

**BASINGSTOKE COLLEGE OF TECHNOLOGY
APPLICATION FOR PART TIME
HIGHER EDUCATION OR EQUIVALENT COURSE**



This application should be completed by all part-time students wishing to enrol on Higher Education provision funded by the Higher Education Funding Council for England, and Further Education Level 5 and above provision to ensure that the college has the necessary information to inform our funding claim and to complete the learner record.

HEFCE funded provision – Home and EC students

Home and EC students who are aiming for a qualification whose level is equivalent to, or lower than, one they already hold will not be fundable by HEFCE unless they fall into one of the following exemption categories:

1. They are in receipt of Disabled Students' Allowance (DSA) for at least some of the academic year.
2. They are on a course of initial or in-service teacher training – DTTLs (Cert Ed)
3. They are on a course leading to a Foundation Degree

Fees for Home and EC students are as quoted in the college publications **unless** the student holds an equivalent or higher qualification and do not meet the exemption criteria. A tuition fee is payable for each year of the course.

- Standard part-time course fee - £655 plus registration fee
- Part-time course fee for students with ELQ **exemption** - £655 plus registration fee
- Part-time course fee for **students with ELQ** – £2,100 plus registration fee
- Part-time course fee for **International students** (ie. non-Home/EC students - £2900 plus registration fee

Further Education provision Level 5 and above

Fees for Home/EC and International students are as quoted in the college publications. The information on the application form will be used to complete a Higher Education data set on the learner record and does not mean that your course is currently funded by HEFCE.

Course

Surname First Name Title

Permanent Address Post Code

Tel No. Mobile No.

Email Address

Employer's Name

Employer's Address

Position Held in Company

Normal Country of Residence

Date of Entry to the UK if within the last 3 years

Please state language spoken if English is not your first language

Please write a brief statement on how this course relates to your employment.
(Continue on a separate sheet if necessary)

A copy of your passport or birth certificate should be attached to this application form.

1. Where will you be living during term time? (please tick one box)

Parental/Guardian Home Own Home Other Accommodation

2. Please give a brief description of your occupation, or your parents occupation if you are **aged 20 or under**

3. Have you ever started a Higher Education course in the UK before? Yes No

Name of Institution

Course Title Course Level

4. If you have answered "yes" did you attend the course for 6 months or more? Yes No

5. Did you complete the course? Yes No

6. Have you ever studied for a Higher Education Course overseas? Yes No

7. Prior qualifications - Please place a tick in the appropriate box to indicate your highest qualification before coming to BCOT and attach a copy to this application form.

Code	Qualification	Please Tick	Code	Qualification	Please Tick
01	Higher Degree of UK Institute		31	Foundation Degree	
02	Postgraduate Diploma or Certificate, excluding PGCE		37	GNVQ/GSVQ level 3	
03	PGCE with QTS/GTC Registration		38	NVQ/SVQ level 3	
04	PGCE without QTS/GTC Registration		39	A level equivalent	
05	Postgraduate equivalent qualification not elsewhere specified		40	Mixed GCE A/ SCE higher and GNVQ/GSVQ Level 3	
10	Undergraduate qualifications with QTS		41	ONC or OND (including BTEC and SCOTVEC equivalents)	
11	First Degree of UK Institute		42	International Baccalaureate - Not available from 01/08/2008	
12	Graduate of EU Institute		43	Foundation course	
13	Graduate of other overseas Institute		44	Access course validated by QAA	
14	GNVQ/GSVQ level 5		45	Access course not validated by QAA	
15	NVQ / SQV Level 5		47	Baccalaureate	
16	Graduate equivalent qualification not elsewhere stated		48	Access Course - not available from 01/08/2008	
21	OU Credit(s)		55	GCSE/O level qualification only; SCE O grades and standard grades	
22	Other Credits from UK HE Institution		56	Other non-advanced qualification	
23	Certificate or Diploma of Education (for example, non graduate initial Teacher Training Qualification)		57	NVQ/SVQ level 2	
24	HNC or HND (including BTEC and SQA equivalents)		72	Diploma in foundation studies (Art and Design)	
25	Dip HE		92	Accreditation of prior experiential learning	
26	GNVQ/GSVQ level 4		93	Mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations	
27	NVQ / SQV Level 4		94	Advanced Apprenticeship	
28	Professional Qualifications		97	Other non-UK qualification, level not known	
29	Foundation Course at HE Level		98	Learner has no formal qualifications	
30	Other HE qualifications of less than Degree standard		99	Not known	

8. Please state your highest English language qualification and grade/level:

Grade/level Grade/level Grade/level
 A level AS level GCSE

Grade/level Grade/level
 Key Skills Communication Adult Literacy certificate

9. Can you tell us which type of institution that you achieved your highest qualification from the list below:

Institution type	Code	Please Tick
UK State School	4901	
UK Independent School	4911	
UK Further Education College	4921	
Any non- UK Institution	4931	
UK Higher Education Institute	4941	

Do you have any unspent criminal convictions (other than motoring offences)? Yes No

Are you in receipt of the Disabled Students Allowance? Yes No

Please be aware any incomplete application forms will be returned to the applicant.

All applicants will be required to attend an advice and guidance meeting with curriculum specialists. An offer of a place at the college will be discussed at this meeting.

This information collected on this form will be used to process your application and may be used for statistical analysis. The College is registered under the Data Protection Act 1998 and a copy of our data protection statement is detailed below.

Please sign the form to confirm your agreement to this form being processed.

Basingstoke College of Technology recognises that all members of the college community are of equal value, irrespective of gender, ethnic origin, class, age, marital status, disability, religion, sexual orientation or any other perceived difference. As such they are entitled to be treated fairly and without prejudice in every aspect of college life.

Signature of Applicant Date

Privacy Statement 2010/2011

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

FOR BCOT USE ONLY



<p>Appointment for guidance meeting</p> <p>Date: _____ Time: _____</p> <p>Tutor: _____</p>	<p>Interview</p> <p>Student interviewed and accepted by Tutor: YES / NO</p> <p>Course Title: _____ Course Code: _____</p> <p>Signed: _____</p> <p>Please Print Name: _____</p>
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Tutor Notes

Does the student need any special learning support?
(If yes, please specify) Yes No

Does the student have any disability/medical needs?
(If yes, please specify) Yes No

Does the student need to be referred for ESOL test? Yes No

Any additional information:

To be completed by HE Admissions Officer			
Birth Certificate seen	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Eligibility for funding checked Yes <input type="checkbox"/> No <input type="checkbox"/>
Passport seen	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Home Student <input type="checkbox"/> International <input type="checkbox"/> ELQD <input type="checkbox"/>
Highest qualification certificate seen	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Proceed to enrolment Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed: _____			
Please print name: _____			

Fees

£ _____