

APPLICATION FOR ADMISSION TO A PART-TIME COURSE

We welcome applications from all who would like to study at Chelmsford College

Equal Opportunities

Chelmsford College recognises that there are abilities in all members of the community. We seek to ensure that all at the College feel valued and able to fulfil their potential.

If you require any assistance in completing this form please contact the Information Centre on 01245 293031.

PLEASE COMPLETE BOXES 1 TO 12 ON PAGES 2, 3 and 4 IN FULL.

For box 9, please look through the website or course specific booklet first and list the course(s) you would like to follow.

Employer Sponsor Payment

If your course fees are being paid by your employer you will need to complete the Employer Information Form and return it to the College with this application form. For further details please refer to the Employer Sponsor Payment section of the guide.

Receipt of Application

We will send you an acknowledgement email confirming receipt of your application.

You will need to bring the following to enrolment:

- Proof of qualifications achieved specified under entry requirements
- Driving Licence, Passport or National Insurance card
- Payment, either cash/cheque/credit card or signed Employer Information Form
- Relevant benefit details if applicable (see Free Tuition)

Completion of this application form does not guarantee your place on a course.

Please send completed application forms to:

Part Time Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ.

Data Protection Act

The college upholds the principles of the Data Protection Act and is notified to the Information Commissioner to that effect.

In completing this form the College has obtained your consent for the collection, storage and processing of the data so provided, including sensitive personal data.

The primary purpose of the information collected is for the analysis of statistical data.

The processed data may be distributed to individuals within the College, or funding bodies, or other outside organisations.

The College undertakes to keep secure any personal data held about you, and will make those details available to you on request.

If you do not want your data to be used for marketing purposes please indicate by ticking this box .

If you do not want to be contacted by the college's funding bodies for survey purposes please indicate by ticking this box .

OFFICE USE ONLY

Date received

Student Ref No.

1**Your Personal Details: Please complete using black ink in BLOCK CAPITALS.****If you require help in completing this form please contact us on 01245 29 30 31****or e-mail: information@chelmsford.ac.uk**

Title: Mr/Mrs/Miss/Ms: _____ Surname: _____

First Names: _____

Date of Birth: _____ Gender: Male Female

Telephone No: Home: _____ Mobile No: _____

E-mail: _____

National Insurance No: _____ Car Registration: _____

Address: _____

_____ Postcode: _____

Contact in case of an emergency: Name: _____

Telephone No: Day: _____ Evening: _____

Are you currently studying an apprenticeship? Yes No**2****Criminal Convictions**Do you have a Criminal Conviction? Yes No

If 'Yes' you will be asked to complete a Self Declaration Form. This information is only required to assist us to fulfil our responsibilities to assess any potential risk to the large number of young students in the College and will be treated in confidence.

3**Individual Needs**

The need for additional support may arise from a learning difficulty or disability, or from literacy, numeracy or language support requirements. They may also arise from mental ill health, emotional behavioural or a medical condition.

Would additional support help you successfully achieve your learning goals? Yes No

If yes, we will send you a confidential questionnaire. (You may be required to attend an interview with the Learning Support Team)

Would you like any additional help at enrolment? If yes, we will contact you to discuss how we can help. Yes NoLooked after children: Are you in care or have you just left care? Yes No**4****Ethnic Origin: Please tick the box that applies to you.**

The college's funding bodies requires the College to collect information about the ethnicity of its students.

This information is also vital to the College's own equal opportunities monitoring.

31 English / Welsh / Scottish / Northern Irish / British37 White and Asian44 African32 Irish38 Any other mixed / multiple ethnic background45 Caribbean33 Gypsy or Irish Traveller39 Indian46 Any Other Black / Africa / Caribbean background34 Any other White background40 Pakistani47 Arab35 White and Black Caribbean41 Bangladeshi98 Any other ethnic group36 White and Black African42 Chinese99 Not provided43 Any other Asian background**5****Status: Have you always lived in the UK or EEA? Yes No If no, please provide the following information:**

Nationality: _____

When did you move permanently to the UK or EEA? Please give exact date: _____

In which country did you live permanently before coming to the UK? _____

If you are not an EEA national are there any restrictions on your stay in the UK? Yes No**Please state any restrictions (e.g. limited leave to remain):** _____Have you or your partner been granted: Exceptional leave to remain? Indefinite leave to enter/remain? Asylum/Refugee Status Visa wife/husband

Passport and immigration documents must be provided if you answered Yes to any of the above.

6

Prior Education: Please tick one of the boxes to indicate your highest level of educational achievement prior to starting this current programme (if you require help in completing this question please contact us on 01245 29 30 31 or e-mail: admissions@chelmsford.ac.uk)

- 07 Level 0 e.g. Number/Word Power
- 01 Level 1 e.g. GCSE at D–G
- 02 Level 2 e.g. 5x GCSE at C or above
- 03 Level 3 e.g. 2x A Levels, National Diploma
- 04 Level 4 e.g. First Degree or HND
- 05 Level 5 e.g. Higher Degree
- 97 Other qualification not known
- 98 Not known
- 99 No qualification

Previous establishment: please state the name of the last school or college you attended (previous 5 years):

Chelmsford College None Other (please state): _____

7

Qualifications: Please list previous qualifications achieved or relevant vocational experience:

Subject	Level	Grade	Date (MM/YY)
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____
_____	_____	_____	____/____

8

Employer Details: Please supply a contact at your place of work. This is helpful if we need to contact you during work hours. This address is not used for invoicing.

Work Address: _____

_____ Postcode: _____

Work Telephone No: _____

9

Course Information: Please list the course(s) you wish to apply for:

Course Title: _____

Course Title: _____

Course Title: _____

If you require Careers Advice and Guidance please contact the college on 01245 29 30 31.
(The careers advisers will not be able to provide information on course content, this will be given at your enrolment).

10

Financial Support

Funding is available to support Learners with a specific financial hardship that prevents them from participating in learning. For eligibility criteria please refer to the 19+ Discretionary Learner Support Fund or 16-19 Bursary Fund Policy & Guidance. A copy is available at www.chelmsford.ac.uk or contact extension 3404 for advice.

Please state which benefit you receive: _____

Please indicate below what you require support with.

Course Costs Tuition Fees – 30% (low income only) Childcare – 80% of college term time costs only

Number of children: _____ Age/s: _____

Expected weekly cost per child: £ _____ £ _____ £ _____ **Total: £** _____

Reminder for all financial assistance:

Funds are limited and will be allocated within the priorities for funding groups. You will be required to complete a Financial Support application form at enrolment and provide supporting evidence.

11

19+ Advanced Learning Loan

Please tick the box that applies to you.

- I am aged 19+ and have already achieved a full Level 3 qualification, will be studying a Level 3/4 course and will be applying for an Advanced Learning Loan.
- I am aged 19+ and will not be applying for the Advanced Learning Loan.

12

Enrolment Dates

You will have the opportunity to book your enrolment appointment online. Details of how to enrol will be sent to you nearer the time.

Chelmsford College considers your data to be valuable and will only process the details you have provided in accordance with the Data Protection Act.

Completion of this application form does not guarantee your place on a course.

Student Signature: _____ **Date:** _____

Please return this form to:
Part Time Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ.