

Thinking about applying for a course at Yeovil College University Centre?

This guide talks you through the Yeovil College University Centre application and enrolment process step-by-step. If you've got any questions, get in touch with us – university.centre@yeovil.ac.uk or 01935845454.

CHOOSING A COURSE

There are lots of factors to consider when picking a university-level course. Even courses with the same name can look very different at different universities and colleges. Look at information about the modules each course covers to get a better idea of the topics you'll be studying. Visit open events or get in touch with universities and colleges for more information about how you'll be taught.

There are also lots of different types of university-level qualifications available. You can find more information about the different types of qualification we offer on page 6 of our [prospectus](#).

When you're thinking about full-time vs. part-time study, it's important to also consider when you'll be required to be on-campus and how you will fit that around the rest of your life. For example, some 'full-time' courses at Yeovil College University Centre only require you to be in College for one day a week, whereas others are spread over multiple days. Some part-time courses only require you to attend in the evenings, whereas with others you'll be coming in during the daytime.

To help you make this decision...

Go to Open Evenings and Open Days – this will allow you to meet the staff, chat to current students, and really get a feel for the university or college.

Read prospectuses, visit provider websites and get in touch – universities, colleges and university centres will all have contact information so you can ring or email to find out more about courses, facilities and support available.

Do your research - if you are undertaking university-level study because there is a particular job you want to do at the end then it's important to do your research and check that the qualification you're choosing to study will actually help you to get the job you want.

Use websites like [Discover Uni](#) to find out more about courses available, [The Student Room](#) to find out more about life as a student, and [UCAS](#) for lots of useful information about university-level study. UCAS also have a helpful [guide](#) to help navigate the jargon when researching courses.

HOW AND WHEN TO APPLY

For full-time courses at Yeovil College University Centre you need to apply via [UCAS](#). For part time courses you need to email university.centre@yeovil.ac.uk for a part-time application form.

Applications open in early September, one year before your course will begin.

In mid-January (about nine months before the course is due to begin) there is a date called the '[equal consideration deadline](#)'. All applications received by this date must be considered equally by universities and colleges.

With the vast majority of courses, Yeovil College University Centre will continue to consider applicants right up until the start of September, provided there are spaces left on the course. For some courses we will continue to consider applicants up until the second week of term. It's worth noting that for some programmes (for example those that require an enhanced DBS check) it is unlikely that we will be able to accept applicants who apply very close to the start of term as it will be unlikely that your DBS will have been completed by the time you need to enrol on your course.

If you are applying after 30th June, then we advise you get in touch via university.centre@yeovil.ac.uk or 01935845454 for guidance around how best to apply, as the '[Clearing](#)' process will have begun.

Sometimes, we have programmes that start in January, rather than September. In these instances, information will be published online about the relevant deadlines for application. As with September-start programmes, we will often consider applicants right up until the start of term.

If you aren't sure how to apply, think you might be too late, or can't find the information you need, then please get in touch via university.centre@yeovil.ac.uk or 01935845454.

THE APPLICATION AND SELECTION PROCESS

After you have applied, our Admissions staff will consider your application. If you are under 21 and meet the minimum required entry qualifications for the course then you will be invited to interview. If you're over 21 and do not meet the minimum entry requirements you may still be invited to interview, as we recognise that sometimes students may be lacking formal qualifications, but instead have relevant professional experience.

We will aim to contact you via email within one month of receiving your application to let you know if you've been invited to interview. This email will also give you a selection of questions that you might be asked at interview so you can prepare.

You will be interviewed by programme staff from the course you are applying to. The interview isn't about trying to catch you out – it's about figuring out whether applicants have the potential to be successful in their chosen programme of study. This interview is a chance for a genuine conversation about the programme in order to ensure you have all the information you need to make a well-informed decision about whether the course is right for you, so use this opportunity to ask questions and find out more about the course.

We will aim to contact you within two weeks of your interview taking place to let you know whether we will be offering you a place. However, during busy periods it can take a bit longer.

If you are made an offer, it could be 'unconditional' or 'conditional'. An unconditional offer means you already meet all the entry requirements for the course. A conditional offer means that we will offer you the place provided certain conditions are met (this is usually something like requiring you to pass or achieve a particular grade in your A Levels or BTEC if you haven't yet completed it, or requiring you to undertake an enhanced DBS check).

If you are made an offer you then need to decide whether to accept it. If you've applied directly to us for a part-time course then your offer letter will include an reply slip for you to complete and return. If you've applied via UCAS then you will need to accept or decline the offer via UCAS Track.

We hope that all applicants have a positive experience of applying to Yeovil College University Centre, but if at any stage during this process you have any comments, concerns or feedback then please do share this with us via university.centre@yeovil.ac.uk or 01935845454. If we are unable to resolve your issue then our complaints process can be accessed via our [website](#).

ONCE YOU'VE ACCEPTED AN OFFER

If you've been made a conditional offer, then please get in touch with the University Centre to let us know when you've met the conditions of your offer.

We will get in touch in the last week of August / first week of September with your welcome letter. This letter will let you know the details about enrolment, and when your course will begin.

FUNDING

Alongside applying for a place on a course, many students also apply through Student Finance for either a Tuition Fee Loan, a Maintenance Loan, or both. For more information about Student Finance, including how to apply, visit <https://www.gov.uk/student-finance>.

FURTHER INFORMATION

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