

Yeovil College University Centre Application Guidance

Thank you for considering Yeovil College and Yeovil College University Centre for your further studies. Below is some information that will assist you in submitting your application but if you have a question that isn't answered below then please do not hesitate to contact our HE Administration Team directly either through universitycentre@yeovil.ac.uk or on 01935 845454.

APPLYING FOR FULL-TIME STUDY (Undergraduate)

Applications for all Full-Time Undergraduate programmes (Higher National Diploma, Foundation Degree, Bachelor's Degree) are managed through the Universities and Colleges Admissions Service (UCAS). This is accessed through www.ucas.com

You can use UCAS to search for programmes, enter your selections for a place to study Higher Education, and track your application(s), offers, and acceptances. Please refer to the '[When to Apply](#)' section for clear information on deadlines throughout the UCAS application process.

APPLYING FOR PART-TIME STUDY (Undergraduate/Postgraduate)

Applications for all Part-Time programmes, across all levels of study, are made direct to the University Centre using the dedicated application form. This can be handed in directly to the University Centre, posted, or emailed (so long as there is a signature upon the application form).

The following information is appropriate in supporting the completion of applications and admissions processes across both Full and Part-Time modes.

INFORMATION IN SUPPORT OF APPLICATIONS

Programme of Study

Please ensure that you enter the correct programme that you wish to apply for, a full list of programmes is available from <http://www.ucy.ac.uk/courses/about-courses/> , or the online [University Centre prospectus](#)

For Full-Time applications please make sure you have the correct title and UCAS Code reference that you will need when completing your application through the UCAS system. This is a sequence of 4 digits including both letters and number (for example AB01). You

will also need the **Institution Number**, which for Yeovil College University Centre programmes is **Y25**.

Please note that all Full-Time applications must go through the UCAS system. The University Centre is available to provide support, advice and guidance, but we cannot accept direct applications to Full-Time programmes.

Please note that only Home and EU applicants are permitted to apply for Part Time study where this option is available. This is due to constraints in place regarding the minimum number of study hours required to be sponsored for a Student Visa through the College's Tier 4 licence. The most Higher Education programmes start in September but please check course profiles for details, or contact the University Centre directly.

If you wish to apply for more than one programme:

- In UCAS please specify each course by its individual UCAS code
- On the application form please list each programme, indicating an order of preference for consideration

Personal Information

Please complete your personal details in full as they appear on your passport. Please note that the information provided on your Nationality, Date of Birth, Country of birth and Country of residence will inform our initial assessment of your fee status. It is really important this information is accurate else a proper evaluation cannot be made, which may delay a decision on your application, or indeed any applications for student finance.

Information in support of a Student Visa (Full-Time only)

As above it is important that you provide all details regarding your Nationality, Country or origin or permanent residence in order to identify if you require sponsorship for a Student Visa due to normal residence / origin from outside of the EU. The information collected through UCAS will be reviewed and you may be required to send certified, translated copies of your previous qualifications (confirmed through NARIC) in for review alongside your application. Once a decision has been made on both counts the appropriate advice will be provided. The University Centre will support you throughout this process.

National Insurance Number (Part-Time only)

All applicants must provide details of their National Insurance number as part of verifying the identity of the applicant. Should this not be available please leave this blank but contact the University Centre directly so that appropriate identity checks can be undertaken.

Contact Details

It is imperative that we hold accurate, direct, contact details for you. This will include an appropriate telephone number, and email which is regularly checked. Should the University

Centre need to contact you regarding your application these will be the 2 primary modes of contact.

Please provide all relevant addresses (home, and if required correspondence address) so that further information can be duly sent to you throughout the applications and admissions process.

Note: International Applicants – please ensure that the contact information provided if direct to you. The University Centre reserves the right to discuss an application directly with the applicant and will not deal with 3rd parties – such as agents or parents.

English Language Requirements

You should consider English as your first language if you are a national of one of the following countries:

- Antigua and Barbuda
- Australia
- the Bahamas
- Barbados
- Belize
- Canada
- Cayman Islands
- Dominica
- Great Britain
- Grenada
- Guyana
- Jamaica
- New Zealand
- Republic of Ireland
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- USA

Please note that although English may be your first language there may be a set of circumstances where we are still required to ask for evidence of English language ability.

For International applicants there is a consistent requirement of attaining a certified IELTS score of 6.5 or higher to attain entry alongside mandatory entry requirements for the programme.

English Language / Maths Qualifications

All applicants must provide details of their Level 2 (GCSE or equivalent) qualifications in English and Maths. As a principle the University Centre will accept grades equivalent to A*-C (GCSE). Should you not have attained this level this will not prohibit your application, however depending on the subject of study there may be a mandatory requirement for you to either attain the Level 2 equivalent prior to entry, or alongside your core programme of study.

Education Qualifications

Please provide accurate information on your highest level qualification as well as any additional qualifications that you feel would be relevant to the programme you are applying for. If you are presently studying please provide an accurate current prediction of your final outcome. At enrolment you will be required to bring all certificates / transcripts supporting your qualifications for verification.

Professional Qualifications

In some circumstances, you may wish to provide evidence of professional qualifications to support your application. This is not mandatory but you are welcome to enter the details and provide the certification at enrolment.

Work Experience

If you have a gap in your education profile or feel that you have significant, relevant work experience then please include this information in support of your application. This is particularly beneficial if:

- You are a mature learner (over 21) that has no formal qualifications relating to the programme of study being applied for, but have appropriate work experience
- Your present / predicted academic profile does not meet the mandatory entry requirements relating to UCAS tariff points

Sponsorship

If you are being sponsored by a 3rd party (such as an employer), and they will be paying your tuition fees, please provide this information. At enrolment you will be required to confirm this and your sponsor will be invoiced accordingly following verification.

