

APPLICATION FOR ADMISSION TO A FULL-TIME COURSE

PLEASE COMPLETE ALL SECTIONS IN FULL

For stage 3 (part 7), please look through the Prospectus or Full-Time Courses section first and list the course(s) you would like to follow.

A 1st choice must be selected, however it is not compulsory to choose a second choice.

On Completion

Over the next 10 days the academic team will review your application to establish suitability of your chosen course, the curriculum team may need to contact you to discuss further. You should receive an offer around 14 days after your application (this process could take longer during non-term time).

If you have a learning difficulty or disability, please visit:

<https://www.chelmsford.ac.uk/support/learning-support.asp> for more information about how to access learning support.

If you have any queries please do not hesitate to contact a member of Admissions by email: **admissions@chelmsford.ac.uk** or phone **01245 293170**.

If you feel that you need careers guidance to help you navigate your way through the maze of decisions regarding your future, please feel free to contact the **Careers Advise Zone on 01245 293031** or by email **careersadvicezone@chelmsford.ac.uk**

After your application has been assessed we will write to you letting you know if you have been accepted on the course with details of your offer and any relevant information.

Reply to accept your place by the date stated in your offer letter and you will receive your enrolment details at the end of July. Enrolment commences straight after August GCSE results day; To give you the best opportunity of securing a place on your chosen course please enrol on the date given in your enrolment letter. You will not be able to enrol without proof of all your qualifications.

Once you have enrolled you become a member of Chelmsford College.

If you are 19 or over and applying for a course that is eligible you will be sent information regarding how to apply for an advanced learning loan.

If you have international qualifications you must get them processed by UK NARIC - <https://www.enic.org.uk/>

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.

Please send completed application forms to:

Course admissions, Chelmsford College, Moulsham Street, Chelmsford CM2 0JQ.

Alternatively, you can complete the online application form via the College website www.chelmsford.ac.uk

OFFICE USE ONLY

Date received

Student Ref No.

Please complete ALL sections using black ink in BLOCK CAPITALS.

1

Your Personal Details:

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

First Names: _____

Date of Birth: _____ Gender: Male Female

Telephone No: Home: _____ Mobile No: _____

E-mail: _____

Address: _____

Postcode: _____ National Insurance No: _____

Please tick this box if you have already been either a full-time or part-time student at Chelmsford College

2

Criminal Convictions:

Do you have a criminal conviction, a community resolution or youth caution or have you been working with Youth Offending Team YOT? 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 medical conditions.

Do you have a learning difficulty or disability? Yes No

If yes, please refer to our website for more information about how to access learning support.

Do you have a current EHCP? Yes No

Looked after children: are you in care or have you just left care? Yes No

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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 / British

32 Irish

33 Gypsy or Irish Traveller

34 Any other White background

35 White and Black Caribbean

36 White and Black African

37 White and Asian

38 Any other mixed / multiple ethnic background

39 Indian

40 Pakistani

41 Bangladeshi

42 Chinese

43 Any other Asian background

44 African

45 Caribbean

46 Any Other Black / Africa / Caribbean background

47 Arab

98 Any other ethnic group

99 Not provided

5

Status: Have you always lived in the UK? Yes No

Are you a British Citizen? Yes No

If no to either question, please provide the following information:

Nationality: _____

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

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

Are there any restrictions on your stay in the UK? Yes No

Please state any restrictions (e.g. limited leave to remain): _____

Passport and immigration documents must be provided if you are not a British Citizen and/or have not always lived in the UK.

6

How did you hear about the College?

Name & address of present School, College or Employer: _____

7

Proposed Course: You may be interviewed for more than one course, BUT you can only ACCEPT one offer.

1st Choice - Course Title: _____

It is not compulsory to apply for a second choice (you may do so at a later date).

2nd Choice - Course Title: _____

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Previous Schools or Colleges attended

this information will be used to obtain an academic reference.

Examinations already taken

Subject	Level (e.g. GCSE)	Year	Result

Any further examination results to be put on extra paper and attached to this form.

Examinations to be taken this year

Subject	Level (e.g. GCSE)	Expected Result

Career intentions: What do you hope to do in terms of employment and/or further study after you have completed the course?

Other relevant information Is there any other information you wish to give that will assist us in your application? Please continue on a separate sheet if necessary.

Data Protection Declaration

The college upholds the principles of the relevant Data Protection legislation 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 use we make of that information, the basis on which we collect it, and how long we retain it is laid out in our [Privacy Notice](#).

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

Keeping in contact

We would also like to keep in contact with you both in relation to this application and to offer up to date information on our events, programmes of study and short courses. Please indicate below the contact details we may use to provide this information to you.

-  By post
-  By landline phone
-  By mobile phone
-  By email

Signature:	Date:
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