

## Part-time HE programmes only

Full-time HE programme applications are made through UCAS ([www.ucas.com](http://www.ucas.com))



# Higher Education Application Form

## Tuition fees

With financial support such as student loans, non-repayable grants and bursaries available for undergraduate students entering Higher Education (HE) in 2010/2011, you may find the following information useful in helping you to plan your finances.

### Full-time tuition fees 2010/2011

The Manchester College offers a range of full-time HE courses, and there is a range of highly competitive tuition fees. Fees are normally paid by the Student Loans Company in the form of a loan. You would only start repayments when you graduate and are earning over £15,000. Student maintenance loans will also be available from the Student Loans Company to help with living expenses. Visit [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance), telephone **0845 607 7577** or contact Student Finance England or Regional Assembly for further information on how to apply.

### Full-time grants

You may be entitled to a non-repayable Maintenance Grant of up to £2,906 or a partial grant if your household income is under £50,020. Contact your Local Education Authority for further information and an application form to assess your eligibility for student support or visit [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) to apply online.

### Part-time tuition fees and grants

Part-time course fees are in proportion to full-time fees. If you are on a low income or on benefits, you can apply for a means-tested, non-repayable grant towards your fees, online at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance) or through your Local Education Authority.

### Help from The Manchester College

The Manchester College has a number of funds available to help HE students overcome any financial difficulties they may have while studying. Contact the college for more information.

**FOR FURTHER INFORMATION ON HE FEES OR COURSES, CONTACT THE COURSE ENQUIRY TEAM ON 0800 068 8585.**

## Important - Equivalent or Lower Qualifications (ELQs)

From September 2008, any student enrolling on a higher education course in England has been subject to the Government's ELQ policy. This policy states that students cannot be funded for a higher education qualification that is equivalent to, or lower than, any qualification they have already achieved. There are some courses, for example, foundation degrees, which are exempt from this policy. Students who receive a Disabled Students' Allowance (DSA) during their studies are exempt from the ELQ policy. Please contact the college for further information.

### DATA PROTECTION ACT 1998

The information you provide on this form will be passed to the Learning and Skills Council (LSC). The LSC is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The LSC will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the LSC and its partners to monitor performance, improve quality and plan future provision.

### OFFICE USE ONLY

EBS person code

### COURSE ENQUIRIES

Received

Forwarded

Enquiry reference

**Please forward to the HE Administrator**

### HE ADMINISTRATOR

Received

Forwarded

To

### COURSE TUTOR

Interviewing tutor

Decision

Decision date

**Please inform the HE Administrator of your decision**

### THE FOLLOWING EXCLUSIONS APPLY:

- Fees only apply to home and EU students, subject to residence requirements. For international fees information call +44 (0)161 455 2434.
- Franchised course fees are usually set by the franchising higher education institutions (please enquire for details).

PLEASE USE A BLACK PEN AND WRITE CLEARLY IN BLOCK CAPITALS.

## Section 1 Personal details

Mr  Mrs  Ms  Miss  Other

Surname

Forename(s)

Date of birth

Male  Female

Current address

Postcode

Telephone

Mobile

E-mail

Permanent/Safe contact address (if different from above)

Postcode

Nationality

Have you been resident in the UK/EU for the past three years for purposes other than study?  Yes  No

If you are not a UK/EU national, please state your residency status in the UK (eg full UK resident, visa type, asylum seeker, ELE/ELR or ILR/refugee)

Expiry date (if applicable)

## Section 2 Course choice

### FIRST CHOICE

Course title

#### Mode of attendance \*

Full-time  Part-time (evening)  
 Part-time (day)  Distance learning

#### Length of course \*

1 year  
 2 years  
 3 years  
 Other (please specify)

#### Entry point \*

Autumn  
 Spring  
 Summer  
 Other (please specify)

### SECOND CHOICE (if applicable)

Course title

#### Mode of attendance \*

Full-time  Part-time (evening)  
 Part-time (day)  Distance learning

#### Length of course \*

1 year  
 2 years  
 3 years  
 Other (please specify)

#### Entry point \*

Autumn  
 Spring  
 Summer  
 Other (please specify)

\* See course details/HE prospectus for information as to options available for your chosen course.

Have you studied a higher education course before?  Yes  No

## Section 3 Personal statement

Please use this space to provide further information to support your application for your chosen course. You should consider previous study, paid or unpaid work and life experience, as well as your personal abilities and qualities, and any other information that will help demonstrate your suitability for the course. Please explain why you want to study the course and what you hope to do when the course has finished. Please attach additional pages, if necessary.

## Section 4 Qualifications

Please list all the qualifications you have already completed, including those where the results are not yet known. These may include GCSE / O Level / CSE, A/AS Level, NVQ, GNVQ, Access. If you have studied overseas, please also provide details of the qualifications achieved. If you are waiting for the results of any qualification, please tick results pending. If no qualifications, please write **No previous qualifications**.

Awarding body eg Edexcel	Subject	Qualifications and Level eg GCSE, NVQ	Result achieved	Date achieved	Results pending

Name and address of last school or college attended, including any distance or open learning courses.

Date from	Date to	School or college
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## Section 5 Voluntary and work experience

Please provide details of any paid and voluntary work experience to date, which may be relevant to your application.

Dates (from / to)	Paid / Voluntary Full-time / Part-time	Name of employer / Organisation	Job title	Main responsibilities

Employer's name
Address
Postcode

## Section 6 Fees

How will your fees be paid?  Self  Employer  Other  Don't know

## Section 7 References

Please provide details of two referees who may be contacted in connection with your application (eg current/previous employer, tutor/teacher).

### First referee

Name
Address
Postcode
Telephone
E-mail
Job title

### Second referee

Name
Address
Postcode
Telephone
E-mail
Job title

## Section 8 Marketing

How did you hear about The Manchester College? (Please tick ONE only)

- Advertisement (eg poster / newspaper / radio)     Direct mail (eg letter / e-mail / SMS text)     Recommendation (eg friend / employer / JobCentre Plus)     Other (please specify)
- Event     Internet / website     UCAS

Can we contact your current employer?     Yes     No

## Section 9 Ethnicity

Please indicate which category best describes your ethnic origin.

- 11  Asian or Asian British - Bangladeshi    15  Black or Black British - African    20  Mixed - White and Black African    25  White - any other White background
- 12  Asian or Asian British - Indian    16  Black or Black British - Caribbean    21  Mixed - White and Black Caribbean    98  Any other
- 13  Asian or Asian British - Pakistani    17  Black or Black British - any other Black background    22  Mixed - any other Mixed background    99  Not known/ not provided
- 14  Asian or Asian British - any other Asian background    18  Chinese    23  White - British    **What is your main spoken language (if not English)?**
- 19  Mixed - White and Asian    24  White - Irish

## Section 10 Additional information

The college wants to support students in as many ways as possible. Please give details of any health or physical conditions that may require special arrangements.

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There is a limited amount of childcare funding for students with children. A separate application for these funds can be made. Please indicate if you need access to this provision to be able to study.

Yes

Do you require information on accommodation availability in Manchester?

Yes     No

## Section 11 Declaration

We may occasionally wish to update you on new courses and opportunities at The Manchester College.

Please tick here if you do not wish to receive this information.

**THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE.**

Name (print)
Signature
Date

Please send completed form to:

**The Manchester College, Course Enquiry Team  
Moston Campus, FREEPOST RLYZ-CAAG-ZSYE  
Manchester M9 4WU**

(No stamp or other information is required)

**Freephone 0800 068 8585**  
**enquiries@themanchestercollege.ac.uk**