



BPP University's guide to being released into Clearing

Do you want to study at BPP University, but have already been offered a place at another university?

If you have changed your mind and no longer want to go to your firm and/or insurance choices, read our five steps on how to get released into Clearing, so you can secure your place at BPP University.

1

Contact your firm and/or insurance choices

If your offer from either your firm and/or insurance choice has been confirmed on UCAS Track and shows as an unconditional firm offer, you need to call and speak to the university as soon as possible and ask to be released straight into Clearing.

2

How should I contact them?

You will need to contact the university directly. The best way is to phone them as you are more likely to get an immediate response and emails can sometimes get lost in an inbox.

3

Be prepared for the phone call

Think about what you are going to say before you make the call and have your UCAS number to hand. It is important to make sure that you are clear that you want to be released into Clearing and remember that the university may try to persuade you to keep your place. It is a good idea to write a few bullet points on why you have changed your mind beforehand to make sure you are prepared. Do not let the university tell you that you need to phone UCAS to withdraw your university choice as this is not true.

4

How long does it take?

Perseverance is the key! Universities may tell you that it will take up to five working days or longer to release you, which is not true. Admissions departments will be busy but they should be able to release you immediately and our advice is to keep phoning until they do.

5

Contact BPP University's admissions team

Once you have been released you will be eligible for Clearing and your unique Clearing number will be visible on your UCAS Track page. You can then contact BPP University's admissions team to instantly secure your place, see details below.

For more information please contact
Call **03333 319 532**
Email **admissions@bpp.com**
www.bppuniversity.ac.uk/clearing



BPP
UNIVERSITY