Programme-Handbook-2024-2025-Nov-2024.pdf>

An offer of a place on a programme of study that is not subject to any further academic or other requirements.

- 4.10. Undergraduate programmes include: BA Theology, BA Theology and Counselling; BA Theology & Worship Studies; BA Theology and Liberal Arts.
- 4.11. Postgraduate taught programmes include: MA Biblical Studies, MA Theological Studies, MA Practical Theology and Ministry

5. How to apply

- 5.1. Any individual seeking to enrol on any of our programmes can follow the link under the specific degree/programme on our website [admissions page](#) and complete the online application form.
- 5.2. Applicants to the undergraduate programmes can also apply via the UCAS application process: [Applying | UCAS](#). Please note that you will also be asked to complete a separate LST form that asks for additional information, not currently captured by the UCAS application form.
- 5.3. Applicants to the Theology & Counselling and Theology & Worship Studies programmes are required to complete a programme-specific questionnaire in addition to the application form.

6. Taught Programmes Entrance Requirements

- 6.1. This section details what LST requires of applicants at each stage of the application and admissions process, and what applicants can expect from us.
- 6.2. Applicants under the age of 21 are required to hold at least two A levels at Grade C or above (or a total of 64 UCAS points or more) and three separate GCSE passes (one of which must be English language) at grade C (or 4) or above. Equivalent qualifications will be considered.
- 6.3. LST welcomes applications from individuals who have followed non-standard educational routes, and may meet entry criteria through experiential learning, rather than academic qualifications alone.
- 6.4. Mature applicants (aged 21 and over at the point of enrolment) without standard qualifications will be considered based on work & vocational experience & training; and/or demonstrable academic achievements/ability. The latter may be other qualifications, and/or an essay set by the faculty on the programme they wish to study.
- 6.5. The normal entrance qualification requirements for postgraduate taught programmes (MA) is an Honours Degree at 2.2 level.
- 6.6. As English is the medium of teaching, learning and assessment at The London School of Theology, all applicants will be required to demonstrate that they meet the required level of English language competency for the course they wish to study.
 - 6.6.1. English language competency will normally be demonstrated by a grade C (or 4) or above in GCSE English or an equivalent international English-language qualification. This requirement may, where deemed appropriate, be met by successful completion of an Access to HE course or higher-level qualification (such as an A Level) in a written subject.
 - 6.6.2. Where applicants do not hold prior qualifications that demonstrate English competency, LST reserves the right to ask for a standard/universally recognised English language qualification, such as IELTS (International English Testing System), or equivalent at the appropriate level as laid out in the section 6.6.1, above. All such qualifications must cover the key components of speaking, listening, reading and writing.
 - 6.6.3. Where a UK applicant's English language competency is deemed to be below the standard set out above, LST will require them to complete a pre-sessional English language course as a condition for enrolment on the course.
- 6.7. Where an applicant to the undergraduate programmes requires a student visa, a UKVI (Academic) an IELTS test is normally required (see section 8 below). Applicants from some countries are exempt – you can find the list here: [Student visa : Knowledge of English - GOV.UK](#) For information on English Language and other requirements for applicants from majority English-speaking countries visit [UK Visas and Immigration - GOV.UK](#)
- 6.8. International applicants and those with non-UK qualifications will be required to use the ENIC-NARIC service and/or the UKVI-approved Ecctis gateway: [Homepage - Ecctis](#) to establish how non-

UK/international qualifications map onto the stated UK minimum requirements. Please see section 8 for more information.

7. Programme-specific Entry Considerations

- 7.1. Applicants to the BA(Hons) in Theology and Counselling must demonstrate openness, and readiness to work with people from diverse age, faith, genders, sexual orientation, and cultural backgrounds. LST considers these qualities to be essential to study professional counselling and/or pastoral care. The candidate's suitability is assessed through the Theology & Counselling questionnaire that applicants are required to complete and at the interview with faculty from the programme.
- 7.2. Applicants to the BA (Hons) in Theology & Worship Studies programme must demonstrate experience, interest and an ability to participate and lead Christian worship. An audition – to assess musical ability – and a programme-specific questionnaire to assess suitability, are part of the admissions process. Musical ability may be vocal and/or instrumental.
- 7.3. The faculty on individual programmes reserve the right to judge the relevance and acceptability of an individual's qualifications and/or experience when considering an application.

8. Processing International Applications:

An international candidate applying to study exclusively online from anywhere outside of the UK, will not require a student visa, but will be subject to LST's English Language requirements (see section 6) and must show evidence of sufficient funds (see section 7). The rest of this section relates to international students wanting to study in the UK who will require a visa to do so.

- 8.1. In all matters relating to the Student Route visa, LST will process applications with utmost care, and in accordance with all current immigration laws.
- 8.2. As a licensed sponsor, LST will fulfil all its sponsorship duties and obligations as it relates to student visa. This includes establishing whether an applicant is genuine or not.
- 8.3. **The following information relates to the Student Route Visa**
 - 8.3.1. All applicants residing outside the UK, who do not hold a UK passport or have leave to remain in the UK, will need to apply for a student visa to study in the UK - [check if you need a visa to study in the UK](#).
 - 8.3.2. Applicants requiring a student visa must meet LST's admission requirements, and will be processed according to LST's recruitment, selection and admissions process (see Section 5).
 - 8.3.3. Any International/non-UK applicants, already in the UK, and holding a visa (except a Graduate Visa) do NOT need a student visa (section 6.7) provided their specific visa does not preclude study.
 - 8.3.4. The Admissions officer, in consultation with the UKVI Officer, will conduct initial checks on identity/travel documents (passports), previous qualifications/certificates/transcripts, and determine whether they are genuine.
 - 8.3.5. The UKVI officer, will also determine whether the applicant can provide evidence of finances. They will check the applicant's latest bank statement, and any other financial records the applicant provides, to determine whether the volume of funds (based on currency exchange rates), meets or exceeds the requirements set by UKVI. For details see: [Student visa: Money you need - GOV.UK](#).
 - 8.3.6. The application can proceed to the next stage if the UKVI Officer is satisfied with the above checks. If not, the applicant will be informed that unless they provide additional evidence and/or documentation, the application will not progress, and CAS will not be issued.
 - 8.3.7. **LST's English Language requirement supersedes the UKVI requirement.**
 - 8.3.7.1. An applicant to the undergraduate programmes must submit an UKVI (Academic) IELTS (equivalent to CEFR B2) test score of 6.5 (overall), with a minimum of 5.5 in each of the four components.
 - 8.3.7.2. An applicant to the **postgraduate taught programmes**, must achieve an overall score of 7.0 with a minimum of 6.5 in each component of the test (top tier of CEFR B2). Applicants with scores less than 6.5 in each component, do not meet LST's entry requirement, but may wish to take the test again.
 - 8.3.7.3. The IELTS result is valid for 24 months.

