

# 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.

## Careers Advice

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 358 7575 or by email at [infocentre@don.ac.uk](mailto: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 telephone 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  Entering the UK to accompany husband/wife

Entering UK as a student (Student Visa)  Entering UK as a visitor (Visitor Visa)

Asylum Seeker/Refugee/Indefinite Stay  Entering UK for work

Please state below the course(s) you wish to apply for. Please ensure that you use the correct course titles-check the College Prospectus/Website: [www.don.ac.uk](http://www.don.ac.uk) for more details.

Course Title Full-time Apprentice

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

Please state your reasons for the choice of the course(s) indicated

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

Website  School  Student/Friend/Relative  Community Event

Employer  College Open Day  Public Library  I am an existing student

Careers Service  Other  Advert (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 a learning difficulty? If yes please tick boxes below Yes  No

- Dyslexia       Autistic Spectrum       Dyspraxia

Other (please give details)

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

If you need information on our childcare and nursery facilities, meeting the costs of studying (eg books, materials, travel) or about the College's Counselling Services please visit the website [www.don.ac.uk](http://www.don.ac.uk).

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

- |   |   |
|---|---|
| 31 <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British | 40 <input type="checkbox"/> Pakistani                         |
| 32 <input type="checkbox"/> Irish   | 41 <input type="checkbox"/> Bangladeshi                       |
| 33 <input type="checkbox"/> Gypsy or Irish Traveller                      | 42 <input type="checkbox"/> Chinese                           |
| 34 <input type="checkbox"/> Any Other White Background                    | 43 <input type="checkbox"/> Any Other Asian Background        |
| 35 <input type="checkbox"/> White and Black Caribbean                     | 44 <input type="checkbox"/> African                           |
| 36 <input type="checkbox"/> White and Black African                       | 45 <input type="checkbox"/> Caribbean                         |
| 37 <input type="checkbox"/> White and Asian                               | 46 <input type="checkbox"/> Any Other Black/African/Caribbean |
| 38 <input type="checkbox"/> Any Other Mixed/Multiple Ethnic Background    | 47 <input type="checkbox"/> Arab                              |
| 39 <input type="checkbox"/> Indian  | 98 <input type="checkbox"/> Any Other Ethnic Group            |

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.

If you are aged under 18 - I agree that Doncaster College may contact my parents, guardian or carer to discuss my application.

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

Signed (Applicant)

Date:

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