

## Policy on Fraudulent Information Used to Gain Admission

The discovery of any form of fraudulent information used to gain entry to a Minster Centre course will normally result in the immediate withdrawal of any offer of a place. Fraudulent information in this context includes the use of fraudulent documentation, or any untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application or enrolment form or made at interview or made over the telephone during the application process.

Where the applicant has already enrolled as a student at the Centre, the student's enrolment may be declared void, in which case the student will withdraw from the Centre. There will be no refund of fees. Any credit already passed, or qualification granted, may or may not be retained by the former student, in accordance with the seriousness of the deception and the view of any Professional Body involved. The applicant may invoke the Admission Complaints Procedures or if enrolled, the Student complaints and grievance procedures, within 10 days of the date of issue of the letter of outcome, if new evidence may be brought to show that the decision of the Centre was unfounded.