- 8.3.7.4. Applicants from some countries are exempt. For details see: <https://www.gov.uk/student-visa/knowledge-of-english>.
- 8.3.7.5. Applicants who fulfil certain criteria - for example: if they have a GCSE, A-level, Scottish National Qualification level 4 or 5, Scottish Higher or Advanced Higher in English gained through study at a UK school they attended before the age of 18; or hold English qualifications issued by a UK board of certification, such as Edexcel/Cambridge, etc – are also exempt
- 8.3.7.6. Applicants to the postgraduate programmes with a previous degree studied in English may be exempt. They will be required to have their degree checked via [Homepage - Ecctis](#) for confirmation that their qualification is equivalent to a UK undergraduate degree.
- 8.3.8. **To meet the financial requirements, an International applicant requiring a visa to study must:**
- 8.3.8.1. Pay all fees for the first year of study, in advance of the issuance of CAS
- 8.3.8.2. Provide evidence of funds to cover living expenses for the first 9 months of their course (see: [Student visa : Money you need - GOV.UK](#) which must remain in the applicant's bank account for 28 consecutive days before the CAS is issued. The dates covered by the bank statement must cover no greater than 31 days leading up to submission of application for a student visa.
- 8.3.9. For up-to-date information about both the English Language and financial requirements, applicants are advised to check the government website: <https://www.gov.uk/student-visa>.
- 8.3.9.1. Once the application has been processed and the applicant, having met all the requirements is offered a place on the course of their choice. If they accept the offer, they must pay the prescribed deposit to secure their place. At this point, all documents will be transferred to the UKVI Officer for a final check before a CAS is issued.
- 8.3.9.2. The CAS will be issued once the applicant has met BOTH the English Language and financial requirements as stated above.
- 8.3.10. If during the issuance of the CAS new information comes to light that puts an applicant's visa application at risk of refusal, the UKVI Officer reserves the right to refuse to issue CAS. If that happens, any deposit or fees paid, will be refunded according to LST's refunds policy.
- 8.3.11. If a CAS is issued, it is an applicant's responsibility to check that all the details on the document are accurate. The UKVI Officer must be alerted of any errors identified and the CAS will be amended accordingly.
- 8.3.12. Applicants must notify the UKVI Officer when they have submitted their visa application and update the UKVI Officer of the outcome of the visa application as soon as it is received. Even if the Student visa is refused, the applicant must inform the UKVI Officer who will report this to the UKVI within 10 days.
- 8.4. **The following information relates to Applicants on Other Visas:**
- 8.4.1. Applicants who are already in the UK and hold the following visas can apply to study at the LST (evidenced by a Share Code):
- EU/EEA and Swiss students with a pre-settled or settled status via a Share Code
 - Non-EU applicants with a settled visa or Indefinite Leave to Remain
 - British National Overseas (BNO) students from Hong Kong with Indefinite Leave to Remain evidenced by Share Code; BNO) visa (<https://www.gov.uk/british-national-overseas-bno-visa>)
 - Skilled Worker visa
 - Minister of Religion
 - Dependant visa
 - Discretionary Leave to Remain (e.g. from Asylum Seekers, Refugees)
 - Family visa
- 8.4.2. Where an applicant's leave to remain is shorter in duration than the course they are applying to enrol on, their application may still be accepted. If successful, it will be the candidate's responsibility to extend their permission to remain in the UK. They must keep Registry

informed of any change in their circumstances/resident status. The Registry team must ensure that the student submits a valid leave to remain for each year of enrolment.

9. Financial requirements and obligations

- 9.1 UK Applicants to LST will be eligible to apply for student loans from Student Finance (UK), unless they already hold an undergraduate degree (regardless of where they gained that degree and whether they accessed student loans or not). Students who partially completed an undergraduate degree should speak to our finance department regarding their possible eligibility for obtaining a student loan for part of their LST course.
- 9.2 Those who are ineligible for student loans will be asked for details of how they intend to fund their studies.
- 9.3 International applicants wishing to study in the UK are required to provide evidence of their financial resources as part of the visa application process (see section 8.38).
- 9.4 International applicants for online study will need to pay the appropriate deposit (as detailed in the relevant fee sheet) to secure their place on the course.

10. Selection of applicants

- 10.1. The recruitment process is designed to attract a broad range of individuals, with the aim of creating/building a diverse student community, but who also possess the academic ability and aptitude to succeed in Higher Education.
- 10.2. LST selects candidates who have the potential to succeed on their chosen course regardless of background. Applicants to LST are considered on merit, abilities and potential, regardless of gender, ethnic origin, age (subject to special consideration for any applicant who will not have reached the age of 18 by the first day of the term), disability, religion, sexual orientation or social class.
- 10.3. LST will endeavour to communicate clearly with potential applicants, and provide clear and accurate information concerning the courses, fees, terms and conditions and the procedures for admissions and enrolment.
- 10.4. LST will provide comprehensive and consistent information on courses, the student experience and how the course has the potential to equip students to attain their aspirations beyond graduation.
- 10.5. Through Open days and other recruitment events, LST will provide information and guidance to potential applicants; and aim to keep them informed of any updates on courses, and other changes to enable them to make informed decisions.
- 10.6. LST will ensure that selection methods are fair and consistently applied. Applicants will be selected on the basis of qualifications and experience, their performance at interview, during auditions, and where appropriate, other mechanisms like essay-writing.
- 10.7. All recruitment, admissions, enrolment and induction procedures will be monitored for effectiveness for all categories of applicants. Entry requirements will be reviewed prior to publication to ensure that they are appropriate.
- 10.8. LST will aim to remove any barriers to application for students with disabilities by providing support where possible; and through outreach to applicants from disadvantaged groups in keeping with its Access and Participation Plan. In line with the Office for Students transparency conditions. Information will be made available to applicants regarding applications, offers, acceptances and enrolment analysed by gender, ethnicity and socio-economic background. LST will also monitor the link between admissions and student outcomes. When assessing the academic suitability and potential of applicants, the following information is considered:
 - 10.8.1. Prior achievement in awarded qualifications or equivalent achievement through work experience.
 - 10.8.2. Predicted achievement in qualifications currently being undertaken.
 - 10.8.3. Personal statement or statement of purpose, for evidence of motivation and commitment to the chosen programme of study.
 - 10.8.4. References, for confirmation of academic potential and personal qualities.
 - 10.8.5. Details of time spent at another Higher Education (HE) institution(s), even if the applicant did not complete the course or gain qualifications.

