

Higher Education Application Form for Part-Time Courses



Note: Short Courses applicants need only complete sections 1, 2, 7, 8, 9 and 10

**Please return form to:
Higher Education Part-Time Courses, Fal Building, Truro College, College Road, Truro,
Cornwall, TR1 3XX**

1. PERSONAL DETAILS

TITLE (Mr/Mrs/Ms etc):

Surname:

Gender: Male

Forenames:

Date of Birth:

Previous Surname:

Home Address (including Postcode):

Telephone (including STD Code):

Email:

Mobile Telephone No.:

Nationality:

Country of Domicile:

2. COURSE DETAILS

COURSE TITLE:

3. QUALIFICATIONS COMPLETED OR CERTIFICATED:

Examination/Assessment centre number(s) and name(s):

Month	Year	Awarding Body	Subject/unit/module/component	Level/qualification	Result/Grade/Mark

4. QUALIFICATIONS NOT YET COMPLETED OR CERTIFICATED:

Examination/Assessment centre number(s) and name(s):

Month	Year	Awarding Body	Subject/unit/module/component	Level/qualification	Result/Grade/Mark

5. PERSONAL STATEMENT *(Please refer to notes)*

6. REFERENCE *(Please refer to notes)*

Please give details of someone who will act as a referee for you.

Name:

Status:

Address (including Postcode):

Telephone Number:

7. DISABILITY

Please state nature of disability: (Please enter a cross in relevant boxes)

- | | | | |
|---|--------------------------|--------------------------------|--------------------------|
| No known disability | <input type="checkbox"/> | Personal care support | <input type="checkbox"/> |
| Dyslexia | <input type="checkbox"/> | Mental health difficulties | <input type="checkbox"/> |
| Blind, partially sighted | <input type="checkbox"/> | Unseen e.g. diabetes, epilepsy | <input type="checkbox"/> |
| Deaf/hearing impairment | <input type="checkbox"/> | Multiple disabilities | <input type="checkbox"/> |
| Use wheelchair/have mobility difficulties | <input type="checkbox"/> | Disability not listed above | <input type="checkbox"/> |

Do you receive Student Disability Allowance (SDA)?

- I have a disability and I am in receipt of SDA
- I have a disability but do not receive SDA
- I have a disability but have not applied for SDA

8. CRIMINAL CONVICTIONS

You are required to state whether or not you have any criminal convictions except where the penalty was a non-custodial sentence carrying a fine of less than £1000. If you enter a cross in the 'Yes' box, you may be required to provide details. Please note prospective students may be required to successfully complete a Criminal Records Bureau Check which will incur a fee.

Yes No

9. FINANCE

How are you being funded?

- I will or have applied to my LEA
- I will or have applied for a student loan
- I am prepared to pay the fees myself
- My employer is prepared to pay the fees
- I would like further advice on how I can get help with my fees

10. I confirm that the information I have given on this form is correct.

Signed by Applicant:

Date:

If you require this form in larger print please contact 01872 267122

Decision: (To be completed by Programme Leader):

Signed:

Date:

Your personal statement

Your personal statement is your chance to tell universities and colleges why they should want you as a student. A good personal statement is important – it should say why you are interested in a course and what you hope to do after your studies. In many cases, applicants are not interviewed, so this may be your only chance to make the case for your admission.

It is up to you how you write your statement, but we suggest you include some or all of the following points:

- What interests you about your chosen subject.
Include details of what you have read about the subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to give the skills and experience you have gained from these activities.
- Any involvement in widening participation schemes, such as summer schools or mentoring activities; involvement in master classes or other Gifted and Talented programmes, including those offered by the National Academy of Gifted and Talented Youth.
- Details of non-accredited skills and achievement that you have gained through activities such as ASDAN (Award Scheme Development and Accreditation Network awards), for example, Universities Award; Diploma of Achievement; Duke of Edinburgh's Award; Liverpool Enrichment Programme; Millennium Volunteers Scheme; Young Enterprise.
- Any subjects you are studying that do not have a formal assessments.
- Any sponsorship or placements you have or have applied for.
- Your social, sports or leisure interests.
- If you want to send more information, perhaps a CV, please send it direct to our HE Part Time Admission Team.

Who should supply a reference?

Your referee should know you well enough to write about you and to say if you are suitable for higher education. If you are a mature student, you should ask a professional person who knows you. We will not accept references from family, other relatives or friends.