



## **Higher Education Admissions Policy**

**2025/6**

This policy applies to undergraduate programmes delivered by Boomsatsuma in which applicants apply via UCAS.

# Admissions Policy

## **1. Purpose**

- 1.1 Boomsatsuma is committed to ensuring fair access to education for each of our applicants. The purpose of this policy is to ensure that all applications made to Boomsatsuma undergraduate programmes are consistently considered in a fair and impartial manner.
- 1.2 This policy intends to explain the process of applying to Boomsatsuma's higher education provision clearly. Boomsatsuma aims to give all the necessary and relevant information regarding the process, and to signpost to the relevant staff or policy where appropriate.

## **2. Responsibilities**

- 2.1 The Boomsatsuma admissions team is the first point of contact for potential and current applicants for undergraduate programmes delivered by Boomsatsuma. The Head of Higher Education at Boomsatsuma has overall responsibility for overseeing student admissions on Boomsatsuma undergraduate programmes.
- 2.2 Boomsatsuma undergraduate programmes are validated by Kingston University London. This means that Kingston University awards the degrees, is responsible for ensuring the quality of provision delivered by Boomsatsuma, and meeting the requirements of Office for Students regulation. This also means that students studying at Boomsatsuma will enrol with both Boomsatsuma and Kingston University. However, the admissions process for Boomsatsuma undergraduate programmes is separate to the admissions process for Kingston University, and Kingston University does not oversee or assist with Boomsatsuma admissions.

### **3. Data Protection**

- 3.1 Boomsatsuma processes personal data relating to applicants and students in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 3.2 Access to application and student data is restricted to authorised Boomsatsuma staff involved in admissions, student administration, and compliance functions. Where student data must be shared between Boomsatsuma and Kingston University, it is done so in a secure and confidential manner. Access is granted on a need-to-know basis, and appropriate technical and organisational measures are in place to protect personal data from unauthorised access, loss, or misuse.
- 3.3 Data relating to successful applicants is retained as part of the student record for the duration of their engagement with Boomsatsuma. After completion of study, core academic and award information is retained indefinitely for verification, reporting, reference, and compliance purposes. Non-essential information is retained for two years after the date that the student graduates or withdraws from the institution.
- 4.3 Data relating to unsuccessful or withdrawn applicants is retained for a limited period of twelve months following the end of the admissions cycle, after which it is deleted.
- 5.3 Applicants and students are entitled to exercise their data protection rights, and may request a subject access request to view the personal data Boomsatsuma holds for them.

### **4. Enquiries**

- 4.1 For any admissions related enquiries, please contact [admissions@boomsatsuma.com](mailto:admissions@boomsatsuma.com). General enquiries should be directed to [education@boomsatsuma.com](mailto:education@boomsatsuma.com).

- 4.2 Boomsatsuma provides clear and up to date information about qualifications, entry requirements, application procedures and the admissions process. This information can be found on the Boomsatsuma website and the degree prospectus.
- 4.3 Boomsatsuma aims to keep all information about the admissions process and undergraduate programmes up to date on the Boomsatsuma website, Boomsatsuma UCAS page, and printed publications. Applicants should note that printed prospectuses display information that is correct at the time of going to print. To ensure they are viewing the latest and most accurate information, applicants are advised to refer to the Boomsatsuma website or UCAS page.

## **5. Application Process Overview**

- 5.1 All applications must be made via the UCAS platform.
- 5.2 Eligible candidates will be invited to an interview conducted by Boomsatsuma via direct communication, using the contact information provided on the applicant's UCAS application.
- 5.3 Applicants can expect to receive a response to their application before the end of March if they applied before the UCAS Equal Consideration Deadline. This will be communicated through UCAS Track and direct communication from Boomsatsuma.
- 5.4 Applicants who have chosen a Boomsatsuma undergraduate programme as their Firm choice on UCAS will have their place confirmed on the Level 3 results day, given they achieve the requirements for the programme.

## **6. Entry Requirements**

- 6.1 The academic criteria for all Boomsatsuma undergraduate degrees is 96 UCAS tariff points at Level 3 study.
- 6.2 Boomsatsuma considers applications at entry points 2 (Level 5) and 3 (Level 6). Any student who wishes to apply for Level 5 or 6 of a Boomsatsuma undergraduate programme must provide evidence of having completed 120 credits (for direct entry into Level 5) or 240 credits (for direct entry into Level 6) in a related degree programme. Boomsatsuma will conduct a curriculum mapping process to compare learning outcomes from the applicant's previous programme or qualification with the programme they are applying for. This is to ensure that there is sufficient parity between the programmes. Direct entry applicants should apply through UCAS and specify the point of entry they wish to join.
- 6.3 Applicants whose first language is not English are required to demonstrate proficiency in the English language before they are accepted onto an undergraduate programme. This can be demonstrated through emailing [admissions@boomsatsuma.com](mailto:admissions@boomsatsuma.com) with proof of one of the following:
- GCSE English Language grade 4/C or equivalent
  - UKVI IELTS 6 (overall band score) with a minimum of 5.5 in any of the four elements (listening, speaking, reading and writing) dependent on the programme.
- If clarification is needed to understand what is accepted as proof of English proficiency, applicants are advised to contact the admissions team.

## **7. Application to Study**

- 7.1 All applications must be made through the UCAS platform, including UCAS, UCAS Extra, and Clearing. Applicants are required to submit their academic qualifications, personal statement, and reference through UCAS, and take care to ensure that they provide accurate and non-fraudulent information.

- 7.2 Applications made after the Equal Consideration Deadline set by UCAS may not be considered if the programme they apply to has reached capacity.
- 7.3 Applicants applying through Clearing must contact the Boomsatsuma admissions team to see if there is availability on the programme they wish to apply to before making their application. Clearing applications will also be invited to interview for their chosen programme.
- 7.4 Boomsatsuma cannot accept international students onto our undergraduate programmes. Applicants who are UK or Irish citizens, have settled status or indefinite leave to remain in the UK, are eligible to apply.
- 7.5 Welsh-domiciled students are unable to access Student Finance Wales support for Boomsatsuma undergraduate programmes due to a policy change for funding delivered by the Commission for Tertiary Education and Research ([Medr](#)) that came into effect from August 2024. Under the updated policy, programmes delivered under a franchised arrangement – such as those taught by Boomsatsuma and awarded by Kingston University – must now receive specific designation from Medr if the delivery institution is not registered with the [Office for Students](#). Without this designation, students will not be able to access student funding via the Student Loans Company (SLC). As a result, any Welsh-domiciled student who wishes to apply should consider that they would have to self-fund the programme.
- 7.6 Boomsatsuma uses UCAS personal statements as a supporting document for interviews, and expects that students will write about their ambitions for their chosen programme of study, what they have done in school, and related extracurricular activities.

## **8. Interviews**

- 8.1 Boomsatsuma undergraduate interviews aim to assess applicants' suitability for their chosen programme, their motivation and interest in the subject, and

potential for success. Interviews may be conducted in person or virtually, depending on the circumstances of the interviewee and/or interviewers.

- 8.2 Eligible applicants will receive an invitation to interview via email and/or other direct communication from Boomsatsuma. This invitation will not change their application status on UCAS.
- 8.3 A portfolio may be required for the interview. This will be communicated to the applicant in the invitation.

## **9. Selection Decisions**

- 9.1 Boomsatsuma will decide whether to offer Conditional or Unconditional offers to applicants, or to reject the application, based on the interview and supporting documents from the UCAS application.
- 9.2 The Boomsatsuma admissions team aims to respond to all applications in a timely manner. If an application is submitted before the UCAS Equal Consideration Deadline, applicants can expect a response before the end of March. Applications submitted after the deadline, or an application that has been placed on a waiting list (see 9.5), will receive responses before the end of May, or later depending on the date of the application.
- 9.3 Offers will be made on the basis of the interview and UCAS application. Boomsatsuma will not ordinarily give Unconditional offers to students who have not yet completed their Level 3 qualifications, but may do so at our discretion based on the strength of the application and contextual information.
- 9.4 If an applicant has already completed their Level 3 qualifications, Boomsatsuma will stipulate in Conditional offers that the conditions of acceptance require the applicant to send proof of their Level 3 qualifications to Boomsatsuma. When proof of qualifications equal to or above 96 UCAS tariff points is accepted, the offer will be amended to Unconditional.