10.8.6. In addition to the above, some programmes of study may also use additional methods to assess the suitability of the applicant (see Section 7, above) including:

- Audition.
- Work experience, evidenced by a CV and/or references.
- Set piece of written work – usually an essay.

- 10.9. Where a complete application with all supporting evidence is submitted for a programme with a standard admissions process, the reference requests will be sent out within 3-5 working days.
- 10.10. All applicants will be required to attend an interview in person or online with a contracted member of faculty on the programme they have applied for. Applicants will be invited to an interview within 10 working days, after the references have been received.
- 10.11. If the applicant is deemed not to have the required level of English, as defined in 6.7, above, they may be required to do one or more of the following: write an essay (set by LST), enrol on a foundation course, or undertake an additional English course as a precondition to entry.
- 10.12. London School of Theology will seek to complete these steps and reach decisions within these time frames but at peak periods during the application cycle some steps may take longer and decisions may be made/conveyed later.
- 10.13. The decision on the application will be communicated directly to the applicant.
- 10.14. If a conditional offer of a place is made, the appropriate conditions whether academic or financial will be clearly outlined along with the date by which these conditions should be met.
- 10.15. An offer of a place on a course at London School of Theology does not guarantee sponsorship for international applicants requiring a Tier 4 visa to study at LST.

11. Recognition of prior learning and experiential learning

- 11.1. London School of Theology has a process for considering requests for recognition of prior learning (RPL) or experiential learning (RPEL). Applicants may apply for this once they have submitted their application for a taught programme. Please refer to the [Recognition of Prior Learning & Credit Transfer Policy](#) for further details.

12. Postgraduate Research Admissions

- 12.1. The Head of Research is responsible for recommending to the University's Academic Secretary the admission of the student. Guidelines on admissions criteria for postgraduate study are to be found in the [Middlesex University Research Degrees](#).
- 12.2. Entry requirements:
- 12.2.1. **For MTh:** The normal entry requirements are a UK BA honours degree in a theological discipline at 2:1 level (or equivalent). Applicants from North America should have a BA or MA majoring in a theological discipline or an MDiv with a GPA of 3.3. Applicants with non-UK qualifications may be required to provide proof of how any national qualifications relate to the stated UK minimum requirements (see services provided by Ecctis – [Statement of Comparability](#)). International students applying from a country that is not in the [government's exemption list](#) must take a UKVI International English Language Testing Service (IELTS) (Academic) test in the country they are applying from at their own expense. They must score a minimum of 6.5 in each category and an overall score of at least 7.0 to be considered for admission, unless they qualify for an exemption.
- 12.2.2. **For MPhil/PhD:** The normal entry requirements are a UK Master's degree in a theological discipline (or equivalent). Applicants from North America should have a Master's degree in a theological discipline (or equivalent) with a GPA of 3.3. Candidates registered for the MPhil only, and whose work proves to be of the appropriate standard, are entitled to transfer their registration to PhD (with the agreement of their supervisor(s), the Head of Research, and Middlesex University). Applicants with non-UK qualifications may be required to provide proof of how any national qualifications relate to the stated UK minimum requirements (see services provided by Ecctis – [Statement of Comparability](#)). International students applying from a country that is not in the [government's exemption list](#) must take a UKVI International English Language Testing Service (IELTS) (Academic) test in the country they are applying from at their own expense. They must score a

