

APPLICATION FORM

Short Courses (all sections must be completed)

Section 1.

Applicant Details		
Student Forename	Surname	Title

Section 2

Please tick appropriate box Male Female Date of birth / /

Are you a current student already enrolled on a course Yes No

If yes, please enter course name:

Are you a member of staff Yes No if yes, Staff Development form requested

Section 3

Student Address

Postcode

Home Phone Number	Mobile Phone /Day time number
Email	Have you been resident in the EU for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality	

Section 4

For Company bookings please also complete below

Contact Name

Company Address

Postcode Phone Number

Section 5

Course(s) applied for

Course Title	Start Date	Course Fee

Section 6

Please make your cheque payable to 'Herefordshire College of Technology'

Payment enclosed Yes No

Company to be invoiced

Section 7

Disability or Learning Difficulty

Do you consider yourself to be disabled? Yes No

Do you have a disability or learning difficulty? Yes No

Do you need support? Yes No

Do you need additional learning support? Yes No

Visual <input type="checkbox"/>	Hearing <input type="checkbox"/>	Moderate learning difficulties <input type="checkbox"/>
Mobility <input type="checkbox"/>	Other physical <input type="checkbox"/>	Severe learning difficulties <input type="checkbox"/>
Other medical <input type="checkbox"/>	Emotional / behavioural <input type="checkbox"/>	Dyslexia <input type="checkbox"/>
Mental ill health <input type="checkbox"/>	Temporary disability <input type="checkbox"/>	Dyscalculia <input type="checkbox"/>
Profound/complex <input type="checkbox"/>	Multiple <input type="checkbox"/>	Multiple learning difficulties <input type="checkbox"/>
Other (please specify) <input type="checkbox"/>		

Section 8

Equality and Diversity. I consider my ethnic origin to be:

Bangladeshi <input type="checkbox"/>	Black or Black British <input type="checkbox"/>	Any other Mixed background <input type="checkbox"/>
Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	White – British <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Japanese <input type="checkbox"/>	White – Irish <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Any other White background <input type="checkbox"/>
African <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Any other <input type="checkbox"/>
Caribbean <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Not known / not provided <input type="checkbox"/>

Signature	Date
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Please complete this form and return to Admissions, Herefordshire College of Technology, Folly Lane, Hereford HR1 1LS, Tel: 0800 0321986 Website: www.hct.ac.uk

FEE INFORMATION

Payment of Further Education Fees at HCT

All student fees are payable at the time of application. Payment may be made by:

- i) Cash
- ii) Cheque
- iii) Credit / debit card (most types)

Failure to make payment will result in the Student not being enrolled on the course.

Requirements:

- 1) Students must be over 16 to attend the course.
- 2) Students 16 to 18 years old as at 31 August pay material fees only.
- 3) HCT will remit **ONLY** the Tuition Fee **where evidence is provided at the time of application** that the student is in receipt of the following benefits:-

Income Support	Housing Benefit	Council Tax Benefit
Unwaged Dependant	Skills for life (excl ESOL)	Job Seekers Allowance
Working Tax Credit ^{*3}	Pensions Guarantee Credit	Category D offenders
TUC learning aims		

*3 To qualify, learners

must have a household income below £15,276 to be eligible for fee remission. Your evidence **must** prove this.

- 4) Application forms with payment must be received at the college at least 1 week before the course is due to start. This is the '**Cut Off Date**' for applications. Applications after this date will be considered on an individual basis. The college operates a 'first come, first served' basis.

HCT **WILL NOT** remit Materials Fees or any other fees relevant to the course; these will have to be paid

Evidence Guidelines:-

- a) All evidence supplied must indicate a period of continuous payment.
- b) The payment period **must** cover at least the period of the course.
- c) Evidence of any one off payment **will not** be accepted.
- d) Evidence must be dated within the current year.
- e) Child Benefit **is not** eligible for the remission of tuition fees.
- f) Attendance Allowance **is not** eligible for the remission of tuition fees.
- g) Incapacity Benefit **is not** eligible for the remission of tuition fees.

Incomplete applications will be returned to the sender.

Only complete applications will be considered for a place on a course.