

## ENROLMENT AT PLUMPTON COLLEGE

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### **1 I am a parent/guardian should I attend the enrolment and induction days?**

As a College the enrolment and induction days are planned with students in mind, so parents/guardians should not attend these days with you. The only exception to this, would be if your Son/Daughter will be completing the Rural Pathways or Supported Internship programme.

### **2 What do I need to bring to my enrolment?**

A form of ID displaying your full legal name. If your name has changed then an official Deed Poll certificate will need to be produced.

Your GCSE statement of results, and any certificates that you may already have.

Packed lunch, or money for refreshments during the day. Your letter if you have been given free meals by the College.

Evidence of Advanced Learning Loan, if you have applied for one.

Evidence of any benefits being claimed, if you are aged 19 or over on the 31<sup>st</sup> August. This is for fee remission and must be valid within the last 3 months.

### **3 What will I be doing within my enrolment and induction days?**

You will attend a welcome talk from the principal and meet the student services team. You will spend some time with your personal tutor, complete an induction to the library and our VLE system. You will be required to complete an online maths and English assessment, as well as taking part in other teaching and learning activities led by your curriculum area.

### **4 If you are travelling into College by bus**

Upon arrival, please make your way to the front of the building (main car park) where staff will be on hand to greet you and direct you to your programme area. If you know your way around, please head straight to the curriculum area linked to your selected qualification.

### **5 If you are travelling into College by car / or being dropped off**

There is plenty of student parking within the bottom car park, towards the back of the site.

If you are being dropped off, please use this car park and then make your way to the front of the building (main car park) where staff will be on hand to greet you and direct you to your programme area. If you know your way around, please head straight to the curriculum area linked to your selected qualification.

### **6 If you have outstanding fees from the previous year**

If you are a returning student and have outstanding fees from the previous year, this debt will need to be cleared, or a payment plan already agreed with our finance department before your enrolment is able to go ahead. Failure to do this, will result in you not being able to enrol onto your course.

## 7 What is a bursary and how do I apply?

A bursary is an award to support students in financial hardship to ensure access to education. An application form is available from the Finance Office, or you can email [claire.cotter@plumpton.ac.uk](mailto:claire.cotter@plumpton.ac.uk). Alternatively, an online enquiry form is available from the Plumpton website:

[www.plumpton.ac.uk/information/student-life/funding-loans/16-finance/bursary-application-form](http://www.plumpton.ac.uk/information/student-life/funding-loans/16-finance/bursary-application-form)

If you have applied for a bursary, further details of your award are included within this pack. Should you have any further questions please contact [claire.cotter@plumpton.ac.uk](mailto:claire.cotter@plumpton.ac.uk)

## 8 I need to apply for an advance learners loan, what do I need? (19+ learners)

You will need to request a learning and funding letter, from the Admissions office. Further information about advance learners loans can be found on the following link

<https://www.gov.uk/advanced-learner-loan/overview>

## 9 What is the facilities fee, and when do I pay this?

The facility fee is applicable to all our full time FE students (excluding students in Floristry or at our sites in Stanmer, Netherfield and Green Oak). This is paid annually, and must be paid on our online shop using the link provided, before you arrive for your enrolment and induction.

<http://shop.plumpton.ac.uk/product-catalogue/enrolment>. This fee assists in providing non-educational facilities which include security, sports amenities, membership of the Sports and Social Club, minibuses, Wi Fi access, television room, on-site medical support and free car parking subject to availability.

Day students £120

Residential students £200

## 10 Where can I find the bus timetable?

The new bus timetables for the 17/18 academic year are due to be released in mid-August. You are able to view the timetable using the link provided <http://www.plumpton.ac.uk/page/study-here/travel-information/86>

## 11 How do I apply for accommodation?

You can apply for accommodation through our website, by using the following link <https://www.plumpton.ac.uk/information/student-life/student-accommodation/college-accommodation/> at the bottom of the page you will be able to click and apply.

If you have applied for accommodation, you should have received communication from student services, please take the most appropriate action as requested and any further communication will be sent out via email.

If you have accepted your offer of a room, residential further education students will be moving in on Sunday 3<sup>rd</sup> September, with higher education students moving in on Monday 11<sup>th</sup> September.

## 12 What are the charges for routine weeks?

Within our Animal, Game and Agriculture courses students have to complete routine weeks at the College. You can choose for these weeks to board onsite, as routines do include early morning starts. There is a charge if you choose to board onsite, this cost will be £115, although this price is subject to change each academic year. The payment for your routine weeks will be invoiced to you by the

finance department. This cost includes all meals, and residential facilities required during your stay. The booking of these rooms is managed via the curriculum staff and student services, you do not need to book accommodation on your own.

**13 When will I get my timetable?**

Timetables will be issued within the enrolment and induction period.

**14 When does teaching commence?**

Teaching starts the week beginning Monday 11<sup>th</sup> September, this is dependent on your own timetable.

**15 When will I receive my equipment list?**

Equipment lists are included within this pack, you are able to purchase any clothing or required equipment via our new supplier LA Clothing.

Sample sizes for mandatory uniform will be available for students to try on during induction and enrolment days, so you are able to order the most appropriate size.

**16 I have accepted more than 1 course, what should I do?**

You will need to make a decision as to which course you would like to enrol onto as soon as possible. Please contact the Admissions team 01273 892082, at your earliest convenience, to discuss this.

**17 What happens should I not meet my conditions?**

Don't panic, there are options that the College will be able to offer you. You should still attend, and your subject tutor will talk you through what these are.

**18 I am on holiday for my enrolment days, what should I do?**

Please contact the Admissions team at your earliest convenience, where we will keep a record of your name, in order to inform the curriculum staff.

You will be required to attend College the week beginning the 11<sup>th</sup> September, when teaching starts. Your timetable will be provided for you, and you can attend your lessons. During this week, we have a session reserved for late enrolments in which you will be enrolled onto your qualification.

**19 I am over 19, studying a level 3 qualification and have full fees to pay. How do I pay?**

You can apply for an Advanced Learners Loan – see FAQ 8

You can pay in full by credit/debit card at enrolment

You can arrange a payment plan – payment can be made in 7 instalments, the first instalment **must** be paid during enrolment and induction, with a direct debit form being completed for the following 6 instalments to be collected on the 10<sup>th</sup> of each month. Please do not forget you bank details.

Should you have any further questions, please contact the Admissions team, contact information can be found at the top of the main letter.