- minimum of 6.5 in each category and an overall score of at least 7.0 to be considered for admission, unless they qualify for an exemption.
- 12.2.3. That supervision can be provided and any other necessary resources for the duration of the proposed programme.
 - 12.2.4. The proposed research topic is appropriate and can be completed within the maximum period of registration.
- 12.3. Application process:
- 12.3.1. Students can make initial enquiries through the Assistant Registrar for Postgraduate Provision. Candidates should apply using the online application form which also requires them to upload a provisional research proposal, which the Head of Research or a supervisor then considers, to determine whether or not it shows promise.
 - 12.3.2. Application fee: A £100 fee for postgraduate research applications applies to every student who submits an application form and progresses to the next stage of the application process after initial eligibility checks. It is expected that this fee be paid before the interview takes place. The application fee is deducted from the fees of any student who subsequently enrolls.
- 12.4. MPhil/PhD students are initially enrolled and registered at MPhil level with transfer to PhD registration normally after two years of full-time study.
- 12.5. Each research student will have an appointed principal supervisor (S1) who has expertise in a particular topic chosen by the candidate and recognised by the University as qualified to supervise research students. A second supervisor (S2) will be appointed for each student to provide support for the principal supervisor. Normally, one of the two supervisors will be designated as the student's Director of Studies (DoS). The team of supervisors appointed to supervise a PhD student should between them have the experience of having supervised to successful completion at least one PhD candidate.

13. Applicants declaring a disability or specific learning difficulty

- 13.1. Under the Equality Act 2010, LST has a duty to provide equality of opportunity for all students with disabilities. This includes an anticipatory duty towards students with various types of disabilities before they arrive, and where resources permit, making reasonable adjustments in response to the needs of these students for the duration of their studies. LST ultimately aims to promote and provide an inclusive learning environment that responds to the needs of all of its students in accordance with the Equality Act 2010.
- 13.2. An applicant will be considered to be disabled under the Equality Act 2010 if they have been diagnosed with developmental, physical, mental or neurological impairment that has a 'substantial' and 'long-term' negative effect on their ability to carry out daily tasks or activities, such as the following:
- 13.2.1. A Specific Learning Difficulty (SpLD), such as dyslexia, dyspraxia or ADHD
 - 13.2.2. A mental health condition such as depression or anxiety disorder
 - 13.2.3. A social/communication impairment such as autism spectrum disorder or Asperger's Syndrome
 - 13.2.4. A physical impairment or mobility issues
 - 13.2.5. A long-standing illness or medical condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
 - 13.2.6. Deaf or serious hearing impairment
 - 13.2.7. Blind or serious visual impairment not corrected by glasses
- 13.3. LST welcomes applications from applicants with disabilities in line with the Equality Act 2010 and where resources permit, makes reasonable adjustments.
- 13.4. During the application process, applicants who disclose a disability are required to complete a disability questionnaire. The Disability Adviser receives notification of all such questionnaires and provides appropriate support for the applicants once they have accepted a place on one of the programmes.

14. Deferring

- 14.1. In exceptional circumstances such as late applications or when complex adjustments need to be made, applicants may be asked to defer their place until the next academic year. This will ensure that all necessary adjustments are in place before the candidate begins their course.
- 14.2. Applicants may make a request to defer their entry for up to one academic year, either at the point of application or up to 14 days after the commencement of the course. In exceptional cases, deferral for an additional academic year may be permitted, if a request is made in writing to the Academic Secretary, who will reach a decision in consultation with the relevant academic lead.

15. Withdrawing

- 15.1. LST may consider applications from candidates who have previously withdrawn from a course and apply for re-entry to the same programme. Each case is evaluated on its merits.
- 15.2. Applicants with an outstanding financial debt on their student record must clear this debt in full before their application will be considered.
- 15.3. Applicants who withdrew from a programme within the previous two academic years will not be required to submit a fresh application but must provide a statement of intent and may be required to attend a fitness to study panel meeting.
- 15.4. Those who seek to re-enrol after a gap of more than two years or apply for entry to a different programme must submit a new application.

