

Open College of the Arts

Full-time Education Provider Permission Template

Guidance to full-time education provider

Please ensure that you read and understand the [Under 18's Admission Policy](#) and the [Terms and Conditions](#) before giving permission to study with Open College of the Arts.

The enrolment will be reviewed by the Learner Support Manager to consider any safeguarding restrictions to be applied to study. Where we identify risks to study, either to the student or the wider OCA community we may apply restrictions to mitigate those risks.

All students under the age of 18 will be assigned a tutor who has undergone an enhanced DBS check.

To give permission, please use the following template on your own organisational letterhead.

[Education Provider Letterhead]

DATE

Dear Open College of the Arts,

This letter serves to confirm that [Education Provider] grants permission for [Student's Name], a current student at [Education Provider], to enrol in a [Course Name] course with your institution.

We understand that [Student's Name] will be balancing their studies at Open College of the Arts with their commitments at [Education Provider].

[Your Name]

[Your Title]

[Education Provider]

[Contact Information]