**STUDENT APPLICATION FORM FOR ADMISSION 2018/19**

**For Part Time HNC/D Courses**

**Applicant Details**

|  |  |
| --- | --- |
| **Title:** |  |
| **Forenames:** |  |
| **Surname:** |  |
| **Gender** |  |
| **Date of Birth** |  |
| **Nationality:** |  |
| **Criminal Convictions:****(Yes / No)** |  |
| **Learning Support Needs or Disabilities:** |  |
| **Address line 1:** |  |
| **Address line 2:** |  |
| **Address line 3:** |  |
| **Address line 4:** |  |
| **Country:** |  |
| **Postcode:** |  |
| **Ethnic Origin:** |  |
| **Country of Birth:** |  |
| **UK Entry Date:****(For Non-UK Nationals only)** |  |

**Course of Study Applying For**

|  |  |
| --- | --- |
| **Title of Course:** |  |
| **Mode and Year of Study:** (Full Time / Part Time) |  |

**Fee Information:**

Who is paying for your course?

[ ]  Employer\* [ ]  Student Finance\* [ ]  Self-funding [ ]  Other (Please Specify below)

*\*For Employer and Student Finance we will require evidence of this prior to enrolment*

**Education and Qualifications**

|  |  |  |
| --- | --- | --- |
| **Qualification Type and Subject Area** | **Grade** | **Year and Establishment of Study** |
| GCSE English Language: |  |  |
| GCSE English Literature: |  |  |
| GCSE Maths: |  |  |
| GCSE Science/Additional Science: |  |  |
| IELTS: |  |  |
| Level 2 Equivalent (e.g. Functional Skills): |  |  |
| Level 3 (e.g. A Level, BTEC Extended Diploma, Access to HE):  |  |  |
| Level 4 or Higher (e.g. BA (Hons), HNC) and Non-UK Qualifications: |  |  |

**Employment**

If the course you are applying for requires professional/work experience as part of the entry criteria, please provide details of your employment:

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Position Held | From | To  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Reference in Support of Application**

If you are currently in Education your referee should be your tutor. If you are currently employed, your reference should be your employer. Please see notes of guidance for further advice.

Name of Referee:

Relation to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES OF GUIDANCE FOR REFEREES**

The referee should not be a friend or family member and their knowledge of the applicant should be current (the last two years).

The reference should be completed by the referee, not the applicant, and be signed and dated by the referee before being returned to the Admissions Office with the application form.

The University Centre/Peterborough Regional College may contact a referee to confirm any details.

The referee should comment on the following:

 1. Academic Skills

2. Communication skills

3. Confidence

4. Health and Attendance

5. Motivation

6. Reliability

7. Other attributes

If a referee would prefer to send this reference form directly to the University they should address it to the University Centre direct.

**Reference.**

(Please refer to guidance notes and continue on separate sheets if required)

Referees Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Data Protection Act 1998**

I agree to the Peterborough Regional College processing personal data contained in this form or their data which they may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reasons including communication with the completion of my studies.

In addition, I agree to the College processing personal data described as Sensitive Data within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

**Declaration**

I certify that, to the best of my belief, the information I have provided is complete and true.

Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Statement in Support of Application**

Please explain on the form provided in your own words your reasons for your choice of course and the relevant skills, qualities and attributes which you possess.

This section must be completed. You should state why you want to undertake this course, any relevant experience, skills and attributes, and your long term goals. (Please continue on further sheets if necessary)

|  |
| --- |
|  |

**CONFIDENTIAL DISCLOSURE FORM FOR ADDITIONAL SUPPORT**

All information that you provide will be treated as highly confidential and will only be used to ensure that we have the facilities and support you require to have a happy and successful time here at the University Centre.

Please tick to indicate learning difficulty and/or disability\*:

[ ] Disability affecting Mobility [ ] Multiple Physical Disabilities

[ ] Multiple Learning Difficulties [ ] Dyslexia

[ ] Temporary Disability [ ] Medical Condition

[ ] Severe Learning Difficulty [ ] Other Learning Difficulty

[ ] Hearing Impairment [ ] Profound Complex Difficulty

[ ] Other Physical Disability  [ ] Visual Impairment

[ ] Emotional/Behavioural Difficulties [ ] Other

Brief Explanation of needs:

|  |
| --- |
| I would like to be contacted to carry out an assessment of my needs and have the additional support facilities available to me during my learning programme explained. I consent to this information being shared with relevant members of UCP and PRC staff. |
| Signature ……………………………………………………………………… Date ……………………………………………. |

**NOTES. Please complete all sections of the form.**

* Applicant details:

You should give both your home address and your correspondence address if they are different. Permanent home address: This is legally defined as your ‘country of domicile’ and can be either your country of birth/nationality OR another country in which you have a legal right to remain permanently.

* Fees Information:

You must give details of who will be paying your fees. Regardless of your nationality, if you have not permanently resided in the UK/EU for the last 3 years for other than educational purposes you may be liable to pay full overseas fees. If you are unsure of your status please contact the University Centre for advice.

* Education:

Please give details of all Schools/Colleges/Universities attended since the age of 16 years together with dates.

* Examination results:

If your educational certificates were obtained outside the UK please send:

1. an official translation of the certificate.
2. a certified copy of the original certificate. ‘Certified’ means that the copy of your original certificate has been confirmed as authentic by either the issuing educational institution or by a lawyer.
3. an official transcript of your studies (translated if necessary) indicating the subjects studied and the grades achieved.
* Qualification Certificates:

Failure to enclose these documents will delay processing your application.

* Employment:

Please give details of current and previous employers, together with dates if the course you are applying for requires professional/work experience as part of the entry criteria.

* Statement in Support of Application:

This section must be completed. You should state why you want to undertake this course, any relevant experience and long term goals.

* Further Details:

Please complete this section if you have any learning support/mobility requirements. All information that you provide will be treated as highly confidential and will only be used to ensure that we have the facilities and support you require to have a happy and successful time here at the University Centre.

If you require further advice please contact Admissions at the University Centre. A criminal record will not necessarily be a bar to obtaining a place at Anglia Ruskin University.

* Reference:

All applicants should provide a reference on the enclosed form.

**Selection**

Applicants who may not have the standard entry requirements are welcome to apply and may be interviewed. Some programmes will interview as part of the selection process.

We will:

1. Consider all applications fairly and equitably and offer places to people who are able to benefit from the study involved.
* Publish a course guide or prospectus that contains accurate, relevant information about courses, conditions for admission, the availability of accommodation, local support services and costs;
* Make sure that our application process meets the needs of all persons including people with disabilities and that all our staff are aware of such needs;

We expect you to:

* Give us complete, honest and accurate information in your application;
* Give us any supporting work or evidence we ask for straight away, so that we can give you a prompt decision on your application;
* Come for an interview (if we ask you to);
* Tell us about any disability, learning difficulty or personal circumstance you have that may affect your learning at UCP (so we can make any adjustments we need to make); and find out as much as you can about what we can offer you.

**If we offer you a place**

We will:

* Make a decision on your application once we have all the information we need and, if you are successful, send you our offer and any conditions attached to it within 15 working days; and
* Provide as much information as possible about accommodation opportunities within the city.

We expect you to:

* Reply to our offer by the given deadline; and
* Attend any interview we ask you to be a part of.

Please return this form, together with any Certificates, references and any other supporting evidence/documentation to:

Admissions Office

University Centre Peterborough

FREEPOST 259

Park Crescent

Peterborough, Cambs

PE1 4DZ

Email: admissions@ucp.ac.uk (You should scan your documents and attach them with the form).