

Application Form

to full time courses 2012/2013

OFFICIAL USE ONLY Interview details	Date and time
Venue	Interviewer

STUDENT NO.

Please complete in BLOCK capitals using a ballpoint pen.

Please note: Cambridge Area Partnership (CAP) students should use the separate CAP application form, or the on-line version. If you need help with completing this form, please contact our Admissions Team on 01223 418448.

1 Surname	Forename(s)	Mr/Mrs/Ms/Miss	2 Date of Birth
			D M Y
3 Home Address		Age (on 31 August 2012) _____	

Postcode	Home Tel	Mobile	Email
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4 Unique Learner Number (ULN)

5 Education Details - schools/colleges attended from ages 11 to 16 (and since if applicable)			
		From	To

6 Those not applying directly from schools or colleges, please indicate your present status
Employed full-time <input type="checkbox"/> Employed part-time <input type="checkbox"/> Unemployed <input type="checkbox"/>

7 Please tick the box if you are in care, or are a carer yourself
In care <input type="checkbox"/> Carer <input type="checkbox"/>

8 Resident status	
Usual country of residence	Do you or your spouse have a restriction on your passport? Yes <input type="checkbox"/>
Nationality	No <input type="checkbox"/>
Have you been resident in the European Economic Area for the past 3 years?	If YES, does one of the following apply
Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give date of entry to the EEA:	<input type="checkbox"/> Seeking asylum <input type="checkbox"/> Have exceptional leave to remain
	<input type="checkbox"/> Recently married to an EEA resident <input type="checkbox"/> Other

9 Equal Opportunities	10 Additional Support Details
To help the College monitor its Equal Opportunities Policy, please tick the appropriate box:	We want you to get the best from your course, so please let us know how we can support you. If you have any learning support needs, disabilities or medical conditions, we can contact you in confidence to discuss the support available. Please indicate below what support needs you may have:
<input type="checkbox"/> 31. White English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> 32. White Irish <input type="checkbox"/> 33. White Gypsy or Irish Traveller <input type="checkbox"/> 35. White and Black Caribbean <input type="checkbox"/> 36. White and Black African <input type="checkbox"/> 37. White and Asian <input type="checkbox"/> 34. Any other White Background <input type="checkbox"/> 38. Any other Mixed/multiple ethnic background <input type="checkbox"/> 47. Arab <input type="checkbox"/> 39. Asian/Asian British Indian <input type="checkbox"/> 40. Asian/Asian British Pakistani <input type="checkbox"/> 41. Asian/Asian British Bangladeshi <input type="checkbox"/> 42. Asian/Asian British Chinese <input type="checkbox"/> 43. Any other Asian background <input type="checkbox"/> 44. Black/African/Caribbean/Black British African <input type="checkbox"/> 45. Black/African/Caribbean/Black British Caribbean <input type="checkbox"/> 46. Any other Black/African/Caribbean/Black British Caribbean <input type="checkbox"/> 98. Any other ethnic group	<input type="checkbox"/> Autism Spectrum Conditions <input type="checkbox"/> Mental Health Difficulties <input type="checkbox"/> D/deaf/Hearing Impaired/ Hard of Hearing <input type="checkbox"/> Disability affecting mobility <input type="checkbox"/> Dyslexia/Dyspraxia/Dyscalculia <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Epilepsy <input type="checkbox"/> Emotional Behavioural Difficulties <input type="checkbox"/> Language Impairment <input type="checkbox"/> Other: <input type="text"/>
	Alternatively, please feel free to contact the Information & Advice Team on 01223 226315/418249 to discuss further.

11 Criminal Convictions, Cautions, Reprimands, Warnings etc. (please see Guidance Notes)

12 Course/programme requested (list in order of preference, showing subject(s) where relevant)
1
2
3
4
5

13 Have you had individual career guidance to discuss your programme choice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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It is important you state your actual/estimated grades so we can ensure you are guided onto the course level which suits you best

14	Qualifications + Level	Awarding Body	Estimated Grade	Actual Grade (if known)	15	Qualifications + Level	Awarding Body	Estimated Grade	Actual Grade (if known)

16 If you have any career plans please note them here

17 Please tell us how you first heard about the College (please tick one box only)

- Friend/Family
 - Open Day
 - Careers Event
 - Facebook
 - School
 - Radio
 - Newspaper/Magazine
 - Other (please indicate below)
 - Website
 - (School) Guidance Advisor
 - Postcard/Banner
-

18 All applicants for full-time courses have to supply a reference. If you are under 19 and/or have been in full-time education for the last 2 years, your reference should be from your current or most recent school or college. If you are 19 or over and haven't been in full-time education for the last 2 years, you will still need to provide a written reference from a responsible person other than a family member or a friend. We would request that the reference includes details on the following areas: predicted achievement or application to work tasks, motivation, general behaviour and relationships with others, attendance, punctuality, reliability and other relevant comments. Please attach your reference to this form, or have it sent separately to the Admissions Office (address at bottom of page).

