

APPLICATION FORM

Please complete the sections clearly using BLOCK CAPITALS. Before completing this form, please refer to the section 'Your Information'.

Official use only - Date acknowledged:

Student reference no:

1 – Course details

Course title:

Apprenticeship: YES NO

Year of entry (please tick): 2017 2018

Mode of study: Full-time Part-time

2 – Your details

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

First name:

Surname:

Date of birth:

Gender: Male Female Other Prefer Not to Say

National Insurance Number (Apprentices only):

Contact address:

Postcode:

Contact telephone no.:

Mobile:

Email:

Unique Learner Number (if known):

How did you hear about Writtle University College?

Are you currently 'in care' / 'looked after'? A young person who is looked after by their Local Authority,
 YES NO

Are you a 'care leaver'?

A person who has been looked after (see definition above) for at least 14 weeks since the age of 14 and who was in care on their 16th birthday.

YES NO

3 – Nationality

Nationality:

Are you an UK/EU citizen by birth? YES NO

If no, we will issue you a fees status questionnaire

4 – Secondary and Further Education

Name of school/college:

Address:

Postcode:

Telephone number:

Contact name:

Dates attended: From _____ To _____

You will be asked to bring your reference from school/college to your interview so your suitability for the course can be assessed. If it is less than five years since you left school or college, please give details of your head teacher/senior lecturer.

5 – Name and address of an employment/practical experience referee

The referee below will be contacted regarding your level of practical skill, should the Course Tutor require this information.

Referee name:

Organisation name:

Type of work carried out:

Address:

Postcode:

6 – Employer name and address

Name of organisation:

Address:

Postcode:

8 – Qualifications

Date	Examination level	Subject	Expected grade	Grade achieved

9 – Disability / special learning difficulties / medical conditions

We welcome applications from prospective students who have a disability and/or learning difficulty.

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 to consider any reasonable adjustments and additional support you may need, it is helpful for us to have information about any difficulty/disability you have that may affect your studies. Please tick the relevant box below; a letter from the Learner Services Department will be sent to you in due course. If you have any queries or concerns in the meantime, please feel free to contact the Learner Services Department on 01245 424254.

Do you have a learning difficulty and/or disability?

YES NO

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

- You have a specific learning difficulty, e.g. dyslexia, dyspraxia.
- You are blind or partially sighted.
- You are deaf or have a hearing impairment.
- You are a wheelchair user or have mobility difficulties.
- You need personal care or assistance.
- You have mental health difficulties.
- You have an unseen disability, e.g. diabetes, epilepsy or a heart condition.
Please state in white box below.

- You have two or more of the above.
Please specify in white box.
- You have a disability, specific learning difficulty or medical condition which is not listed.
Please provide details below.
- You have Autistic Spectrum Disorder or Asperger Syndrome.

The information above will help us provide the best available support. Please give more details below 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 and for reasons of health and safety.

10 – 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.

11 – Signatures

Data Protection:

Please refer to the 'Your Information' section for details of how we will use the data you provide on this form.

Availability of courses

At Writtle University College we are obliged to provide courses which are cost-effective. This means that each programme must recruit a minimum number of students. Occasionally this does not occur and as a last resort it may be necessary to cancel a programme.

Please be assured that this is a situation we will do our utmost to avoid. In the event that we cannot offer you a place on your preferred course for this reason, we will, wherever possible, offer you a place on an alternative course.

Signature of applicant:

Signature of Parent/Guardian (if under 18):

Date:

Date:

Please return completed form to:

Admissions
Writtle University College
Lordship Road
Chelmsford Essex
CM1 3RR

TEL 01245 424200

FAX 01245 420456

EMAIL admissions@writtle.ac.uk





Your information

The University College will use the information you provide on this form as follows:

1. Personal details

In completing this form, you consent to the collection, storage and processing of the data provided, including sensitive personal data. The information you provide will be held on a database and used to process your application. We may contact your previous education provider or other relevant bodies to seek information where this may assist with processing your application.

The processed data may be shared within the University College, the Careers Service, the Learner Record Service, the Local Authority, awarding bodies and funding bodies, your school and, if you are under 18 years of age, with your parents/guardians.

The University College undertakes to keep secure any personal data held about you and will make those details available to you on request. At no time will your personal information be passed to organisations for marketing or sales purposes.

2. Referral

Occasionally, it may be useful to refer you to another provider of information, advice or guidance in order to help you make progress with learning or work goals. If this is the case, we will agree with you what happens on an individual basis. We will not release information about you to such a third party without your permission in each case.

3. Addresses

Student addresses are held and used for internal purposes only and will not be disclosed to anyone other than Writtle staff, who may only use the information for official purposes. The only exception is if disclosure is required by law, e.g. to the Police or the Funding Bodies or their agents, or in the event of a real emergency.

4. Disability / special learning difficulties / medical conditions

Any information relating to any individual student's disabilities will 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 and for reasons of health and safety. This information is also passed to the Education and Skills Funding Agency.

5. More details and how to access your information

If you would like further information about the above, or have any concerns about, or objections to, the use of your data, please contact the University College Secretary at the address below.

You have the right of access to your personal records held on file by the University College. Requests should be made in writing to The University College Secretary, Writtle University College, Chelmsford, Essex, CM1 3RR. The University College reserves the right to charge a small fee (maximum £10.00) to cover administrative costs, which must be received before the information is released.

6. Criminal Convictions

If you answer 'Yes' to this question, your application for admission to the University College will be referred to the Admissions Committee. All information disclosed to the Admissions Committee will be considered confidential and held as such by the membership in accordance with the requirements of the data protection requirements.