



APPLICATION: HIGHER EDUCATION PART TIME AND DIRECT ENTRY

Student Reference No. (Office use only)

Before filling in this form please refer to the guidance notes.

1. DETAILS OF COURSE TO WHICH YOU WISH TO APPLY

This form should be used to make a direct application to the following courses:

BA Honours Degree, Foundation Degree, PGCE courses

Course Title	Entry Point (i.e. Year 1)	Full or Part Time

If you wish to apply for more than one course please indicate first and second choice

2. PERSONAL DETAILS

Family Name

First Name(s)

Date of birth day month year

Male/Female

Correspondence address *(please note that we will send all letters to this address)*

Postcode

Country

Mobile phone

Telephone/Fax

Email (please print clearly)

Please note that we will mainly keep in contact by email, please ensure that the email address that you give is active.

Family home address

Postcode

Contact telephone

6. RELEVANT EMPLOYMENT: *Please supply details of previous or current relevant full or part-time employment.*

Name of employer	Position	Date(s)	Nature of work

7. PERSONAL STATEMENT

Please attach a personal statement (maximum of 500 words)

8. REFERENCES

Please send a letter of support from someone other than a close relative, who knows you or has known you in the past

e.g. teacher, employer.

9. MEDICAL CONDITION/DISABILITY/ADDITIONAL LEARNING NEEDS

Do you have a disability? No Yes If yes, please give details below as shown on guidance notes 9.

Number	Description

10. DISCLOSURE OF CRIMINAL CONVICTIONS

Please indicate if you have a relevant criminal conviction by ticking the box Yes

11. ETHNIC ORIGIN

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please describe, as far as possible, your ethnic origin by ticking the appropriate box.

10	White	39	Other Asian background
14	Irish Traveller	41	Mixed – White and Black Caribbean
21	Black or Black British – Caribbean	42	Mixed – White and Black African
22	Black or Black British – African	43	Mixed – White and Asian
29	Other Black background	49	Other Mixed background
31	Asian or Asian British – Indian	80	Other Ethnic background
32	Asian or Asian British – Pakistani	90	Not known
33	Asian or Asian British – Bangladeshi	98	Information refused
34	Chinese		

12. STATEMENT OF PARENTAL/GUARDIAN SUPPORT

(Necessary where candidate is under 18 on 1st September the year the programme commences)

I consent to my son/daughter applying to The Arts University College at Bournemouth and, if accepted, taking part in any education visits, practical placements or community study. I understand that he/she will be subject to the Institute's regulations.

Signature of parent/guardian

Date

If you would like to nominate a person/persons with whom your application may be discussed, please state their names here.

13. DECLARATION

I confirm that the information given on this form is true, complete and accurate.

Date

Please return completed application, with any separate sheets securely attached to the form to:

Admissions, The Arts University College at Bournemouth, Wallisdown, Poole, Dorset BH12 5HH United Kingdom

Telephone: +44(0)1202 363225 Facsimile: +44(0)1202 363378 Email: admissions@aucb.ac.uk

NB To save postage costs please fold this in half before posting.

Before completing the form, please ensure that you read these notes for guidance carefully. You should also read the current Arts University College directory and refer to the course information on our website for details about the course that you are applying for in order to ensure that you are familiar with the curriculum and entry requirements. Your application may be photocopied to send to a tutor therefore it is important that you write neatly using black ink or typescript.

SECTION 1. DETAILS OF COURSE TO WHICH YOU WISH TO APPLY

Please print the full title of the course you wish to apply to. We also need to know the entry point, this is usually Year 1 but if you wish to transfer to us from an existing course elsewhere this may be Year 2 or 3. Details of courses offered Part Time are available on the website www.aucb.ac.uk

SECTION 2. PERSONAL DETAILS

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): enter your full name as it appears in your passport or other official documentation.

Correspondence address: enter the address to which you expect all correspondence to be sent.

SECTION 3. FEE STATUS

State which country you were born.

Country of Residence:

If you live outside the UK, state the country (e.g. Japan) where you are living as your area of permanent residence.

If you live in the UK state your area of permanent residence (e.g. London or Essex etc) and when you first entered in the UK.

SECTION 4. QUALIFICATIONS

As we need to verify that you have the qualifications necessary for the course please:

- Enclose photocopies of qualifications that you already have with your application form; including GCSE, Key Skills or equivalent.
- If you are currently taking examinations, please send details of your grades or notification of the successful completion of your course to Admissions. You can do this by fax or letter or scan the document and email, we will need to see a photocopy of your results.
- Please do not send original documents.

