Churchill College Undergraduate Application Policies

1. Appeals or Complaints

We aim to offer admission to undergraduate applicants of the greatest academic potential. Like all Cambridge Colleges, Churchill College receives many applications of very high quality, significantly more than it has places available. Unfortunately, therefore, we cannot offer everyone a place and the number of unsuccessful candidates – even those with very strong applications – is also high.

Churchill College runs a data-driven admissions selection process. The College takes time considering all elements of an application (including formal applications, tests, submitted work and interviews), to ensure that admissions decisions are focussed on academic ability and potential. All staff involved in the process are trained to treat applicants fairly, consistently, and professionally.

Unsuccessful applicants may be dissatisfied with the decision not to offer them a place, but the College's academic judgement cannot be appealed. Very occasionally, however, an applicant may have grounds to believe that the decision not to offer them a place stems from a procedural error (submitting an "appeal"), or they may be dissatisfied with some other aspect of the management of their application (submitting a "complaint").

The Cambridge Colleges have a shared policy for managing appeals and complaints, to which Churchill College subscribes. This is available here. All applicants to Churchill College are asked to read this policy, to ensure that they understand it and to agree to abide by it.

Appeals must be submitted within 14 calendar days of the decision being communicated in writing that your application has been unsuccessful and that no College will be making you an offer. The College reserves the right not to accept an appeal submitted after this deadline, and to reject its contents without further investigation. Should you wish to submit an appeal after this deadline, you should submit a supplementary statement and evidence with your written complaint, explaining why your complaint should - exceptionally - be considered. The College may, at its discretion, accept a late submission where there is a valid reason supported by evidence.

2. Confidentiality

Candidates are required to maintain confidentiality at all times. This includes the admissions process, the interview and, if you are admitted, whilst you are a student at Cambridge. You must not disclose details of any admissions assessment, assigned pre-reading or interview questions to other applicants or to any commercial organisation. This includes, but is not limited to, communication indirectly or directly by email, websites, chat rooms, texts or the sharing of notes with other applicants or any third party. You or any third party are strictly forbidden to record or photograph any part of the application process. We will cancel your application to the University if you record your assessment or interview, photograph your assessment or interview, or have an unauthorised third party present during your assessment or interview. We understand that you may wish to discuss your interviews with advisers at your school or college. However, we ask that you do not share full details of any specific questions we ask and to ensure that you destroy any and all notes taken once the interview is completed. The duty of confidentiality does not apply to any disclosures required by law or for the purposes of seeking legal advice.

3. Extenuating circumstances, Access Requirements, and Candidate Health

Churchill College can only take into consideration information that is disclosed during an application. We cannot consider any information that subsequently comes to light after a decision on an application is made. Applicants are responsible for ensuring that all relevant information is fully and accurately disclosed to the College and that the standard procedures and timeframe for its disclosure are followed.

Should a candidate's health or circumstances change during the application round, it is the responsibility of the applicant to inform the College of this, providing supporting evidence if required. It is particularly important that such matters are brought to the College's attention immediately if they would involve additional access requirements: whilst every reasonable attempt to accommodate these will be made, the College cannot guarantee that such late changes will be possible.

If you fall ill on the day of an admissions interview or College assessment and cannot attend, you must contact us at admissions@chu.cam.ac.uk before your interview/College assessment takes place. If you do not tell us beforehand that you are too unwell to attend, we will proceed on the assumption that you are fit and ready for interview/College assessment.

Any illness or injury that is reported by a candidate who attends their interview/College assessment cannot be taken into account when Churchill College considers their performance.

4. Admissions assessments: LNAT, ESAT, UCAT and TMUA

The College receives assessment results from external exam boards, for candidates who apply to specific courses, including LNAT, ESAT, UCAT and TMUA results. The College receives LNAT results from Pearson VUE, and ESAT, UCAT and TMUA results from UAT-UK. The College considers these assessment results as part of its evaluation of applications.

Applicants who need to report any extenuating circumstances or special considerations in relation to their LNAT, ESAT, UCAT or TMUA results should report these to the relevant exam board. Churchill College can only consider extenuating circumstances or special considerations in relation to LNAT, ESAT, UCAT or TMUA results if they are reported to the College by the relevant exam board.

5. Feedback

Because of the very high volume of applications received, and in line with the University of Cambridge's standard position, Churchill College does not provide individual feedback to unsuccessful candidates. However, information to contextualise our decision will be provided in rejection letters, both for candidates who are rejected before interview and for those who are rejected after interview. By applying to Churchill College, applicants confirm that they understand this policy and accept that individual feedback on applications will not be provided.

Churchill College is committed to transparency in its admissions process and it works with schools and colleges across the UK and worldwide to support them in preparing future applicants. Schools and colleges seeking guidance from the College on future applications are encouraged to get in touch.

6. Late submissions and missed deadlines

Late submission of any forms or documents required as part of the application process, or a failure to meet any deadline during the admissions round, may be considered as grounds for the rejection of an application.

7. Declaration of Academic Qualifications & Exam Sittings

i) Historical Qualification & Examination Sittings

In accordance with UCAS policy, My Cambridge Application terms, and College requirements, applicants must declare their complete academic record. Applicants must declare **all** public examination sittings, results, and modular units taken to date, regardless of the score achieved, whether the subject was school-taught or self-studied, or whether an exam was subsequently resat. This includes:

- **All Public & Professional Exams:** GCSEs, A-Levels, STEP Mathematics, College Board exams (SAT/AP), English language tests (e.g., IELTS), and equivalent national/international qualifications.
- **Modular Qualifications (e.g. Pearson International and CIE A-Levels):** All unit/module attempts and sittings must be declared individually via the My Cambridge Application, regardless of whether the qualification or module is currently 'cashed' or 'uncashed'.
- **Retakes & Low Grades:** Every previous exam sitting - modular or whole - must be listed, even if a sitting yielded a lower-than-expected result and/or was later retaken.

ii) Pending Qualifications & Future Sittings

- **Upcoming qualification:** Applicants must declare **all** upcoming qualifications as 'pending' on their UCAS application.
- **Changes in Status:** If you plan to withdraw from an exam, drop a subject, or alter planned sitting dates, you must request permission from the College in advance. If the College agrees to your request, you must immediately inform UCAS of the changes to your application.
- **Single-Sitting Expectation:** Qualifications that form part of a conditional offer are expected to be taken only once, in accordance with the date declared to UCAS at the point of application. Retaking modules or qualifications without prior permission from Churchill College, after an applicant has received a conditional offer from the College, may result in offer cancellation. If an applicant is taking modular qualifications and receives an offer from Churchill College, the applicant may be required to submit modular breakdowns of their A Levels as part of their offer conditions.

iii) Application Corrections

- **Prior to submission:** Applicants are responsible for verifying the complete accuracy of their application prior to submission.
- **Correction Deadline:** If you discover an omission or error in your UCAS application, you must email admissions@chu.cam.ac.uk and submit a UCAS correction form by **5 November**. If your omission or error relates to information in your My Cambridge Application, you must email admissions@chu.cam.ac.uk by **5 November**.

8. Non-Disclosure Penalties

- **Penalties:** Providing incomplete, false, or misleading qualification data - including omitting resat modules or uncashed unit sittings - constitutes a direct breach of application conditions. Churchill College reserves the right to reject an application or cancel any offer made on these grounds.

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