

HIGHER EDUCATION APPLICATION FORM

Please fill in all sections of the application form in black ink or type (please use block capitals)

1. PERSONAL DETAILS	
Title	Date of Birth
Surname	Male (M) or Female (F)
First Name(s)	
Home address	
Postcode	Tel No
	Mobile No
email address	
Name of Next of Kin	Relationship to Applicant
Address of next of kin (if different from above)	
Telephone Number(s)	Home
	Mobile
In case of emergency on which number should we contact your next of kin?	
2. FURTHER DETAILS	
Place of Birth	
Nationality	
Are you residentially qualified?	Yes / No
Number of consecutive years continuously resident in Jersey immediately prior to 30 th June 2009	Previous address if less than 5 years residency
3. OTHER UNIVERSITY CHOICES	
Which universities are you applying to, in order of preference	
1	4
2	5
3	
4. COURSE CHOICE AT HIGHLANDS COLLEGE	
Which course(s) do you wish to apply for, in order of preference	
1	
2	
5. SPECIAL NEEDS	
Do you have any physical or other disability or medical condition which might necessitate special arrangements/facilities, or additional support requirements?	Yes / No (If Yes please specify)

6. QUALIFICATIONS COMPLETED (Examinations or assessments for which results are known)

Examination (s)/ Awards (s)			Subject	Level	Grade	Examination (s)/ Awards (s)			Subject	Level	Grade
Month	Year	Awarding Body				Month	Year	Awarding Body			

7. QUALIFICATIONS NOT YET COMPLETED (Examinations or assessments to be completed, or results not yet published)

Examination (s)/ Awards (s)			Subject	Level	Examination (s)/ Awards (s)			Subject	Level
Month	Year	Awarding Body			Month	Year	Awarding Body		

8. DETAILS OF ANY EMPLOYMENT OR WORK EXPERIENCE

Name and address of employer	Nature of Work	From		To		Part-Time or Full-Time
		Month	Year	Month	Year	

9. CRIMINAL CONVICTIONS

Do you have any criminal convictions?	Yes / No
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11. OPEN REFERENCE

Do not attach additional pages



Highlands College, PO Box 1000, St Saviour, JE4 9QA

Name of referee

QUALIFICATIONS NOT YET COMPLETED

Post/Occupation/Relationship

Qualification

Predicted Grades

Name and address of school/college/organisation

Tel:

Fax:

email:

Name of applicant (block capitals or type)

Referee's signature

Date

HIGHER EDUCATION APPLICATION FORM GUIDANCE

SECTION 1. PERSONAL DETAILS

Contact details

Please include at least one contact telephone number and an email address.

SECTION 2. FURTHER DETAILS

Nationality

This information is collected purely for monitoring purposes. This question is optional, you do not need to include an answer if you prefer not to.

Are you residentially qualified?

For accurate information on residential qualification contact the Housing Department on 445510 or visit www.gov.je

SECTION 3. OTHER UNIVERSITY CHOICES

Please list the names of any other HE institutions you have applied to in this academic year.

SECTION 4. COURSE CHOICE AT HIGHLANDS COLLEGE

Please list the names of any other course you have applied to in this academic year.

SECTION 5. SPECIAL NEEDS

Highlands College is committed to promoting equality of opportunity and access for all its learners. This information is asked for in order to support students and will not be considered as part of the selection process.

SECTION 6. QUALIFICATIONS COMPLETED

Please complete this section fully; we may need to check your qualifications.

YOU WILL BE REQUIRED TO BRING YOUR ORIGINAL QUALIFICATION CERTIFICATES WITH YOU TO YOUR INTERVIEW.

SECTION 7. QUALIFICATIONS NOT YET COMPLETED

Please complete this section fully, include all qualifications yet to be sat. You will be required to provide proof of these qualification before you enrol onto the course.

SECTION 8. DETAILS OF ANY EMPLOYMENT OR WORK EXPERIENCE

Please include all experience, starting with the most recent.

SECTION 9. CRIMINAL CONVICTIONS

As part of our duty of care to all applicants/existing students we will also need to know if you have any relevant criminal convictions. Please circle yes if you **have** a relevant criminal conviction. If you do not, please circle no.

What is a relevant criminal conviction?

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.

SECTION 10. PERSONAL STATEMENT

You should include:

- Why you have chosen the course(s) you have listed
- Why you want to study the course
- What relevant interests you have to the subject
- What career plans you have for when you complete your course
- Any job, work experience, placement or voluntary work you have done which is relevant to the course you have chosen to study.
- Information about hobbies and skills that are relevant to the course you have chosen to study.

If you are not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

SECTION 11. OPEN REFERENCE

Your referee should be a tutor from your current or previous school or college who can comment on your ability to succeed on the course. We require an academic reference and cannot accept a reference from a friend or a family member.

I am a mature student. Who can provide a reference for me?

If you are not currently studying, your referee should be someone who is able to talk professionally about your application and potential, such as an employer or training officer. Your reference does not have to come from an academic source.

Careers Advice & Guidance – Independent advice regarding career routes can be obtained from the College (Tel 608509), and/or the Jersey Careers Service at Social Services (Tel 449465). All HE programmes will have entry requirements that you may need to discuss – some of which may be minimum requirements. Possession of these grades does not automatically provide course access. Places are limited so early applications are advised.

Financial Implications of Full-Time Study – It is vitally important you are fully aware of all the financial implications involved before committing yourself to full-time study. Please discuss course costs with your tutor at interview. Under certain circumstances you may be required to pay full tuition and course material fees.

Late applications may be considered although this will be dependant on the number of places available