

Ashton Sixth Form College: Foundation Year Art and Design Application Form

Please complete the following form in **black ink and BLOCK CAPITALS**

Section One: Personal Details															
First Name/Given Name:															
Middle Name(s) (if applicable):															
Surname/Family Name:															
Previous Surname (if applicable):															
Date of Birth:						D	D	M	M	Y	Y	Y	Y	Gender: Male ☐ Female ☐	
National Insurance Number:															

Section Two: The course you wish to apply for				
Name of Programme:			Year of Entry (e.g. 2023/24)	
Foundation Year Art & Design			2025	
			Full-Time: ☐	
OFFICE USE ONLY:	Start Date:	End Date:	Days:	Times:

Section Three: Contact Details	
Address:	
Home Tel:	
Mobile:	
Post Code:	
Email:	

Section Four: Finance			
How do you intend to finance your studies?		Or organisation to be invoiced:	
Fully funded aged 16-18 ☐			
Student Loan Company –Advanced ☐			
Learner Loan ☐			
Self/Family ☐			
Employer ☐			
<i>For certain courses, fees can be paid on agreed dates. Learners who have not paid any fees due within 6 weeks of agreed dates will be asked to leave the course.</i>			
OFFICE USE ONLY:		Paid in full at enrolment by: ☐	
Tuition Fee:	£	Cash ☐	Not paid in full at enrolment. ☐
Exam Fee:	£	Cheque ☐	Instalment arrangements:
		Debit Card ☐	Deposit: Payments of: To be completed by:
		Credit Card ☐	£ + £ D D M M Y Y Y Y
TOTAL:	£	Receipt Number:	Student Support Number (full-time students only):

Section Five: Previous Education

Do you hold any higher education qualifications? (e.g. HNC/D, Foundation Degree, Degree Qualifications)

Yes ☐ No ☐*If yes, please complete the details below, if no, please move on to Further/Post Secondary Education:*

1. Name and Address of University or College:	Dates of Attendance:	Qualification and Grade: (e.g. BA (Hons) History, upper second division)
	From: M M Y Y	Complete or pending?
	To: M M Y Y	
2. Name and Address of University or College:	Dates of Attendance:	Qualification and Grade:
	From: M M Y Y	Complete or pending?
	To: M M Y Y	

Further/Post Secondary Education

Have you previously studied at Ashton Sixth Form College?

Yes ☐ No ☐

If yes, please provide your student number (if known):

Name and Address of College/School		Dates of Attendance:				
		From:	M	M	Y	Y
		To:				
Qualification (e.g. A Level, AS Level, Extended Diploma)	Subject	Is the qualification complete or Pending?	Grade (final if complete, predicted if pending)	Year Achieved	OFFICE USE: UCAS Points Score	

Secondary/High School Education

Name and Address of School		Dates of Attendance:				
		From:				
		To:				
Qualification (e.g. GCSE, BTEC First Dip)	Subject	Is the qualification complete or Pending?	Grade (final if complete, predicted if pending)	Year Achieved		

Please continue overleaf

Do you hold any of the following level 2 qualifications?

Do you hold a GCSE grade C or 4 or above (or equivalent) in English? Yes ☐ No ☐ Grade: Year Achieved:

If equivalent, please state:

Do you hold a GCSE grade C or 4 or above (or equivalent) in Maths? Yes ☐ No ☐ Grade: Year Achieved:

If equivalent, please state:

Do you hold a GCSE grade C or 4 or above (or equivalent) in Science? Yes ☐ No ☐ Grade: Year Achieved:

If equivalent, please state:

Professional Qualifications (please give details of any professional qualifications below)

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Section Six: English Language

Is English your first language? Yes ☒ No ☐

If English is not your first language, you will need to attach details of your English Language qualifications with results obtained and the date you took the test. Please complete the table and attach copies of all certificates.

Name of English Language Qualification/ Course Title	Awarding Body/College/ University	Date Achieved				Grade (final if complete, predicted if pending)
		M	M	Y	Y	
		M	M	Y	Y	
		M	M	Y	Y	

Section Seven: Employment Details/Work Experience

Please provide details of your **employment** or **voluntary** work experience **relevant** to your application below, starting with the most recent.

Name and address of employer	Dates of Attendance:	Job Title/Details of position held
	From:	
	To:	
	Contact Name:	
	Contact Number:	
	This is paid work. ☐ This is voluntary work. ☐	
Name and address of employer	Dates of Attendance:	Job Title/Details of position held
	From:	
	To:	
	Contact Name:	
	Contact Number:	
	This is paid work. ☐ This is voluntary work. ☐	
Name and address of employer	Dates of Attendance:	Job Title/Details of position held
	From:	
	To:	
	Contact Name:	
	Contact Number:	
	This is paid work. ☐ This is voluntary work. ☐	

Section Eight: Personal Statement in support of your application

Please complete your Personal Statement in support of your application below (attach additional sheets as necessary). Please refer to the Application Form Guidance document for guidance.