9.5 Applicants may be placed on a waiting list if the number of applications for a certain programme has exceeded the capacity of the admissions team. The waiting list is designed to communicate to applicants that Boomsatsuma will take longer to decide on their application than expected. If an applicant is placed on the waiting list, this will be communicated directly through email, and will not change the status of their application on UCAS. The admissions team will communicate the expected timeframe of their decision to applicants on the waiting list through email.

## **10 Contextual Data and Information**

10.1 Boomsatsuma's admissions team may take contextual data and information into account to make Unconditional offers. This is at the discretion of the admissions team. Contextual data and information can be used to assess an applicant's prior attainment and potential, in the context of their individual circumstances, and is intended to support fair access to higher education.

10.2 Contextual data includes educational, geodemographic, and socio-economic background data, such as POLAR4 quintiles. Contextual information relates to individual applicant circumstances, such as if they have been in care, or involved in widening participation activities.

10.3 Contextual data and information is sourced from UCAS applications and direct communications and disclosures to the admissions team at Boomsatsuma.

10.4 Boomsatsuma is committed to ensuring fair access to Higher Education. Contextual data and information is used as part of applications to assess the potential of students who may have been restricted from accessing Higher Education. It is always assessed holistically in the context of the application.

## **11 Diversity and Inclusion**

- 11.1 Boomsatsuma values diversity and encourages applications from individuals of all backgrounds. Our admissions process is designed to be fair and transparent, ensuring equal opportunities for all qualified candidates.
- 11.2 Disclosure of any disability, learning difficulty, or mental health condition does not disadvantage an application. If an applicant wishes to discuss accessibility or wellbeing matters that they feel Boomsatsuma should know about, they can reach out directly to [admissions@boomsatsuma.com](mailto:admissions@boomsatsuma.com) to declare they would like to speak to the student support team.
- 11.3 Boomsatsuma does not restrict applicants with criminal records from applying. It is not required to disclose a prior criminal conviction for any undergraduate programme at Boomsatsuma.

## **12 Fraudulent Applications**

- 12.1 Boomsatsuma expects that applicants will have provided full, honest, and accurate information on their UCAS application and at all subsequent interactions with Boomsatsuma. Where the admissions team has reason to suspect that this may not be the case, Boomsatsuma reserves the right to investigate the matter fully, as according to UCAS guidance.
- 12.1 The UCAS similarity tracker will flag when a personal statement has significant similarity to another application. All cases of suspected plagiarism are referred to UCAS's verification unit, which then notifies Boomsatsuma.
- 12.1 Boomsatsuma will contact the applicant directly to inform them of the suspected plagiarism or fraudulent application. The applicant will have 14 days to respond, and if no response is received in this timeframe, the application will be rejected.
- 12.4 If the applicant supplies sufficient information to demonstrate that they did not submit a fraudulent application, the application will be considered as normal and will not be adversely affected. If the Boomsatsuma admissions team

deems that the information provided is insufficient, Boomsatsuma reserves the right to reject the application.

- 12.5 Undergraduate tuition fees are collected by Kingston University. Boomsatsuma follows Kingston University [policies](#) related to fraudulent applications for financial reasons.

