

# APPLICATION FOR PART-TIME STUDY



Please **complete all sections in CAPITALS and BLACK INK** and sign where indicated

### STUDENT DETAILS

Surname

First Name

Middle Names               Title (Please Circle): **Mr /Miss /Mrs /Ms**

Previous Surname               Gender (Please circle): **Male /Female**

Date of Birth       Age

Email

Contact Address

Post Code       National Insurance Number

Home Number               Mobile

### RESIDENCY

What is your nationality?               Is English your first language? **Yes /No**

Have you been a resident in the UK for the last 3 years? **Yes /No**

### COURSE CHOICES (Two only in order of preference please)

	Course Title
1 <sup>st</sup> Choice	
2 <sup>nd</sup> Choice	

Do you have a Criminal Conviction? **Yes /No**

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

### LEARNING SUPPORT

Colchester Institute is committed to meeting the requirements of our learners and offers services to support learners with additional needs, learning difficulties, medical conditions and disabilities. If your chosen programme is not government funded, additional support cannot be provided. Please provide details below if appropriate.

Do you consider yourself to have a learning difficulty/disability and/or a medical condition? **Yes /No**

If Yes, please provide details:

Please provide details of any past or present, relevant qualifications or work experience including GCSE if required

(Continue on another page if necessary)

Qualification /Employer Details	Employment /Completed Dates	Grades Achieved /Experience Gained

#### TERMS AND CONDITIONS

##### If we Cancel /Change a programme of study

All Part-time programmes of study at Colchester Institute will only go ahead if sufficient applications are received to make it viable. Colchester Institute reserves the right to change or cancel a programme of study, its start dates or content.

If a programme is withdrawn /cancelled by Colchester Institute, we will contact you to let you know. If a payment has been made an automatic refund will be issued, and no administration fee will be charged.

##### If a customer cancels their booking

To cancel a place, a full refund, less a £50 administration fee, will be considered. This request must be made in writing to the Director of Funding and Information and must be received at least five working days prior to the start of the study programme.

#### DECLARATION

I confirm the information given on this form is correct to the best of my knowledge. And I agree to the following terms:

- Colchester Institute are able to store and process person and sensitive data collected on this form, or other data obtained from me or for any purpose connected with my application, in accordance with the Data Protection Act 1988.
- I understand that Colchester Institute may share information with Local Authorities, the Department for Education, or the Department for Business, Innovation and Skills.
- I authorise my school /college to provide Colchester Institute with information regarding predicted grades and general information about my progress.

Signature

Date

**IMPORTANT: What will happen next?** We will contact you as soon as possible if your chosen course requires an interview or preview. Once your application has been approved we will contact you with enrolment and fee details.

Please keep us informed if you change your address, contact details, or if you are no longer interested in the course(s).

**CHANGED YOUR COURSE CHOICE?** No need to submit a new application form, just contact the Admissions Team on (01206) 712777 or email [info@colchester.ac.uk](mailto:info@colchester.ac.uk)

All our information is available in paper and computer format. If you require an alternative format, for example LARGE PRINT, we will do our best to assist, and will inform you of how long this will take.

Please send you application to: **Admissions Department, Colchester Institute, Sheepen Road, Colchester, CO3 3LL.**