Section Nine: Residency Details									
What is your country of birth?				Have you lived in the UK/EEA for the last three years? Yes ☐ No ☐					
What is your nationality?									
What is your country of permanent residence?				If no for above, please give the date of first entry to the UK:					
				D	D	M	M	Y	Y

Identification (please note that you will need to bring either your passport or birth certificate along with you to the interview)									
Do you have a current passport? If yes, please provide the passport number and complete the other passport-related sections. If not, please provide your Birth Certificate Number.									Yes ☐ No ☐
Passport Number:								Birth Certificate Number:	
Country of Issue:								BS 973314	
Passport Issue Date:								OFFICE USE ONLY:	
Passport Expiry Date:								Checked original ID ☐	
Do you hold a valid UK visa or EUSS status?									Yes ☐ No ☐
Type of current visa: _____ Expiry date of current visa: _____ EUSS share code: _____									
If you have lived outside of the UK, please provide details below									
Please complete all relevant questions to show where you have lived your whole life, starting with your most recent country of residence.	Name of country				From		To		
					M	M	Y	Y	M
					M	M	Y	Y	M
					M	M	Y	Y	M
Please indicate which of the following residency statuses apply to you:-									
UK Citizen or EU National (settled status) ☐	EEA or Swiss National ☐	Indefinite Leave to Remain ☐	Discretionary Leave to Remain ☐	Humanitarian Protection ☐					
Refugee ☐	Settled in the UK ☐	Child of Turkish worker ☐	Other (please specify)						
OFFICE USE ONLY: Fee Status Assessed Home ☐ EEA ☐ Further information required ☐									

Section Ten: Referee			
The College will only consider your application if you provide details of a referee. Before completing the section of the application, please contact your proposed referee to make sure that they are happy to act in this capacity.			
If you are currently or have previously studied at the College and would like a member of College staff to act as a referee, all you need to do is provide us with their name.			
If you have not previously attended the College or would like to use a referee from another organisation, please provide their contact details. The College will only contact your referee if it is necessary to better assess your application.			
Surname			
First Name			
My proposed referee is a member of Ashton Sixth Form College staff?			Yes ☐ No ☐
If you answered 'no' to the question above, please provide contact details for your referee below:			

Daytime Tel:	
Address:	
Email Address:	

Section Eleven: Learner Declaration

I confirm that the information provided on this application form is true, complete and accurate and no information requested has been omitted. I understand that any offer of a place on the programme I have applied for will be void if information provided in the application process is found to be inaccurate.

I understand that this document forms the basis of a learning agreement between myself and the College. This is based upon information on this form and the guidance at enrolment. I have discussed my learning needs and the support opportunities available to me.

Learner Signature:

Staff Signature:

Date:

Section Twelve: Data Protection & Privacy Notice

Privacy Notice for Students

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk.

Your personal information is used by us to exercise our official authority to provide further and higher education services within the relevant legal framework. We also have requirements placed on us by the Office for Students, and the Higher Education and Statistics Agency (HESA).

What information do we collect about you?

We collect information from you when you apply to join the college. Once you enrol as a student at the college, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes, and will keep a record of emergency contact details.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. Once you have enrolled, this information is used to support the provision of your education during your time with us, and will be shared with our university partner, Staffordshire University. We also pass information to relevant government bodies and agencies as part of our mandatory duty. Please see the section at the end of this notice for more information.

During your time with us, new information about you will be created in the form of academic assessments and learner feedback. Student photographs are displayed within the College, and may be used on marketing materials internally and externally for up to 3 years. Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Marketing

When you apply to join us, we will write to you to share information about your application, our courses and the other benefits of joining our college. We will not share your details with any other organisation for marketing purposes. If you would not like to receive information about the college, please let us know, however, this may result in you not receiving important information to support your application.

The college would also like to maintain contact with you as one of our alumni. This means we need your consent to allow us to send you communications about various activities and events which may interest you, and information about how you can continue to connect with the college into the future.

If you are happy for us to contact you as an alumni, please indicate below:

- ☐ To receive newsletters and course information
- ☐ To receive information about alumni events

Special Categories of Information

The college will also ask you to provide information relating to your ethnicity and any health or additional learning needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty. We also use any information you provide to us about your health or additional learning needs to ensure that we provide support to you as required during the application and enrolment processes and throughout your time with us at the college.

