

What do I need to bring to enrolment?

Our handy checklist will help you to remember what to bring to enrolment. If you are unsure about any part of the process, please contact our College Information Centre on 0800 980 2175 - the opening times are listed overleaf. If necessary, you can leave a message and we will return your call within 24 hours.

What to bring:

Any letters or documents you have received from us that relate to your application.

Previous exam results and qualification certificates - you must bring the original documents.

NOTE: If you have GCSE results from 2010, we will accept print outs of your exam results if you do not yet have your original certificate as evidence for enrolment. You must however bring the original certificate in to College as soon as you receive it.

£20 enrolment fee (EU students)

Are you under 19 on 31 August 2010?

If so, you will need to bring:

- Exam results (original documents)
- A reference from your school or college

Are you over 19 on 31 August 2010?

Is your employer paying your fees? They will need to send a letter on company headed paper confirming full responsibility for course fees on receipt of invoice.

Enrolling onto a Foundation Degree or Higher National Diploma course? You need to bring in proof of your student loan application.

Enrolling onto a Health, Care & Early Year course? You will need a reference from your school, college or employer. You can print a blank reference form from our website.

You will also have to obtain an enhanced CRB check - see 'Frequently Asked Questions' section.

Are you in receipt of income-based benefits?

If so, you will need to bring:

Original documentation confirming you are in receipt of your benefit - dated no later than 3 months prior to enrolment.

NOTE: Can't find your original documentation? Call 0800 980 2175 to request a 'Confirmation of Benefit' letter for your benefit office to complete and send to us.

Are you an asylum seeker?

If so, you will need to bring:

Receipt of assistance from NASS or the Refugee Council

Your IND card

A current receipt confirming payment.

NOTE: If you do not have these documents, call 0800 980 2175 to request a 'Confirmation of Benefit' letter for your benefit office to complete and send to us.

Are you an overseas student?

If so, you will need to bring:

Border Agency (Home Office) or Immigration Department documents that confirm your status in the UK.