

How to Apply for a Full Time Course

To get an application form you can download one from our website, www.don.ac.uk, get one from Learner Services at the Hub or ring 0800 358 7575 and we will send you one out

So, you've decided to come and study at Doncaster College and you are probably now wondering what will happen to your application form. Below is a guide of our application process and what happens next. Before you fill in your application form here's a few things to consider:

- Complete your application carefully
- Make sure all details are completed
- If you are still attending school you should ask your tutor to help you fill in the expected grades section.
- If you need advice on which course you should apply for then you can come and see our careers team, get advice from your tutors at school or contact the connexions service.
- Complete and return your application as quickly as possible as places on some courses are limited.

Once you have completed your application form send it to us and we will get in touch.

Prior to having an interview with the course tutor you are invited in to college to attend a Skills Review and Advice session. This is your opportunity to have a look around college and get information on the services our college can offer you as a student. Also as part of this session you will do an assessment on your Maths and English, this is nothing to worry about but it will help to make sure you end up on the right course. ***Please make every effort to attend as delays may occur with your application if we have to rearrange your appointment. This is particularly important when applying for the most popular courses that fill up quickly***

Following this you will then be invited in for an interview. You will get to talk to the tutor about your options and get more in depth information on your chosen programme of study. At the end of your interview you will be given a written record of what has been discussed along with details of your offer. You may be given an unconditional or conditional offer.

Unconditional - You have already met the entry requirements of the course.

Conditional – You need to fulfil the entry requirements of the course i.e. subject to obtaining appropriate qualifications. See course leaflets for entry requirements.

You can accept your offer at interview or you must contact us within 3 weeks of receiving your offer to ensure you do not lose your place. After you have accepted, you will receive an invitation to attend a Diagnostic Assessment. This will highlight your strengths and any weak area that you may have and allow your tutor to plan your programme of learning to ensure it meets your needs. Again, this is an important part of the application process and failure to attend may cause delays.

The final stage in the application process is Enrolment. The Admissions team will invite you in to your Welcome Enrolment Day; these letters are usually sent from July onwards. If your offer requires confirmation of your GCSE's you will need to show copies of these to the course tutor so that you can enrol. If you do not meet the entry requirements at this point don't worry you will have the opportunity to discuss your options.

Once you have enrolled and got your Student card you are now officially a Doncaster College student.

Good luck in your studies.