ADMISSIONS PROCESS



Full details of our Admissions Policy can be found in the <u>Policies & Reports</u> area of our website. The below is a brief overview of the process.

1. Application Received

Applications are screened against entry requirements by the Yeovil College University Centre (YCUC) Team.

3. Invite to Interview

If you have met all of our entry requirements, you will receive an email with a link to book your interview which can take place online or in person.

5. Outcome of Interview

You will receive an email confirming the outcome of your interview and any conditions of your offer. You will also receive feedback from your interview in a letter delivered by post. If you have not been successful with your application and would like further feedback please email the YCUC Team.

2. Initial Email

YCUC will confirm receipt of your application. You will be asked to declare any criminal convictions.

4. Attend Interview

Your interview will take place with a member of the curriculum team who teaches on the course. In person interviews may include a campus tour.

6. Reply to Offer

If you are offered a place, full time students should respond to their offer through UCAS. If you are studying part time, follow the steps outlined in your offer email to respond.

What Happens Now?

Depending on how early you have applied, there may be a time delay between steps in the process. Please note that provisional information about timetables is usually available in July, however final timetable information is not released until early-September. Here are some suggestions of things you can do whilst you are waiting for the next step:

Apply for your

Student Finance
via Student Loans
Company.

Obtain a Sponsor
Declaration Form (if
your employer is paying
for you) by emailing the
YCUC Team.

If you are self-funding, you can make contact with our finance team to set up a payment plan (although this can be done on the day of your document check).

Apply for your <u>Disabled Students' Allowance</u> (DSA) via Student Loans Company (eligible learners only).

Ensure you have original copies of your certificates for qualifications listed in your offer (in particular, GCSE English & Maths and your Level 3 qualification). If you cannot locate them, you can contact the exam boards to obtain replacements as original documents are required.

8. Document Checks

At your in-person appointment, you will be asked to provide documents such as: a form of ID, original copies of certificates and evidence of how you are funding your studies. You will complete an enrolment form, sign Terms & Conditions, be issued with an ID badge and told about your First Day in Learning.

7. Welcome Letter

Welcome Letters will be sent out in mid- August in preparation for your enrolment. The letter will detail next steps and invite you to book a Document Checks appointment.

First Day at YCUC

Useful Information:

YCUC: university.centre@yeovil.ac.uk 01935 845454

Finance Team at Yeovil College: finance.admin@yeovil.ac.uk 01935 845335

Student Loans Company: https://www.gov.uk/apply-for-student-finance

Disabled Students' Allowance: https://www.gov.uk/disabled-students-allowance-dsa