



# HIGHER EDUCATION APPLICATION FORM

FOR INTERNAL TOP-UPS, MASTERS, PART TIME AND CONTINUOUS PROFESSIONAL DEVELOPMENT

Tel: 01273 890454 Fax: 01273 890071 Web: [www.plumpton.ac.uk](http://www.plumpton.ac.uk)

Email: [admissions@plumpton.ac.uk](mailto:admissions@plumpton.ac.uk) Address: HE Admissions, Plumpton College, Ditchling Road, Plumpton, East Sussex, BN7 3AE

FOR OFFICE USE ONLY: Student Reference Number: \_\_\_\_\_  
Course Code: \_\_\_\_\_

## Course Details

Year of Entry/Course Title    
Are you a current student at Plumpton College? Yes ☐ No ☐  
If yes, what course are you enrolled on?

## Personal Details

Surname  Full Forename(s)   
Title (Mr/Miss/Mrs/Ms/Other)  Known as   
Home Address  Term Address   
Postcode  Postcode   
Telephone  Email  Mobile   
Male ☐ Female ☐ Date of Birth

## Ethnicity

White English/ Welsh/ Scottish/ Northern Irish/ British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White Gypsy or Irish Traveller	<input type="checkbox"/>
Any Other White Background	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
White & Asian Background	<input type="checkbox"/>	Any other Mixed/Multiple Ethnic Background	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Any other Asian	<input type="checkbox"/>	Indian	<input type="checkbox"/>	African	<input type="checkbox"/>
Any Other Black/ African/ Caribbean background	<input type="checkbox"/>	Arab	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
		Caribbean background	<input type="checkbox"/>		

## Fee Status

Place of Birth  Nationality   
Have you been legally resident in the UK/EU for the past 3 years? Yes ☐ No ☐  
If no, Country of Normal Residence  If you were born outside the EU Date of Entry to UK/EU   
Is English your first language? Yes ☐ No ☐ National Insurance Number   
Do you need a Student Visa to study in the UK? Yes ☐ No ☐  
If yes, please provide your passport number   
Issue Date  Expiry Date

## Self Declaration of Criminal Convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behavior of other students, you must inform us about any relevant criminal convictions that you may have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent as defined by the Rehabilitation of Offenders Act 1974 are not considered to be relevant and you should not reveal them unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

You must declare details below if either of the following statements apply to you:

I have a relevant criminal conviction that is not spent

I am serving a prison sentence for a relevant criminal conviction.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. If you declare a conviction you will not automatically be excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

**Do you have a relevant criminal conviction? :**    **Yes** ☐    **No** ☐

If you have ticked the "no" box make sure you have signed the form below.

If you have ticked the "yes" box, please contact the Plumpton College Admissions Team for an additional form. This form will then enable Plumpton College to assess the information as part of their admissions process.

I confirm that the offence(s) and conviction(s) detailed on this form include all of my cautions and/or criminal convictions. I have no other convictions for which I am awaiting sentence. Should I be offered a place at the Plumpton College and be convicted of any further offence prior to my registration with the College I will provide this information to the Principal promptly and understand that the College reserves the right to review and potentially withdraw any offer I have received. I understand that should I fail to notify the College, I may be withdrawn from my course.

**Signed:** ..... **Date:** .....

*This information will be stored securely and will only be available to those who need access to it in the course of their duties. This information will be destroyed within six months of the course commencing.*

## Emergency Contact

### Contact 1

Name

Contact Number

Relationship to you

### Contact 2

Name

Contact Number

Relationship to you

## Medical and Learner Support Needs

We will do our best to provide you with the support you require whilst you are at College. Please complete the section below so that we can arrange the most suitable support for you.

Do you have any medical conditions and/or Learning Support requirements? Yes ☐ No ☐

If Yes, please provide details:

Condition: ie Dyslexia, Mental ill Health, Anxiety

I give my permission for this information to be passed to the HE Student Support Officer, Course Leader and Module Leaders.

Signature

Date

## Education—Last Educational Institutions

Name  Address

Dates Attended: From  To

Highest Qualification gained

**PLEASE ENCLOSE YOUR QUALIFICATION CERTIFICATES AND IF YOU ARE STILL ATTENDING AN EDUCATIONAL INSTITUTION A REFERENCE FROM A TUTOR DETAILING YOUR PREDICTED GRADES WILL BE REQUIRED**

If you are an EU or International student, you will need to have an English Qualification, e.g. IELTS  
please state qualification, date achieved and grade

If you do not hold a recent English qualification an assessment may be required before an offer is made.

## Marketing Information

How did you hear about the course you have applied for?

Current Student ☐  
College Website ☐  
Friends/Family ☐  
UCAS Fair ☐

Careers Event ☐  
College Staff ☐  
Internet Search ☐  
College Prospectus ☐

Advertising ☐  
Employer ☐  
Other, please state

## Relevant Work Experience/Employment

Employer

Dates Attended: From  To

Job Title

Roles and Responsibilities

Employer

Dates Attended: From  To

Job Title

Roles and Responsibilities

## Personal Statement

Please write a short personal statement explaining why you have chosen this course and why you think you are suitable, including your career plans, work experience and other activities and interests.

## WHAT HAPPENS NOW?

When you have fully completed this form, please return it with your reference and transcripts/certificates from your current or past courses. Plus English qualifications and a copy of your passport (if applicable) to: Higher Education Admissions, Plumpton College, Ditchling Road, Plumpton, East Sussex, BN7 3AE.

**I HAVE ENCLOSED:** References ☐ Transcripts ☐ Certificates ☐ English qualification certificates ☐ Copy of passport ☐  
If applicable If applicable

Information you provide on this application form will be used in accordance with the Data Protection Act 1998 and will form the basis of my student record. I agree to Plumpton College processing personal data or other data about me which the College may obtain from me or from other people whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason directly connected with my education.

I declare that the answers given are correct and true to the best of my knowledge and belief, and I undertake that I, if admitted as a student to Plumpton College, will attend the full programme of instruction, pay any fees required and abide by all College rules and regulations.