

Notes for application

Please complete the application form fully **and also write a letter to accompany this form**. This should outline your reasons for wanting to return to education and why you would like to study a degree course at university. Please also explain why you have chosen your subject areas, what interests you and how you think you would benefit from the Access to HE Diploma.

Whilst it is helpful to us to know when you last studied and what level of qualifications were achieved, many of our learners left education some time ago, yet have substantial experience of life outside of formal education. This is also important information in support of your application.

The information in your **letter of application** will be a starting point for discussion at your interview, the purpose of which is to be sure that the Access to HE Diploma is the right course for you.

1. Personal details

Forenames Surname

Date of Birth Gender M / F Mr /Miss /Mrs /Ms (please circle one)

Home Address

..... Post Code

Home Telephone Mobile number

Email address National Insurance Number.....

2. Proposed course

Access to **Social Sciences** and Public Sector Professions (Daytime)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Access to **Science** and Health Related Professions (Daytime)

Access to **Humanities** and Social Sciences (Evening)

3. Fees and Fee Remission

Tuition fees for all Access courses are £795. All students will be required to pay a £50 refundable deposit. You **may** be entitled to remission from paying some or all of the course fees if you are in receipt of one of the benefits listed below*. Alternatively, you **may** be able to claim fee remission if you do not already have a full Level 2/3 qualification. Please indicate which of these applies to you.

Income Support

JobSeekers Allowance

An Asylum Seeker in receipt of NASS benefit

Housing/Council Tax Benefit

Working Tax Credits (income under £15276)

Mature student who has not obtained a full Level 2¹ qualification

Student aged 19-25 who has not obtained a full Level 3² qualification

- | |
|---|
| 1. Full Level 2 is 5 GCSEs at Grades A* - C or equivalent |
| 2. Full Level 3 is 2 full A Levels or equivalent |
| * Current and appropriate evidence will be required |



4. Nationality and Residency

Nationality

Have you been resident in the EU for a minimum period of 3 years, preceding the relevant start date of your course? YES NO

If **NO**, please give details below of countries and dates. You can use a separate sheet if necessary.

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Are you an EU National? YES NO

Are you an asylum seeker? YES NO

NB: You may be required to provide further evidence of your residency status in the UK.

5. Previous Education

Please note that if applying for Access courses, no previous qualifications are needed.

Education establishment	Course studied	Date course studied

6. Do you have a disability, learning difficulty or problems with literacy and numeracy? YES NO

What form does this take?.....

How would you like to let us know what additional support you are likely to need?

By talking confidentially to a member of staff YES NO

Through someone else such as an advocate YES NO

Have you previously received special consideration for examinations (eg extra time)? YES NO

You do not have to disclose this information, however it will be helpful to the College if you let us know in advance any support you may need. Any information you give will be treated confidentially.

7. Emergency Contact

Surname Forenames

Home Address

..... Post Code

Home Telephone Mobile number

Work/Daytime telephone Relationship

Doctor's name Telephone number

Special Medical circumstances (or enclose a confidential letter)

8. Which of the following would best describe your ethnic origin? Please tick the appropriate box.

11 Asian or Asian British Bangladeshi	<input type="checkbox"/>	20 Mixed – White and Black African	<input type="checkbox"/>
12 Asian or British Indian	<input type="checkbox"/>	21 Mixed – White and Black Caribbean	<input type="checkbox"/>
13 Asian or British Pakistani	<input type="checkbox"/>	22 Mixed – any other Mixed background	<input type="checkbox"/>
14 Asian or Asian British – any other Asian background	<input type="checkbox"/>	23 White - British	<input type="checkbox"/>
15 Black or Black British African	<input type="checkbox"/>	24 White - Irish	<input type="checkbox"/>
16 Black or Black British Caribbean	<input type="checkbox"/>	25 White – any other background	<input type="checkbox"/>
17 Black or British Black – any other Black background	<input type="checkbox"/>	98 Any other	<input type="checkbox"/>
18 Chinese	<input type="checkbox"/>	99 Not known / not provided	<input type="checkbox"/>
19 Mixed – White and Asian	<input type="checkbox"/>		

(This information is required by the Department for Education for monitoring purposes)

9. Student Signature

Information you provide on this application form will be passed to the Learning & Skills Council and OCNSER, which are registered under the Data Protection Act 1998. This registration is primary for the collection and analysis of statistical data but it also allows the Council to share information with other organisations for the purpose of detecting fraud. Further information about data confidentiality is available on request from the institution where you are applying.

We may ask you to help us with publicising the College to future students. This could be in printed form, on the college website, as a photograph or video image, or information on your achievements. The College will ensure decency and propriety will be maintained in any image used, no personal contact details will be given; and image will not be used beyond six years from the date of consent; the College may share information with other persons for educational or promotional use. If you do not agree with this please tick this box.

Student's signature Date

Please return this form to Admissions at the College address

