

Ashton Sixth Form College: Higher Education Application Form Guidance

Section One: Personal Details

Please provide full personal details.

Section Two: The course you wish to apply for

Name of programme: course title as set out in the prospectus, e.g. Foundation Degree in Education

Mode of study: either full or part time

Year of entry: please specify when you want to begin the course, e.g. 19/20

Section Three: Contact Details

Please provide your most up to date contact details. You should contact the College if your details change over the course of the application process.

Section Four: Finance

Please tell us how you intend to pay for your studies- e.g. will you be applying for an SFE tuition fee loan, will you or a family member be paying directly or will an employer pay your fees.

It doesn't matter at application stage if you have not set up your finance arrangements but it is important that you have some idea of how you will meet the costs of study. It's your responsibility to ensure this is in place by the course start date.

Support for part time students

Part time students can apply for a tuition fee loan to help them manage the cost of fees. Part time students only start repaying their loan when their income is over the repayment threshold of £25 000 a year.

From September 2018, certain part-time students (BA Hons Education, PGCE (PCET) & Certificate in Education (PCET)) can also get a student finance maintenance loan to help towards their living costs for things such as rent, food, travel and other costs. How much depends on where they live and study, the course intensity and their household income.

For further information on Student Finance England support, please visit

<https://www.gov.uk/browse/education/student-finance>

<https://www.thestudentroom.co.uk/content.php?r=21733-Student-Finance-zone>

Part time students on a low income may be eligible for benefits, including Income Support, Housing Benefit and Council Tax Benefit. Allowances are dependent on personal circumstances such as income and any savings. If an applicant is already claiming income-related benefits they should ask Jobcentre Plus or their local authority's Housing Benefit section how this will affect their benefits.

Support for full time students

Full time students can apply for a tuition fee loan to cover fee costs.

Full time students from the UK can apply for a maintenance Loan for living costs. The loan is paid directly into the student's bank account at the start of term. They have to pay the loan back. Students can apply for up to £7,324 if they are living at home and up to £8,700 if they are living away from home (outside of London).

Students in certain circumstances might be able to get extra Maintenance Loan to help towards their living costs.

Full time students may be able to get extra financial help if they have children or an adult who depends on them financially. These grants are paid in addition to their main student finance and don't normally have to be paid back, unless they leave their course early. They can apply for Childcare Grant, Parents' Learning Allowance and Adult Dependants' Grant. The amount received will depend on their household income and that of any dependants.

Section Five: Previous Education

If you have already completed any HE qualifications (e.g. a foundation degree, HNC, HND or BA/BSc Hons) it is important that you declare these qualifications so that the College can provide appropriate advice and guidance to you about your student status. In some instances, if you already hold an Equivalent Level Qualification this may impact on your eligibility to claim support from Student Finance England.

Further/Post Secondary education: If you have previously studied at Ashton Sixth Form College, please indicate this on your form and if possible provide your student number. This will help us to verify your previous education. Even if you have previously studied at Ashton Sixth Form College, please provide full details of your qualifications. If you haven't yet completed your qualification (e.g. if you will take your final exams in summer 2019), please indicate that the final result is pending.

Professional Qualifications: If you have any professional qualifications **relevant to your application** please provide details.

Section Six: English Language

If English is not your first language you will need to attach details of your English language qualifications with results obtained and the date you took the test to the form. Please see course entry requirements, in most instances an IELTS score equivalent of 5.5 or above is required. If results are pending, please indicate this on the form.

Section Seven: Employment Details/Work Experience

Please provide details of employment or work experience **relevant** to your application. Please read the course descriptions carefully to check whether your experience is relevant. This is particularly important if you are a mature applicant who does not meet the standard entry criteria.

Section Eight: Personal Statement in support of your application

This short statement should detail why you are interested in the programme you've applied for and should not exceed 500 words.

Below are some suggestions of what to include in your personal statement. These are guidelines only so don't worry if some of the suggestions do not apply to you.

