


# Application for Part-Time Undergraduate Admission

 Please complete all sections of this form and return it to the address shown. Data Protection Act 1998. Any personal data provided on this form may be held on computer files.

## 1. Study details

Your proposed date of entry

Year:

Programme of study: BSc/BA  MSci/MVet

CERTHE  DIPHE

Course title:

Year of Entry (ie Year 1)

## 2. Personal details

Title: Mr/Mrs/Ms/Miss/Dr/Other:

Surname/Family Name:

First name:

Date of birth:

Gender: Male  Female

1. Address for correspondence

Postcode:

Telephone (day):

Telephone (evening):

Mobile:

Email:

2. Permanent home address if different from Address 1

Postcode:

Telephone (day):

Telephone (evening):

Mobile:

Email:

If you are to change addresses, please state when we should begin to write to you at Address 2:

Acknowledgement:

Student number (office use only):

## 3. Nationality

Nationality:

How long have you lived in the UK/EU?  ALWAYS

If you have not always lived in the UK/EU

When did you come to the UK/EU? /

Total years in the UK/EU:

Are you the partner or spouse of someone who has been a UK/EU resident for more than 3 years?  YES  NO

## 4. Financial Details

Please state how you will pay your course fees:

Self-funded (paying my own fees)

Student Finance England Part-Time Loan

Employer/Sponsor (Please provide a letter)

Other

## 5. Educational History

**SCHOOL HIGHER / PROFESSIONAL / VOCATIONAL EDUCATION (including current studies).**

If your qualification is not from a UK university, please enter the actual title of the award (not its equivalent to the UK classification), and enclose a complete transcript of your academic records.

Dates attended and whether full or part-time study	Name and address of institution	Subject(s) studied or degree title

Have you studied at Higher Education level in the UK before? (Please tick box) Yes  No

**ENGLISH LANGUAGE QUALIFICATIONS:** If English is not your first language, please give details of English language courses attended and qualifications attained. Please include, if available, some evidence of your English language ability. IELTS is acceptable.

Examining board/authority	Exam title	Result	Date

## 6. References

Please state below the names and addresses of referees (please include one academic reference).

Referee 1 Name:	Referee 2 Name:
Address:	Address:
Postcode:	Postcode:
Email:	Email:

## 7. Employment History

Dates	Post	Organisation name and address	Brief description of duties

(if necessary, continue on a separate sheet)

## 8. Disability / Specific Learning Difficulties / Medical Conditions

We welcome applications from prospective students who have disability. Applications are considered on the same academic criteria as used with all students, but it is recognised that additional support may be required.

In order to help us provide the best support, we need to have information about any difficulty you may have and how it will affect your studies. Please tick the relevant box below, indicating clearly what support or specific facilities you will require. The University College's Disability Statement and letter from the Learning Support Unit will be sent to you in due course. However, if you have any queries or concerns in the meantime, please feel free to contact the Learning Support Unit.

**Do you have a disability?**  YES  NO

If yes, please tick the appropriate box or boxes below:

- 1. You have a specific learning difficulty, e.g. dyslexia.
- 2. You are blind or partially sighted.
- 3. You are deaf or hard of hearing.
- 4. You are a wheelchair user or have mobility difficulties.
- 5. You need personal care or assistance.
- 6. You have mental health difficulties.
- 7. You have an unseen disability, e.g. diabetes, epilepsy or a heart condition. Please state in Further Information.
- 8. You have two or more of the above, please specify in Further Information.
- 9. You have a disability, special need or medical condition.
- 10. You have Autistic Spectrum Disorder or Asperger Syndrome.

The information above will help us provide the best available support. Please give more details in Further Information and indicate how we can help.

**Confidentiality of information:** Any information relating to any individual student's disabilities is to be regarded as confidential. The University College policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes for reasons of health and safety.

## 9. Criminal Convictions

Do you have any criminal convictions?

Please tick box:  Yes  No

Motoring offences incurring a fine or three penalty points or a spent conviction (as defined by the Rehabilitation of Offenders Act 1974) should not be disclosed.

Are you known to the Youth Offending Service or Probation Service? Please tick box:  Yes  No

A copy of the University College's Criminal Conviction policy is available upon request.

## 10. Further Information

Candidates are invited to include here relevant information in support of their application:

## 11. Signature

I certify that the information supplied on this form is true, complete and accurate to the best of my knowledge.

Signature of applicant:

Name:

Date:

**Please provide copies of relevant academic qualifications.**

**Please return completed form to**

Admissions, Writtle University College, Chelmsford, Essex CM1 3RR.

**Tel:** 01245 424200

**Email:** admissions@writtle.ac.uk

## Equal Opportunities Monitoring

In pursuit of the University College's Equal Opportunities Policy, applicants are asked to complete this questionnaire. Your responses will not be made known to any member of the recruitment staff and will be kept separately from the application.

The information will be treated as strictly confidential and will be used for the purpose of equal opportunities monitoring only.

Thank you for taking the time to complete this form.

### Please tick boxes or supply information as appropriate.

Course applied for:

Within the following categories please describe yourself:

I am:

A. White

English  Welsh  Scottish  Northern Irish  
British  Irish  Gypsy or Irish Traveller   
Any other White background

B. Mixed / Multiple Ethnic Group

White and Black Caribbean  White and Black African   
White and Asian   
Any other Mixed / Multiple Ethnic background

C. Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese   
Any other Asian background

D. Black / African / Caribbean / Black British

African Caribbean   
Any other Black / African / Caribbean / Black British  
background

E. Arab

F. Any other ethnic group

G. Not provided

### Gender Identification

Is your gender identity the same as the gender you were originally assigned at birth?

Yes  No

### Sexual Orientation

What is your sexual orientation?

### Religion

What is your religion?

### Marital Status

What is your marital status?

## Equal Opportunities Monitoring

### Single Equality Scheme

[http://www.writtle.ac.uk/pdfs/Equality\\_Policy.pdf](http://www.writtle.ac.uk/pdfs/Equality_Policy.pdf)

#### **Purpose of Scheme**

To set out the University College's objectives and guidance in relation to Equality and Diversity in compliance with current legislation.

#### **Equality and Diversity at Writtle University College**

Diversity at Writtle University College means recognising that everyone is different, respecting and encouraging these differences and valuing the benefits diversity brings.

Equality at Writtle University College means that everyone is treated fairly.

The University College believes Equality and Diversity is central to achieving the goals set out in the University College's Strategic Plan, whilst enhancing our cultural profile and labour demographic.

This Policy sets out how the University College will work to eliminate all forms of discrimination and promote good relations between people of different groups.

The Governing Body, the Academic Board and the Senior Management Team aim to ensure that places on courses at the University College are available to all who satisfy the stated entry requirements. The principle of equal opportunities shall apply to the recruitment and to all aspects of the treatment by the University College of its students. The University College monitors the composition of its student population using such data as applications and enrolments.