

Full Time

Further Education Application Form

How to Apply

Have a look through the prospectus and decide which course you want to apply for.

Please fill in the application form carefully and complete all the questions as fully as you can.

Tell us which course you would like to study as your first choice - this is the choice which we will process first.

If you would like to make a second choice, please put this on your form. However, we will not process this application unless you are unsuccessful with your first choice.

Application Process

1. When we receive your application form we will send a letter to you and invite you to come to college for a skills review. It is really important that you come to visit us, as you will receive more information about your course and what you can expect when you come to college.
2. We will then invite you to a meeting with a tutor. We will tell you whether you have a place on the course. An unconditional offer means that you will get a place no matter what the outcome of your exam results.

A conditional offer means that you will get a place if you meet the entry criteria.

3. You must then complete the acceptance slip to tell us if you would like to accept your place.

If you would like some help to choose the right course you can come and see one of our friendly careers advisers in the Learner Services Centre at The Hub.

Our drop-in times are:

Monday and Wednesday 1.00pm - 5.00pm
Tuesday, Thursday and Friday 9.00am - 1.00pm

If you have any questions about a course or need help with your application form you can contact one of our Information and Guidance advisers by telephone on 0800 378 7575 or by email at infocentre@don.ac.uk

Refunds

Students who withdraw from courses are not entitled to refunds or other reductions in fees, other than in the most exceptional circumstances.

Any refund approved is subject to an administrative charge equal to the course registration fee.

Closure of Courses

The College reserves the right to close any course, or to discontinue it without notice. The option to transfer to another course will be offered or fees will be refunded in accordance with the College's fee refund policy.

The College will not accept responsibility for any other fees or expenses incurred by the student resulting from this.



Please write clearly completing all sections fully, using black or blue ink and return to:
 Centralised Admissions, Learner Services Centre, The Hub, Doncaster College, Chappell Drive, Doncaster
 DN1 2RF. If you have not received an acknowledgement letter in relation to your application within two weeks
 please phone 01302 553886

Title: Mr Mrs Miss Ms Age _____ NI No _____

First Name(s) _____ Surname/family name _____

Previous Surname (if changed within last 3 years) _____

Full permanent home address _____

 _____ Postcode _____

Date of Birth _____ Driving Licence Yes No

Email _____ Own Transport Yes No

Telephone Number _____ Mobile Number _____

Most recent school/college attended _____ Finish Date _____

Current Employer _____ Job Role _____

Are you in or have been looked after by Local Authority Care? Yes No

Nationality _____ Have you ever studied/lived outside the UK? Yes No

If yes to the above, please state which country and your date of entry into the UK

Please indicate your current status in the UK (please tick one box)

British/EU Citizen	<input type="checkbox"/>	Entering the UK to accompany husband/wife	<input type="checkbox"/>
Entering UK as a student (Student Visa)	<input type="checkbox"/>	Entering UK as a visitor (Visitor Visa)	<input type="checkbox"/>
Asylum Seeker/Refugee/Indefinite Stay	<input type="checkbox"/>	Entering UK for work	<input type="checkbox"/>

Please state below the courses you wish to apply: You may apply for more than one course if necessary. Please ensure that you use the correct course titles-check the College Prospectus/Course information Sheet/Website: www.don.ac.uk for more details.

Course Title	Full-time	Apprentice
1st choice _____	<input type="checkbox"/>	<input type="checkbox"/>
2nd choice _____	<input type="checkbox"/>	<input type="checkbox"/>

Please state your reasons for the choice of the course indicated

Where did you find out about Doncaster College? Please tick one or more boxes

- | | | |
|--|---|---|
| <input type="checkbox"/> Website | <input type="checkbox"/> School | <input type="checkbox"/> Student/Friend/Relative |
| <input type="checkbox"/> Community Event | <input type="checkbox"/> Employer | <input type="checkbox"/> College Open Day |
| <input type="checkbox"/> Public Library | <input type="checkbox"/> I am an existing student | <input type="checkbox"/> Careers Service |
| <input type="checkbox"/> Other | <input type="checkbox"/> Advert | <input type="checkbox"/> Please state where eg bus, newspaper etc |

Doncaster College is committed to supporting all its learners. To help us achieve this, please answer all the following questions (please tick boxes as appropriate)

Do you consider yourself to have a disability? If yes please tick boxes below Yes No

Partially sighted or blind Physical Disability (wheelchair) Mental Health

Hard of hearing or deaf Physical Disability (non-wheelchair)

Do you have learning difficulty Yes No

Dyslexia Autistic Spectrum Dyspraxia

Other (please give details)

Do you have any medical condition which may affect your course? Yes No

Do you need information on our childcare and nursery facilities? Yes No

Do you need help meeting the costs of studying (eg books, materials, travel)? Yes No

Would you like information about the College's Counselling Services? Yes No

To help us monitor how well we recruit from all backgrounds, please indicate what do you consider your ethnic origin to be (please tick one box)

11 Asian or Asian British-Bangladeshi

19 Mixed-White & Asian

12 Asian or Asian British-Indian

20 Mixed-White & Black African

13 Asian or Asian British-Pakistani

21 Mixed-White & Black Caribbean

14 Asian or Asian British-Other

22 Mixed-Any other Mixed Background

15 Black or Black British-African

23 White British

16 Black or Black British Caribbean

24 White-Irish

17 Black or Black British-Other

25 White-Any Other White Background

18 Chinese

98 Any Other

You must complete this section. A 'Yes' answer does not automatically exclude your application.

We need to ask all learners whether they have any 'relevant' criminal convictions. 'Relevant' meaning offences against a person, whether violent or sexual, and offences involving drugs or controlled substances or theft.

Do you have a 'relevant' criminal conviction? Yes No

If you are applying for a course in Health, Humanities, Science and caring professions we need details of all sentences including spent sentences (as defined by the Rehabilitation of Offenders Act 1974)

Doncaster College uses this course application to collect information about you ('your personal data') to use for various administrative, academic and health and safety reasons in order to operate Doncaster College effectively. The Data Protection Act (1998) requires us to obtain your consent in order to do this. We therefore need you to sign the following consent to process clause. I agree to Doncaster College processing my personal data, including sensitive personal data which may include information about any learning difficulties or disabilities contained either in this form or other data, which Doncaster College may obtain from me or other people. I agree to the processing of such data for any purpose connected with my course application, my studies, my health and safety, or for any other legitimate reason.

I declare that the information given on this form is correct.

Signed (Applicant)

Date: