



Application Form for HE Part Time Courses (includes HNC, Foundation Degree and Professional Courses)

For all full time Higher Education courses, please apply through UCAS

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Section A – Personal Details)

Surname/Family Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date of Birth: / /
Forename(s): \_\_\_\_\_ Male: [ ] Female: [ ]
Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_
Mobile No: \_\_\_\_\_
Postcode: \_\_\_\_\_ Email address: \_\_\_\_\_

UK Entry Date: if you have ever been resident outside the UK: : / /
(students born or who have lived overseas may be subject to different fee arrangements)

Your Qualifications\*

Please list the qualifications you already have with the most recent first. Examples of qualifications - GCSE, A level, National Diploma, Access, Foundation Degree, Higher National Certificate/Diploma, BA/BSc degree, Professional qualification.

Table with 4 columns: Qualification, Subject, Grade, Date of completion. Multiple empty rows for data entry.

\*If you are applying for a part-time BA/BSc degree, Higher National Certificate or Diploma course, and you already have a similar qualification, you may be required to pay a higher tuition fee. This is due to funding changes recently introduced by the Government. Your Course Tutor will discuss this with you during the application process. Candidates applying for Foundation Degrees or teaching qualifications are not affected by these changes.

Section B - Details of course(s) for which you wish to apply:

1. Course Title: \_\_\_\_\_
2. Course Title: \_\_\_\_\_

Section C – Employer Details

Organisation name: \_\_\_\_\_
Address: \_\_\_\_\_
Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Please use this space to briefly describe your job role and why you want to study for this qualification

To ensure that you are on the correct course of study, acceptance on to this course may be subject to an interview with a course tutor.

Is it appropriate for the course leader to contact you at work?    Yes     No   
If your employer is sponsoring you please bring a letter confirming this when you enrol

### Section D – Extra Support for You

Help us to support you appropriately during your studies by telling us if you consider yourself to have a physical or learning disability/difficulty. It is very important that we are made aware of your needs at the earliest opportunity so that we can put the necessary support in place prior to the start of your course. If any of the following apply to you, please tick the box and our Additional Support team will contact you: dyslexia, a medical condition, a learning difficulty, dyspraxia, a disability, ADHA, autistic spectrum disorder, mental health issues, are deaf or hard of hearing, are blind/visually impaired, mobility difficulties or have other support needs.

I do not have any additional support needs     I do have additional support needs

### Section E - Declaration

By completing this form your name will be added to the course list as an interested applicant. You will then be contacted by the course tutor or invited in for an interview. The College reserves the right to withdraw any advertised class for which insufficient numbers of students enrol and to close any class if low numbers attending make it no longer viable.

The information you provide is subject to the Data Protection Act 1998. It will be used for college business purposes to process your application and will only be disclosed to the appropriate college staff.

I agree to Wakefield College processing the personal data contained on this form to progress my application and for various administrative purposes.

I confirm that to the best of my knowledge, the information given on this form is correct and complete

**Signature** .....    **Date:**    /    /

Please return this form to Thornes Campus Office, Freepost LS5943, Wakefield College, Thornes Park, Horbury Road, Wakefield, WF2 8QZ

In the event of large numbers you may be informed that your name will be placed on a waiting list

### Section F – College Use

#### Tutor use only

Please offer a Conditional  or Unconditional  place on .....

If conditional offer please state conditions .....

Interviewed by: .....    Signature .....    Date:    /    /

#### Admin use only

Date received:    /    /    Offer made: Conditional  Unconditional  Date:    /    /