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to Higher Education. For example, High School Certificates, Baccalaureate, Studentereksamen, Norwegian Vitnemal etc.

The Arts University College at Bournemouth welcomes mature applicants, including those who do not have conventional qualifications for admission to Higher Education. Full account is taken of relevant experience, other educational achievements and the portfolio of artwork.

SECTION 5. WHAT ARE YOU CURRENTLY STUDYING?

If you are currently working towards an award, for example A Levels, please give full details of the course title, where you are studying and when you will take the final examination/ assessment. If you are transferring from another Institute please give details of the course, including course title and the Units you have undertaken.

SECTION 6. RELEVANT EMPLOYMENT

Please include all relevant work experience and training (if applicable to the application). Do not list unrelated employment or work experience.

SECTION 7. PERSONAL STATEMENT

Enter here any further information you may wish to offer in support of your application. You may find it best to type your statement and attach it to this application form. We would recommend that you do not write more than 500 words. Take time to read about the course that you are applying for especially the 'What We Look For' section on each course page on the website. Admissions Tutors will be interested in your reasons for choosing the course that you have applied for and your career aspirations for the future (if you know them at this point in time) You could include details on who has influenced your work, if you have a favourite artist or designer and what type of work you like to see. Do not overlook the fact that we wish to find out about you as an individual. Show your personal interest in art or design and show your enthusiasm for the subject. Also, if relevant, show your breadth of study and research, but most of all show your best endeavours.

SECTION 8. REFERENCES

Your referee should know you well enough to write about you and your suitability for continuing your studies. The reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer or a teacher from your current or previous school or college.

SECTION 9. DISABILITY/ADDITIONAL LEARNING NEEDS

If you do not have a disability and you are not aware that you require any additional support for your studies or for your accommodation tick the box NO and then move on to section 11. If you do have a disability tick the box YES and then add one of the following categories in the space provided.

Information on disability will be shared with the Senior Disability Officer. The Arts University College at Bournemouth will use this information to assess any special arrangements or facilities that may be required. Unless special needs are made known, the Institute will be unable to make appropriate provision for you. If you wish to contact the Senior Disability officer directly please email disability@aucb.ac.uk

The new codes and definitions are listed below:

- A No disability
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above
- J You have two or more impairments and/or disabling medical conditions

SECTION 10. DISCLOSURE OF CRIMINAL CONVICTIONS

The Institute takes very seriously its duty of care to its existing staff and students. The decision on whether to accept a student with a criminal conviction should be based on whether the student is considered to be a risk to staff or students. Further details of relevant criminal convictions can be found in our admissions policy which is available on the web site <http://www.aucb.ac.uk>

SECTION 11. ETHNIC ORIGIN

Please state your ethnic origin using the codes provided. This information is not used in the selection process but only used for statistical purposes only.

SECTION 12. STATEMENT OF PARENTAL/GUARDIAN SUPPORT

You only need to fill in this section if you are under 18 years old.

SECTION 13. DECLARATION

When you sign the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The Arts University College tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.

DATA PROTECTION

The Arts University College at Bournemouth will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The Data Protection Act requires us to maintain the confidentiality of students over the age of 18. This means that we are **not** allowed by law to discuss any aspect of a student's education/financial/ personal life to any other person (including parents) without the student's written permission.

The information provided in your application will normally be confidential between you, your referee and the appropriate staff at the Arts University College relevant to your application. The University College has an Equality and Inclusivity Policy.

Information on this form will be held on computer under provision of the Data Protection Act; some data will be passed onto Local Authorities, Connexions and Government agencies. We confirm that, in line with the terms of the Data Protection Act, you are entitled to a copy of all your personal data held by us.

Please return your completed application form to:

Admissions

The Arts University College at Bournemouth

Wallisdown

Poole

Dorset

BH12 5HH

UK

WHAT HAPPENS TO MY APPLICATION?

You will be sent an acknowledgement email when your application is received.

You will then receive an invitation to interview letter with details of date and time of interview. You will be asked to bring a portfolio with you and you will receive portfolio guidelines. It is important that you bring a variety of work that is carefully selected to enable us to assess your creative ability and potential. Please photograph very large pieces, as they may be cumbersome to transport. Portfolio guides and more detailed information on all courses at the Arts University College are available on the web site at www.aucb.ac.uk

We will email you throughout the admissions cycle – please check your emails and let us know if you change your email address.

If you have any questions about your application please email Admissions at admissions@aucb.ac.uk