- Writing about the course

Tell us why you're applying for the course you've chosen: this is particularly important when you're applying for a subject that you have not studied before. Tell us why the subject interests you, and demonstrate that you understand what's required to study the course. Tell us why you're suitable for the course, what skills and experience you have that will help you to succeed on the course?

- Skills and achievements
This can include qualifications you have achieved, but it can also include activities you have taken part in that demonstrate your abilities/interests related to the course.
- Hobbies and interests
Think about how your hobbies, interests and social activities demonstrate your skills and abilities. If there's anything that relates to your programme or to the skills needed to complete a higher education course, include it - the more evidence the better.
- Work experience
Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen programmes. Try to link any experience to skills or qualities mentioned in the entry requirements.
- Future plans
If you know what you'd like to achieve after completing a university course, explain how you want to use the knowledge and experience that you gain.
- Mature students

If you are applying as a mature student, use the personal statement to explain what you have been doing since leaving education, and provide additional evidence to support your application.

If you are applying for the full-time Foundation Year Health and Social Care course (BSc Health & Social Care with a Foundation Year– UCAS code L516), the full-time BA Hons Education Studies course (UCAS code L510) or the full-time Foundation Degree in Video Content for Social Media course (UCAS code L511) you will also need to apply via UCAS and complete your Personal Statement in support of your application on your UCAS online application.

Section Nine: Residency Details

Please provide as much detail as you can so that we can accurately assess your fees status. If you are not resident in the UK or you have lived outside of the UK/EEA for an extended period of time, you may be assessed as an international student. The more information you provide, the easier it will be for the College to advise on fees and funding implications.

Section Ten: Referee

The College will only consider your application if you provide details of a referee. Before completing this section of the application, please contact your proposed referee to make sure they are happy to act in this capacity.

If you are currently or have previously studied at the College and would like a member of College staff to act as a referee, all you need to do is provide us with their name. If you have not previously attended the College or would like to use a referee from another organisation, please provide their contact details. The College will only contact your referee if it is necessary to better assess your application.

Section Eleven: Learner Declaration

By signing the form you are confirming that the information you have provided is true, complete and accurate. If you have completed the form online an electronic signature or your name added to the form will suffice.

Section Twelve: Data Protection & Privacy Notice

Please read this section and sign the Student Declaration and Consent-to-Process clause.

Section Thirteen: Equal Opportunities Monitoring

This information will help us monitor admissions and will not be taken into consideration for your application.

Submitting your completed Enrolment and Application

Once your application is complete, please return it with all appended documents to the College:

- By email (ljp@asfc.ac.uk), with the subject 'Higher Education Application'; or
- By post:
 - Lisa Pagan, Senior Admissions Officer
 - Higher Education & Skills
 - Ashton Sixth Form College
 - Darnton Road
 - Ashton-under-Lyne
 - OL6 9RL
- Or drop your completed form into our Main Reception for the attention of Lisa Pagan.
- Enquiries: If you have any queries please contact our team on 0161 6668215 or email HEadmissions@asfc.ac.uk.

Application Form Checklist

Please check that you have completed all sections of the form and attached any supporting evidence before submission.

Section One: Personal Details has been completed.

Section Two: The course you wish to apply for has been completed.

Section Three: Contact Details has been completed.

Section Four: Finance has been completed.

Section Five: Previous Education has been completed.

Section Six: English Language has been completed. If English is not your first language, you have provided details and certification of English language qualifications.

Section Seven: Employment Details/Work Experience has been completed.

Section Eight: Personal Statement in support of your application has been completed.

Section Nine: Residency Details has been completed.

Section Ten: Referee has been completed and you have contacted your proposed referee to ensure that they are happy to act in this capacity.

Section Eleven: Learner Declaration has been signed.

Section Twelve: Data Protection & Privacy Notice has been read and signed.

Section Thirteen: Equal Opportunities Monitoring has been completed.