19 Please describe below why you think CRC would be best suited for you in your intended career path, and what you hope to achieve from your time at the College. Please continue on a separate sheet if necessary and attach to this application form.

Signature of applicant	Date

Statement by parent/carer (for students under 18 only)

This application has my support.

Parent/carer's signature _____

Please print name in block capitals _____

Address (if different from that of applicant) _____

Email _____

Contact telephone number work/home (delete as necessary) _____

Please return completed form and reference to:
The Admissions Office, Cambridge Regional College, Kings Hedges Road, Cambridge CB4 2QT

Guidance Notes

Cambridge Regional College is fully committed to equalising opportunities and welcomes enrolments from everyone, irrespective of age, background, gender, disability or support needs. We are committed to safeguarding our learners, staff and visitors through providing a safe environment and safe working practices. If you need any advice on which study option is best for you or if you need help with applying, please contact our Information & Advice Team on 01223 226315/418249.

1. We request that, where possible, applicants fill in their application form themselves, rather than have others complete it on their behalf. Please complete the application in block capitals using a ball point pen, preferably black. If you need any help completing your form, please contact the Admissions Office on 01223 418448.
2. Please enter date of birth and your age on 31 August 2011.
3. Home address. If you have a different address for correspondence, please write it on a separate sheet and attach it to the form. If you change address after you have made an application, please inform the Admissions Office on 01223 418448 so your details can be updated.
4. The ULN is a personal 10-digit number randomly generated and allocated to post 16 learners. It is anonymous and will remain with the learner throughout their lives so that, in the future, all their learning experiences, exam results and qualifications will be linked together.
5. 11-16 Education details. Please complete if you are in full-time education or have just left, indicating current/most recent school/college.
6. Please complete if you are not in full-time education.
7. We are aware that young people who have been in care, or are carers themselves, move schools more frequently than others or have often missed chunks of schooling through actual absence or as a result of disruption to their lives. If we are aware that you are being looked after, or are caring for someone in your family, we will aim to provide you with additional support and opportunities to catch up with your work. Your circumstances will be treated confidentially and only shared with your permission with those staff who need to know.
8. Resident status. Please note as a full-time non EU International student you will be liable for fulltime fees of up to £5,200* (FE) and £8,200* (HE) depending on your course of study. Please contact the International Office on +44 (0)1223 226317 for further information.
9. This section invites you to describe your ethnic origin. It helps us to monitor our Equal Opportunities policy and is treated in strict confidence. However, if you do not wish to provide this information there is no obligation to do so.
10. You are invited to tick the relevant additional support boxes if you feel you would benefit from learning or other specialist support.
11. Applicants declaring that they have a conviction will be referred to the Head of Learner Engagement & Support for assessment. Students who do not respond to requests for further information relating to their conviction will be reminded in writing on two occasions. If they fail to acknowledge three written requests they will be informed in writing of the College's intention to withdraw their offer of a place. If an applicant is found later to have not disclosed a conviction on their application, they risk being excluded from the College in accordance with the Terms and Conditions of enrolment.
12. Please state your chosen course(s) in order of preference. If you wish, you may bracket your choices to indicate that they are of equal preference.
13. It is important that you discuss your course choice and future career direction. If required, we can arrange for you to attend an individual interview with a Careers Adviser prior to your Welcome Event.
- 14 & 15. Please enter the estimated grades for the subjects/courses you are currently following, or the actual grades of qualifications/examinations already taken. Please make sure you indicate the level of the course, i.e. GCSE, Foundation, Intermediate etc.
16. If you have any career plans, please note them here.
17. Please tell us how you heard about the College, eg. through school, a friend, Guidance Advisor or an advert.
18. All applicants for full-time courses have to supply a written reference. If you are under 19 and/or have been in full-time education for the last 2 years, your reference should be from your current or most recent school or college. If you are 17 or over and haven't been in full-time education for the last 2 years, you will still need to provide a reference from a responsible person other than a family member or friend. We would request that the reference includes details on the following areas: predicted achievement or application to work tasks, motivation, general behaviour and relationships with others, attendance, punctuality, reliability and other relevant comments.
Please attach your reference to the form, or have it sent separately to the Admissions Office. Course places will not be offered without a satisfactory reference.
19. Please use this section to provide additional information about yourself, e.g. work experience, interests, skills and other achievements, and why you wish to follow a course at CRC. Applicants who have not recently completed full-time education in school or college please include education/training details in this personal statement.

*** Please note fees are correct at time of going to press but may change.**

Please keep this page for your reference.