16. Disclosure of previous criminal conviction

- 16.1. All applicants must declare relevant criminal convictions at the time of application. Applicants for the Theology and Counselling course will also need to obtain a DBS check. This is indicated in the relevant programme overview.
- 16.2. Students who graduate from the Theology and Counselling Course and wish to qualify for the British Association of Counselling and Psychotherapy (BACP) professions body will need to ensure they meet BACP's prescribed standards before enrolling on the programme at LST.

17. Fraudulent Applications

- 17.1. LST requires accurate and complete applications. Failure to include any requested or relevant information including any qualifications or periods of study, even if unrelated to the programme applied for; any false information provided, or any misrepresentation of facts at any point in the application process may be considered fraudulent.
- 17.2. Applications which are found to include AI-written content, including written essays or personal statements, will be rejected.
- 17.3. Applications suspected to be fraudulent are investigated by the Senior Admissions Officer and may be referred to external agencies, if necessary. If an application – in part or full - or subsequent course work is found to be fraudulent, LST reserves the right to cancel the application, withdraw the offer, or terminate the student's enrolment.
- 17.4. Applicants who have been rejected on the grounds of fraud will not be considered for admission, then or in the future.

18. Verification of qualifications

- 18.1. All applicants must provide documentary evidence of their qualifications to meet entry requirements and offer conditions. Scanned or photocopied documents are acceptable during the application process, but originals may be requested.
- 18.2. Documents in languages other than English must be accompanied by a certified translation provided at the applicant's expense.
- 18.3. Applicants must use their full legal name during the application process.
- 18.4. Documents from international applicants (including international qualifications) may be subject to additional checks for authenticity. Any such check will be at the applicant's expense.

19. Feedback

- 19.1. Where applications have been rejected, prompt and clear feedback will be provided when requested, and advice about alternatives and future options will be given, as appropriate.

20. Appeals

- 20.1. Anyone wishing to appeal the outcome of their application should contact the Senior Admissions Officer within 20 working days of receiving the communication on the decision. Appeals on decisions made on the grounds of inadequate qualification/experience will typically be considered if fresh and compelling evidence of academic competence is provided.
- 20.2. The appeal will be considered by a suitable panel and a response provided within 20 working days.
- 20.3. If the application wishes to appeal further against the decision of the Admissions panel this must be lodged with the School within 10 working days for consideration by the principal whose decision will be final.

21. Complaints

- 21.1. Where applicants have reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above, they may write to the Director of Finance and Administration setting out the reasons.
- 21.2. A review of the handling of the application will be undertaken based on the applicant's written statement. The Director of Finance and Administration may confirm or rescind an earlier decision in the light of this review. The Director of Finance and Administration will send a written reply to the applicant within 20 working days of receiving the request for the review of the application.
- 21.3. The applicant may ask for a further review of the decision of Director of Finance and Administration within 10 working days of receipt of the outcome where:
- 21.3.1. There were procedural irregularities in the investigation of the complaint; or
 - 21.3.2. Fresh evidence can be presented which could not reasonably have been made available with the submission of the initial complaint; or
 - 21.3.3. The outcome of the investigation was not reasonable in all the circumstances.
- 21.4. The review will be undertaken by the Academic Secretary who will respond to the applicant within 20 working days.
- 21.5. Anonymous complaints are not addressed, and data protection laws limit communication with third parties without explicit consent from the applicant.

22. Expected standard of behaviour during application process:

- 22.1. LST expects all written and verbal interaction (in person/over the phone or online) between applicants and employees of LST to be courteous and respectful. Inappropriate and/or disrespectful communication will not be tolerated and may prejudice the continued processing of a candidate's application or consideration of any appeal or a complaint. After an initial warning of possible consequences, no further warning will be required before the appropriate action is taken or the application rejected.

23. Data Protection

- 23.1. Information collected as part of the application process will be used only in accordance with LST's GDPR Students Privacy Notice which are available on our website [GDPR Privacy Notice](#).