

## **Application Form - Notes for Guidance**

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS), or other clearing houses.

### **General**

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

### **Exclusions**

You should NOT normally use this form when applying for entry to courses leading to the following qualifications:

FIRST DEGREE, DipHE and HND (FULL-TIME AND SANDWICH COURSES).

For these, apply through UCAS, SWAS or NMAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.

### **The Data Protection Act, 1998**

The information you provide on your application form will be used for the following purposes only:

For statutory reporting purposes.

To enable your application for entry to be considered.

To enable the institution to complete statistics.

To enable the Institution to initiate your student record.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly, using black ink or typescript.

### **1. Personal Details**

Complete this section in BLOCK CAPITALS.

Please state if you have previously been a student at this institution.

Previous name; if you have changed your name by marriage or otherwise, state your previous surname or family name.

### **2. Fee Status**

Please state your country of permanent residence and your nationality, just prior to your application. Those applicants not born in the European Union now living in the UK, please state the date on which you first came to live in the UK.

### **5. Disability**

Please state if you have any disability or medical condition, including any which may mean that you require special arrangements for your studies or accommodation. This information will be passed to the Disabilities Support Services, who will contact you regarding your support needs.

### **6. Correspondence and Permanent Addresses**

Correspondence address; please provide the address to where you would like any correspondence concerning your application sent. This need not be your residential address.

Permanent home address; this should be your permanent residential address. You may or may not elect to have correspondence regarding your application sent here. If it is the same as your correspondence address, please write, 'As Above.'

### **7. Details of Course(s) to which you wish to apply**

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate an order of preference, it will be assumed that you wish to be considered for all courses listed on the form at the same time.

## **8. Work Experience/Occupation**

Please include all your work experience and training, paid or unpaid, full or part time, in your home or outside. This is particularly helpful in enabling Admissions staff to assess the information provided in *Further Information*.

## **11. Examinations**

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding an EDEXCEL or SCOTVEC Award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of the course title and units/modules/components involved in any EDEXCEL or SCOTVEC course you are currently taking on an attached sheet.

## **12. Further Information**

Enter any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in section 7, your career aspirations, your relevant experience and information concerning your intellectual, social, sporting and other interests. Details of any non-examined subjects you have studied could also be noted here.

If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home, or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for doing so.

## **13. Criminal Convictions**

You need to declare any criminal convictions that are not regarded as spent under the Rehabilitation of Offenders Act, 1974. **For courses leading to professional qualifications, you must also declare spent convictions.**

If you declare a criminal conviction, you will be asked for further information.

## **14. Name and Address of Referee(s)** *(please complete this section fully)*

Please consult course literature to see if any particular type or number of Referees is required. (Applicants applying for part-time Art and Design courses need only to forward a reference statement, ignoring the request for two referees).

Normally, your Referee(s) would be one of the following:

1. The Head of your present or last school.
2. Principal of your College of Further Education.
3. Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider the following:

1. Your current, or last employer, Training Officer, or Careers Advisor.
2. If you belong to a relevant organisation (voluntary or not), an officer of that organisation.
3. Access Course Tutor.

If you have any difficulty in identifying a suitable referee, you should seek advice from the Admissions Department.

## **15. Declaration**

Any offer of a place you may receive is made on the understanding that in accepting it, you agree to abide by the rules and regulations of the Institution. In signing this form, you are confirming your agreement to this and confirming the information you have supplied is correct.