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Under data protection legislation, explicit consent must be received to process special categories of data, including ethnicity and health needs, and therefore we request that you sign the following consent-to-process clause regarding the processing of this data. If you do not do so, we may be unable to offer you a course place and may withdraw any offer already made. If you would like to discuss this further, please do not hesitate to contact us.

I give permission for Ashton Sixth Form College to receive and process information provided by me or any other relevant agency regarding my health or other areas of need, in order to provide the necessary support whilst I am studying at the college. This information may also be used for statistical purposes and to ensure the college meets its obligations under the Equality Duty.

Learner Signature:

Who may we share your information with?

The information you provide may be shared with other partner organisations for purposes relating to education or training which include the Office for Students and HESA (Higher Education and Statistics Agency).

Please indicate by ticking the box whether you consent to be contacted:

- ☐ For surveys and research
- ☐ To receive newsletters and course information

Methods of contact:

- ☐ By post
- ☐ By phone
- ☐ By email

Section Thirteen: Equal Opportunities Monitoring

Do you consider yourself to have a disability and/or learning difficulty?

Yes ☐ No ☐

Disability:

- ☐ 01 Visual impairment
- ☐ 02 Hearing impairment
- ☐ 03 Disability affecting mobility
- ☐ 04 Other physical disability
- ☐ 05 Other medical condition
- ☐ 06 Emotional/behavioural difficulties
- ☐ 07 Mental health difficulty

Learning Difficulty:

- ☐ 01 Moderate learning difficulty
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐ 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia
- 19 Other specific learning difficulty
- 20 Autism spectrum disorder
- 90 Multiple learning difficulties

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08 Temporary disability after illness or accident ☐ 09 Profound compels disabilities ☐ 10 Asperger's syndrome ☐ ☐ 90 Multiple disabilities 97 Other ☐ 98 No learning difficulty ☐ 99 Not known/information not provided	97 Other 98 No learning difficulty 99 Not known/information not provided
If you have any health issues, disability or learning difficulties that you need to make staff aware of, please outline any support you feel you will need to successfully complete your course:	
When an offer of place is made, the College may contact you to discuss your needs in more detail. If you would like to visit the College or talk to a tutor, please contact the Senior Admissions Officer on 0161 666 8215. If you would prefer to speak to the Senior Admissions Officer in confidence about your needs, please indicate: ☐	
Are you in receipt of Disabled Students Allowance (DSA)? ☐ No known disability ☐ Disabled – not in receipt of DSA ☐ Disabled – in receipt of DSA ☐ Disabled – DSA application pending ☐ I do not wish to disclose this information	
Have you ever been in care? If yes, for how long? Yes ☐ No ☐ Number of years:	
Please tick the option that best describes your ethnic origin:	
White ☐ 31 English/Welsh/Scottish/Northern Irish/British ☐ 32 Irish ☐ 33 Gypsy or Irish Traveller ☐ 34 Any Other White Background Mixed/Multiple ethnic background ☐ 35 White and Black Caribbean ☐ ☐ 36 White and Black African 37 White and Asian ☐ 38 Any Other Mixed/Multiple Ethnic Background Other Ethnic Group ☐ ☐ 47 Arab 98 Any Other Ethnic Group ☐ 98 Not Provided	Asian/Asian British ☐ 39 Indian ☐ ☐ ☐ ☐ ☐ ☐ ☐ 40 Pakistani 41 Bangladeshi 42 Chinese 43 Any Other Asian Background Black/African/Caribbean/Black British 44 African 45 Caribbean 46 Any Other Black/African/Caribbean Background
Do you have any criminal convictions? Yes ☐ No ☐	
How did you hear about Ashton Sixth Form College HE Courses? ☐ I am a current student ☐ College website ☐ ☐ ☐	

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- ☐ An ex- or current student
- ☐ Family/Friend
- ☐ College HE event or open day
- ☐ Careers adviser

Internet Search Engine
College prospectus
Course flyer
UCAS
Other

Once your application is complete:

Once you have finished your application, please return it to College:

By email with the subject 'Foundation Year Art and Design Application' to m.chesney@asfc.ac.uk

By post to:

Marie Chesney, Senior Admissions Officer
Higher & Adult Education
Ashton Sixth Form College
Darnton Road
Ashton-under-Lyne
OL6 9RL

Or drop your completed form to our HE Reception or Main College Reception for the attention of Marie Chesney.

Enquiries:

If you have any queries please contact our team on 0161 6668215 or email HEadmissions@asfc.ac.uk.