



Oxford's Independent Business School

**Magna Carta College : Arrangements to safeguard against mistaken or fraudulent claims for certificates.**

1. On registration, all students will be entered into the Student Management System. The information required includes:
  - a. The College reference Number is allocated.
  - b. The Edexcel reference number
  - c. Title/Gender
  - d. Names
  - e. Date of Birth
  - f. Student type – overseas or local
  - g. Nationality
  - h. Passport Number, copy passport and photograph
  - i. Registration Date
  - j. Local Address
  - k. Overseas address
  - l. Place of birth
  - m. Primary and secondary email
  - n. College allocated email and personal login details
  - o. Mobile number
  - p. Qualifications – documents scanned in
  - q. Course enrolment with date of commencement of course
  - r. Module completion assessments and marks
  - s. Fees paid
  - t. Notes – to chart progress and any additional correspondence.
2. All claims for certificates will require verification of items as to above, together with a signed current photograph and passport copy.
3. The College will ensure completion of all modules via its own internal procedures in addition to the Edexcel procedures.

Thank you,  
Magna Carta College, Oxford

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