

## Guidance Notes: Completing Your Application Form

### Section 1: Personal Details

Take care to complete this information clearly and in full. Please include your mobile number so that you can receive text updates about your application. If your address or phone number changes, remember to tell the college you have applied to as soon as possible.

We need to know if you have lived outside the UK so that we can decide if you need to pay fees. **If you have lived in the UK for the last 3 years you do not normally need to pay fees.** If you think you will have to pay fees, please contact Admissions at your first choice college as soon as possible.

Our courses normally have English Language entry requirements. If English is not your first language, you may be asked to attend an assessment to check you have the required level of English Language for your chosen course.

### Section 3: Proposed Course

Please make sure you have carefully considered all the different types of courses that are available to you via each college's prospectus, website and by attending each college's open evening.

Please list the name of the college(s) and course(s) to which you want to apply, in priority order. You do not have to include all three colleges.

If you only want to apply for one course, this is fine, just leave the 2nd and 3rd spaces blank. You are advised however, that it is sensible to make a second choice in case your first choice is over subscribed.

If you are unsuccessful in your first choice application, we will discuss with you a transfer of your application to one of the other two colleges, where relevant. You will not need to fill in another form.

You can apply to two colleges as an 'equal first choice' but only if the course choices are very different. For example applying to Varndean College for A levels and City College for a vocational qualification. You may not, however, apply to Varndean College and BHASVIC as equal first choice.

If you wish to apply for an Apprenticeship (City College only), please tick the appropriate box.

### Section 4: Current (or more recent) Course

Please include all the subjects you are currently taking, together with the level (higher, intermediate or foundation GCSE) and length (full or short course) and any qualifications you have already achieved. If you have predicted grades from year 10 exams or year 11 mocks, include them in the 'predicted' column. If you have taken exams early, please tell us the result and the year you took them in the 'achieved' column.

### Section 5: 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.

### Section 6: Criminal Convictions

'Relevant' convictions means convictions for offences:

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

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.