Support for Learning

This is exceptionally important, and should not be considered a stigma that will be used negatively in the evaluation of your application. If you either have a known, diagnosed condition that requires any form of support for you to succeed on your course, not matter how minor or major, this should be declared at application. Furthermore, any supporting documentation you may have will also be of benefit, but is not essential. For some learners there may be the possibility of applying for [Disabled Students' Allowance](#) (DSA). The declaration of a support or learning need is to ensure that the University Centre can advise,

and ensure that appropriate support mechanisms are in place prior to the commencement of your study.

If you suspect you may have a learning need, but which has not been previously diagnosed or evaluated, it is advised that you declare this at application, externally seek appropriate assessment, and when determined provide this information to the University Centre.

You may not wish to disclose your disability at this point. However, we may not be able to meet your individual needs if we do not have the opportunity to assess them in advance, and that could impact on your experience on the course or even your own ability to take up your place.

Should you want to talk privately about a possible learning need, even which you think may not impact your ability to undertake your studies, please contact the University Centre on 01935 845454 or via university.centre@yeovil.ac.uk and we can then direct you to the specialist Additional Learning Support team of the College who can support you further.

Personal Statement

This is a crucial part of your application. The Personal statement should outline the core reasons for your interest in studying your programme of choice; how it will benefit your career aspirations; why you are an appropriate candidate to be considered for a place. It will be evaluated alongside your academic qualifications.

Criminal Convictions

Yeovil College and Yeovil College University Centre is committed to providing a safe working and learning environment for all staff and students as well as the wider local community. This is in addition to its mandatory need to safeguard all learners throughout the campus. Part of this commitment requires the University Centre to check that any applicants potentially joining the university have declared any criminal convictions. If you declare that you have a criminal conviction you will be asked for further information. Following receiving this an independent panel of University Centre and College staff will evaluate the context of the declaration and will consider the issues and how much of a risk this presents to the staff and students. If you have a criminal conviction which you do not declare in your application but is revealed during your studies, the University Centre reserves the right to withdraw you from your programme of study if deemed appropriate.

References

All Full-Time applicants must provide a reference as part of their UCAS application. This is generally your present Personal Tutor (if in study). If you are applying for a Full-Time programme but are not presently undertaking any form of study you should provide a reference who can evaluate, through examples:

- Your suitability to successfully complete the selected programme of study
- Your experience within the related subject to the selected programme of study

For Part-Time applicants there is no mandatory need for references to be provided, however please note that we may contact you for a reference in support of your application after initial evaluation.

Ethnic Origin

In order to ensure that we are fair and consistent in our selection and monitoring procedures and so that we can monitor how well we meet our legal requirements, it is the policy of the College and University Centre to require ethnic monitoring to be completed as part of the application process..

Yeovil College and Yeovil College University Centre recognise the benefits of having a diverse community of staff and students and as such is fully committed to equal opportunities. The information you provide will be treated in accordance with the College's Data Protection Statement, and in line with the Data Protection Act 1998. It will not be taken into consideration as part of your application at any point.

Declaration

Please read the declaration information carefully to ensure that you are comfortable with what you are agreeing to before submitting your application, either through UCAS or via the application form.

NEXT STEPS AFTER YOUR APPLICATION

Once your application is submitted it will be reviewed by the HE Administration Team in addition to the Programme Team of the Curriculum Area for your course. The University Centre has a commitment to decisions on applications being made within 3 working weeks. Decisions for Full-Time applications will be processed through UCAS, and Part-Time applicants will be written to directly. Essentially a decision will be based upon the following principles:

1. **Unconditional Offer** – that you are offered a place to study your selected programme without the requirement to satisfy a condition (e.g. attainment of a particular grade in current studies)
2. **Conditional Offer** – that you are offered a place to study your selected programme but on the requirement you satisfy a specific condition (e.g. attainment of a particular grade in current studies). This will be detailed to you when we respond.
3. **Interview Required** – that in order to formalise a decision there is a need for you to undergo an interview. This will be either in person, by telephone, or through video conferencing (Skype), and will be conducted by a member of the Programme Team. Arrangements will be made and you will be notified of these directly. Note: for programmes with mandatory interviews (Creative subjects, Teacher Training), this will be automatically arranged upon receipt of your application.

Should any further information or verification be required you will be contacted directly by a member of the University Centre HE Administration Team using the primary details provided.

At any time you can contact the University Centre to check on the progress of your application. If you are using UCAS please remember that you can also use the 'Track' system to see any decisions that have been made.

Contact information for the University Centre is:

Email: universitycentre@yeovil.ac.uk

Telephone +44 (0)1935 845454

Postal Address: Yeovil College University Centre, Yeovil College, Mudford Road, Yeovil, Somerset BA21 4DR

The University Centre Administration is open from 8:30-17:00 Monday to Thursday, and 8:30-16:30 on Fridays.

STUDENT FINANCE – A QUICK NOTE

For any applicants considering to apply for Student Finance to support your studies this can be made at the same time as your application to the University Centre, or any other institution you may apply to. Your application for Student Finance is broken down into :

- Tuition Fee Loan (to pay the cost of your programme)
- Maintenance Loan (to support you whilst you study, or in purchasing relevant items to support your programme)

Applications must be made annually through the [Student Finance Portal](#), and this is generally open from the end of February. It is advised that you make your application for student finance as soon as is practical to avoid delays upon the start of your programme.

There are also some local and regional bursaries that may be applicable to you. Please contact the University Centre directly for more information and details as to how to apply for these.
