

Full Time Programme Application Form

Please use block capitals, tick where appropriate

If you have any questions please call 01539 814700

Please state the Full Time Programme you are interested in:

Other areas of interest:

About You

Title: Mr Mrs Miss Ms

National Insurance No:

Last Name:

First Name:

Date of Birth: dd/mm/yyyy

Gender: Male Female

Address

Postcode

Country of Residence:

Have you lived in the UK or EU for the last 3 years? Yes No

Telephone No (Day):

Telephone No (Evening):

Mobile No:

E-mail Address:

Next of Kin: Name

Relationship to you:

Next of Kin Phone No (Day):

Next of Kin Phone No (Evening):

Address:

Postcode:

Do you have any kind of disability or learning difficulty we need to know about? Yes No

Please tell us how we may support your learning at college (eg with mobility, dyslexia, aspergers, etc):

Would you like to discuss your needs relating to a disability or learning difficulty with a member of the Study Services team? Yes No

Name & Address of your last school or college (if leaving this academic year):

Name:

Address:

Postcode

Date of Leaving: dd/mm/yyyy

Currently on college year 11 programme? Yes

Application Form continued

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Qualifications Achieved (or predicted GCSE grades)

Subject	Level	Grade	Date awarded (dd/mm/yyyy)	Qualification gained at KC
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Office Use: Evidence of entry requirements seen

Initials

Employment or Work Experience:

Description	Dates

Other Information: Please use the space below to tell us a bit about yourself, such as why you are interested in coming to the College and why you are interested in the courses you are applying for.

Please state any times/dates you will be unavailable for interview (holiday/exams):

Signed: _____

Date: _____

Marketing Information:

Please indicate where you first heard about the course you are applying for.

- | | |
|---|---|
| <input type="checkbox"/> Careers Convention | <input type="checkbox"/> Careers Office |
| <input type="checkbox"/> Leaflet Drop | <input type="checkbox"/> Prospectus |
| <input type="checkbox"/> College Open day | <input type="checkbox"/> Radio/TV |
| <input type="checkbox"/> Tutor | <input type="checkbox"/> Trailer |
| <input type="checkbox"/> School | <input type="checkbox"/> Friend/Student |
| <input type="checkbox"/> Web Page | <input type="checkbox"/> Newspaper |

Please return your completed form to:
The Admissions Officer, Kendal College, FREEPOST, Kendal, Cumbria LA9 8BR

How to Apply

If you have any questions please call 01539 814700

Our Open Days will be held throughout the year. These days are a good opportunity for you to come into College, have a look around and talk to some of the tutors and current students about the courses. You can get information about the different courses and get a feel for what it is like to be a College student.

If you can't attend an open day, call Student Services to arrange a visit to a department at a time to suit you. If you are still at school, then your careers teacher or Connexions adviser will be able to help you with your course choice.

Once you have decided on the type of course you want to do, you need to complete the application form in this prospectus. If you want further information about a course or have some questions, then you can ring Student Services who will be happy to answer your questions.

Full time Further Education courses will generally require you to attend college for between three and five days per week, depending on the course. Higher Education courses will generally require you to attend college for between six and nine hours per week, depending on the programme.

For our full-time Higher Education Programmes, applications should be made through the UCAS system (University & Colleges Admissions Services).

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You can also apply for a full-time programme online, by going to **www.kendal.ac.uk**, using the course search to find the course you would like to apply for and clicking the apply now link. Or contact the Admissions officer directly on:

01539 814709 or email: **admissions@kendal.ac.uk**

Within a few days your application will be acknowledged and you will then be invited to attend a guidance meeting where you will find out more about the College and meet with the course tutor. This meeting is important in making sure you get on the right course, so come prepared with your questions. If you are new to a subject area, you may be advised to start on a Level 1 certificate or diploma. You are welcome to bring your parents or carers with you if you wish. The tutors will want to know why you have chosen that particular course and what you expect to achieve as entry qualifications. The final decision about what level course you go on will be decided when you receive your GCSE results if you are taking them, or if you are a mature student, your previous experience. Some courses fill early so apply as soon as possible to ensure your place.

After the guidance meeting you are likely to be offered a conditional or unconditional place on a College course. The College will take up a reference with your school but this will remain confidential. Please enquire about assistance with travel.

Fees Information

There are no tuition, registration or exam fees for full-time courses and Apprenticeships if you are aged between 16 and 18. You may however need to pay for specialist equipment and some educational visits, further details can be found in specific course information sheets.

Information on fees for learners aged 19 or over and non-EU residents will be confirmed during the applications process.

Other Charges

If you are aged 16-18 you will be charged fees for examinations in the following cases:

- Your attendance falls below 85% or your work has not been completed
- You do not turn up for an examination for which you have been entered
- A resit for exams failed at college
- A resit for exams where you want to achieve an improved grade

Some courses require you to purchase specialist equipment and/or a uniform. You will be provided with details and approximate costs at your guidance meeting. Financial assistance can be applied for in cases of hardship. You will be asked to pay for trips visits and residentials, forming part of your course.

Use of College leisure facilities, stationery, including paper and photocopying will also be charged for.

Kendal College has published all information about the courses it intends to offer in good faith and warrants that classes will be delivered with reasonable care and skill. The College reserves the right to cancel any class and to vary the time, location, direction and content of any class it provides and the associated fees.

Kendal College hereby expressly excludes liability for any indirect or consequential loss arising from its actions and limits compensation to a maximum of a full refund of any fees paid or the offer of a class of equivalent value.