



BHASVIC

Guidance on completing the BHASVIC Application Form

We are delighted that you are considering applying to BHASVIC. These guidelines provide information on aspects of the application form which might need a little explanation. More detailed information about the Admissions Process at BHASVIC is available in the Admissions Policy from the college's website.

Please note, the application form is online only and there is no paper version.

The Application timetable:

	Process	Timeframe
1	Apply by the BHASVIC deadline	first Friday in December
2	Make sure you have your email confirmation of your submitted application form	As soon as you send
3	Await a letter from BHASVIC inviting you to interview	Between November and March
4	Attend Interview	Between November and March
5	Await offer letter, if BHASVIC is offering you a place	Approximately two weeks after your interview
6	Reply to your offer letter, accepting the place	Within two weeks of having received the offer letter

Congratulations! If you have returned your acceptance slip within time, you have completed the application process for BHASVIC

The online application form

- You will create an account to make an application.
- You can save your progress at any point and return to complete the form.
- Once you have completed and submitted your form, you will be able to print and/or download a PDF for your own records.

Section 1: Proposed courses

College Choice:

If you wish to apply to BHASVIC, please make sure that you select 'BHASVIC' from the 1st Choice College dropdown list.

You do not have to choose a 2nd or 3rd Choice College, but if you wish to have Brighton MET as a backup choice, then make sure you include this as a 2nd or 3rd choice.

You will not be able to make a joint application to BHASVIC and Varndean College – you must choose one or the other of these two sixth form colleges to make your application. However, should you decide to no longer apply to BHASVIC, or we are unable to make you an offer, we will be able to pass your application to Varndean College or Brighton MET if you have added either as your 2nd Choice. Varndean College and Brighton MET will then contact you if they wish to.

You can apply to BHASVIC and Brighton MET as an 'equal first choice' but only if the course choices are very different, for example applying to BHASVIC for A levels and Brighton MET for a vocational qualification. If you wish for your application to be treated as 'equal first choice' please write this in the Additional Details section in Section 4, which is a later page on the online form.

Course Choice:

Please make sure you have carefully considered all the different subjects and qualifications, as well as whether you are interested in single or double courses. Details of each course are available on the website and in the college's prospectus.

Please also carefully check the entry requirements for each course you are requesting.

Normally, students will choose the equivalent of three single courses (for example three A levels, or a Double BTEC and one A level, etc). Students selecting Double Maths A level may wish to add two other A levels as well.

Section 2: Personal Details

Take care to provide your contact details accurately. Your mobile number and email address are particularly important for us to be able to send important information to you about your application, or to contact you should we need to resolve any individual matters with you.

If any of your personal details change, please email admissions@bhasvic.ac.uk with these changes as soon as possible.

Section 3: Current (or most recent) Course

In the 'Level' column, please indicate whether the subject is a short course, a double or a triple (for example Religious Studies *GCSE short*, or Science *GCSE double*, etc.)

Please tick the 'Predicted' box if you have not yet taken final exams or have not yet completed the qualification. If you already hold the full qualification, please leave the 'Predicted' box un-ticked.

If you have not yet completed the full qualification but also do not have a predicted grade from your school, please add in the grade you believe you are most likely to achieve and we will clarify this with you at interview.

Section 4: Additional Details

Additional Learning Support

It is really important that you tell us if you need any extra support due to a disability, learning difficulty or literacy or numeracy support needs. If you tick yes to this section, we will contact you to discuss your support needs before your course starts. Disclosing information will not be used for admissions purposes and will not affect your place in any way.

Criminal Convictions

'Relevant' convictions mean convictions for offences that are:

1. Against the person, whether of a violent or a sexual nature;
2. Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
3. Arson.

Whether your conviction is 'unspent' or not will depend on the time and nature of the sentence. Please consult with the Criminal Records Service if you do not know, before submitting your application to us.

If you tick yes to this section, you will be asked to complete a more detailed confidential form regarding your conviction(s). Having a criminal conviction will not necessarily prevent you from studying at college and we may need to discuss your convictions with you.

If you do not disclose a relevant conviction, then this could result in exclusion or disciplinary action by the college.

Name of Parent/Carer/Emergency Contact

Please complete this section carefully. If you have more than one parent/carer or emergency contact (for example two parents who do not live together) please provide the details of one contact in this application form and bring further details with you to your interview.

Future Plans

We would like to read your thoughts on your longer-term aims, such as your career plans or ideas you have for further study after BHASVIC. If you are uncertain of your longer-term plans, please do not worry as we will discuss your course choices at interview with you.

Section 5: Data Protection & Signatures

Please read this section carefully as, by signing the application form, you are agreeing to us sharing the information contained within the form with the Education Funding Agency.

You are also agreeing to information regarding your education being shared between your current or previous schools and the colleges.

Please print your name in the signature box – BHASVIC will take your application and email address as signed verification from you.

You will be able to print or download a PDF of your completed application at this point.