

# APPLICATION FORM

## Short Courses (all sections must be completed)

Section 1.	Applicant Details		
	Student Forename	Surname	Title
Section 2	Please tick appropriate box    Male <input type="checkbox"/> Female <input type="checkbox"/> Date of birth    /    /		
	Are you a current student already enrolled on a course    Yes <input type="checkbox"/> No <input type="checkbox"/>		
	If yes, please enter course name:		
Section 3	Are you a member of staff    Yes <input type="checkbox"/> No <input type="checkbox"/> if yes,    Staff Development form requested <input type="checkbox"/>		
	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
	Criminal Convictions – before answering this section please read the information overleaf		
Do you have any criminal convictions?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 4	<b>For Company bookings please also complete below</b>		
	Contact Name		
	Company Address		
	Postcode	Phone Number	
Section 5	<b>Course(s) applied for</b>		
	<b>Course Title</b>	<b>Start Date</b>	<b>Course Fee</b>
	<b>Please make your cheque payable to 'Herefordshire College of Technology'</b>	Payment enclosed Company to be invoiced	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 7	Disability or Learning Difficulty		
	Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have a disability or learning difficulty? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you need support?    Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you need additional learning support?    Yes <input type="checkbox"/> No <input type="checkbox"/>
	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	

**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](http://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.

## Criminal Convictions

If you do not tick either the 'Yes' or 'No' box overleaf, we will contact you to get this information and this will delay your application. You must tick 'yes' if you have a conviction **unless** it is:

- a) A motoring offence that you received a fine or three penalty points for, OR
- b) A spent sentence (as defined by the Rehabilitation of Offenders Act 1974)

Please be aware that for certain courses, particularly in teaching, health and social care, you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are serving a prison sentence you must tick the 'Yes' box. If you are convicted of a criminal offence after you have enrolled, you **MUST** let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau.

## 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. (Students will pay £4.50 per hour on full cost courses plus materials)
- 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:- (Benefit evidence will not qualify remission on full cost courses. Anyone on Benefits will be charged £4.50 per hour plus materials)

Income Support	Housing Benefit	Council Tax Benefit
Unwaged Dependant	Skills for life (excl ESOL)	Job Seekers Allowance
Working Tax Credit <sup>*3</sup>	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.**