### **13 Responding to Offers**

- 13.1 Applicants who wish to accept their offer must do so on UCAS Track, before the Decline by Default deadline set by UCAS.
- 13.2 By accepting the offer of a place on an undergraduate programme at Boomsatsuma, a contract is made between the applicant and Boomsatsuma. The applicant agrees to follow Boomsatsuma's Higher Education policies and procedures. As students of Boomsatsuma, applicants will also be enrolled with Kingston University London. By accepting an offer applicants also agree to abide by Kingston University student regulations and follow their [policies and procedures](#) in instances where Boomsatsuma does not have a specific policy.
- 13.3 Applicants who accept an offer but change their mind and wish to decline have the right to cancel this contract within 14 days without giving any reason. To do so, they must email Boomsatsuma to confirm their withdrawal in writing.

### **14 Deferred Entry**

- 14.1 Boomsatsuma allows deferred entries of up to one year. Applicants that wish to defer entry must do so at the point of initial application. If an applicant wishes to defer after they have applied for the current academic year, this will be allowed at the discretion of the admissions team. If deferral is not allowed, applicants are still able to reapply for their chosen programme the following year.

14.2 No guarantee is made at the point of deferral that the programme applied for will be available, or exactly the same as advertised when the application was made.

## **15 Explanation of Fees**

15.1 Kingston University collects tuition fees for students enrolled on undergraduate programmes delivered by Boomsatsuma.

15.2 An applicant's fee status is subject to their citizenship and domicile status, as well as how long they have been living in the UK, and may be different to their designation as a 'home' or 'international' student. If an applicant is confused on which fee they would be entitled to pay, they can visit the Kingston University [webpage on fees and funding](#) for more information.

15.3 As part of enrolment with Kingston University, students will complete a fee status assessment. Kingston University follows [UKCISA](#) guidance on fee assessment criteria.

15.4 There are no additional fees required to pay for undergraduate programmes at Boomsatsuma, although there may be optional trips and opportunities available for students that would require a payment to participate.

## **16 Enrolment**

16.1 Applicants who have firmly accepted a Conditional offer that is confirmed at results day, or an Unconditional offer, will be invited to enrol with Boomsatsuma and Kingston University. Enrolment with both Boomsatsuma and Kingston University is required to begin the programme.

16.2 Applicants will receive invitations for in-person enrolment with Boomsatsuma to take place in induction week via email at the end of August.

16.3 Email invitations for online enrolment with Kingston University are sent to applicants with unconditional offers for programmes starting in September by the first week in September each academic year.

## **17 Appeals and Complaints**

17.1 Boomsatsuma is dedicated to providing a fair and impartial admissions process. Where an applicant feels the decision made on their application is unjustified, they are entitled to appeal the decision.

17.2 Appeals to reconsider a decision by the Boomsatsuma admissions team can only be made if the appeal relates to:

- A procedural irregularity i.e. where the applicant believes the application has not been considered in line with this policy.
- The emergence of new information from the applicant which was not given in the application, and which, if available, may have resulted in a different outcome. The applicant must provide the reason why this information was not available at the time of application.

17.2 Applicants who wish to challenge an admissions decision may submit an appeal by email to Boomsatsuma. The appeal will be reviewed by the admissions team and the Head of Higher Education, who will review the appeal, investigate, and make a decision, responding to the appellant within twenty working days of receipt.

17.4 Should an appeal be successful, any offer of a place will either be for the entry year originally applied for or the following year, at the discretion of the Boomsatsuma admissions team.

17.5 If an applicant feels they have been treated unfairly during the admissions process, they are entitled to make a complaint. Complaints should be made in writing to Boomsatsuma's admissions team via

[admissions@boomsatsuma.com](mailto:admissions@boomsatsuma.com). The Boomsatsuma admissions team will acknowledge receipt, investigate and communicate the outcome to the complainant within twenty working days. If the matter cannot be resolved at this point, the complainant has the option to take the complaint, in writing, to the Head of Higher Education, whose decision will be final.

17.6 The National Office of the Independent Adjudicator does not investigate appeals or complaints relating to admissions. As with all higher education providers in the UK, admissions decisions made by Boomsatsuma are final.

17.7 Applicants will not be discriminated against in any further application should they request feedback or make a complaint under the Boomsatsuma policies and procedures.