



WELCOME TO NORTHBROOK COLLEGE SUSSEX

APPLICATION FORM 2010/2011

- 1** Look through the Prospectus at the course(s) you are interested in and check you have the necessary qualifications and/or experience to apply. For further information or advice contact the College as above.

- 2** Fill in this application form. If applying directly from school, please attach a reference or ask the school to send this in separately if there is likely to be a delay.

- 3** Send the application form (and reference if appropriate) to the Freepost address above.

- 4** When the College has received the application form you will be sent an acknowledgement letter.

- 5** Following this an interview will be arranged.

- 6** Following your interview a decision regarding an offer will be made. Should the tutor suggest an alternative course, the College will always try to find the most appropriate one for you.

- 7** Let the College know as soon as possible if you wish to accept the offer of a place.

- 8** We will send you information regarding the start date of your course, together with details of your course induction/enrolment session with your fellow students and new tutors.

OFFICE USE ONLY

DATE ACKNOWLEDGED

PERSON CODE

Please complete all sections of this form (in capital letters) and return to the College:
Admissions Office, Northbrook College Sussex, FREEPOST 975, Littlehampton Road,
Worthing, West Sussex, BN12 6NU

PERSONAL DETAILS

First Name Surname

Mr Mrs Miss Ms Other Please Specify _____

PERMANENT ADDRESS

Telephone: Day/Mobile Evening

Email Date of Birth

Age on 1st September of year of entry Country of Origin/Nationality

How long have you lived in the UK? Is English your first language? YES NO

If UK residence is less than 3 years please give previous address

Have you attended Northbrook College before? YES NO

If YES, on which course?

COURSE APPLIED FOR

Please complete the section below by detailing the course you wish to apply for. **Should** you wish to apply for **more than** one course, please enter **ALL** course titles and codes (if known).

COURSE TITLE

COURSE CODE (if known)

REFERENCE

Please give us the name and contact details of your referee.

Your referee should be someone who can comment on your suitability for the course you are applying for.

Name, Address and Telephone Number of Referee

CONTACTING US

If you need help in deciding which course to enrol on and would like an informal discussion with the Admissions team or the Careers Adviser, please phone **0845 155 60 60**.

NAME AND ADDRESS OF PRESENT SCHOOL/COLLEGE (IF APPLICABLE)

WHAT ARE YOUR PREDICTED/EXISTING QUALIFICATIONS?

WHERE DID YOU HEAR ABOUT NORTHBROOK?

At School Radio Advert Newspaper Advert Open Day General Enquiry

Word of Mouth Prospectus Website Other Please specify _____

STUDENTS WITH ADDITIONAL NEEDS

For your interview will you require a Communication Support Worker, reader or a scribe? YES NO
(If yes please state which)

Additional Learning Support

Northbrook College is keen to ensure that learners with support needs are able to access all our courses. Please briefly describe your support needs below and you will be contacted by a member of the Learning Support Team.

ETHNIC ORIGIN

Please tick box (Completion is voluntary. Information supplied will be used for statistical purposes only and treated as confidential.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Chinese | <input type="checkbox"/> White British |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> Mixed White & Asian | <input type="checkbox"/> White Other |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Mixed White & Black African | <input type="checkbox"/> Other |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Mixed White & Black Caribbean | <input type="checkbox"/> Not Known |
| <input type="checkbox"/> Other Black | <input type="checkbox"/> Mixed Other | |

DECLARATION

I apply for admission to Northbrook College Sussex and I agree to the processing of such data for any purposes connected with my studies, career development (if appropriate) or my health and safety (whilst on or off the premises) for purposes connected with my studies, or for any other legitimate reason.

Signature (Applicant) Date

Signature of Parent/Guardian (if under 18 on 1st September of year of entry)

DATA PROTECTION ACT AND YOUR DETAILS - The College collects information about all its staff and students for various administrative, academic and health and safety purposes. Under the requirements of the Data Protection Act 1998, we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, by signing the above we will assume that you have consented to this processing of relevant information about you.

If you do not wish to be contacted by the College for marketing purposes please tick here

If you are aged under 18 years, you also authorise the College to disclose details of your attendance to your parent, guardian or carer, if requested to do so.

FREEDOM OF INFORMATION ACT 2000

Northbrook College Sussex has adopted the Model Publication Scheme for Further Education produced in accordance with Section 20 of the Freedom of Information Act 2000 (came into force on 1 January 2005) and will publish information in accordance with that scheme.

STUDENT SERVICES AT NORTHBROOK

The Admissions Offices at the West Durrington and Broadwater campuses are open at the following times

Monday - Thursday 9.00am to 5.00pm
Friday 9.00am to 4.30pm

Telephone number for enquiries: 0845 155 60 60, email: enquiries@nbc.col.ac.uk

- Information and assistance with completion of application forms (including UCAS)
- Information and assistance with completion of enrolment

The Student Financial Support Office at the West Durrington campus is open at the following times

Monday - Thursday 9.00am to 5.00pm
Friday 9.00am to 4.30pm

Telephone: 01903 606014, email: sfs@nbc.col.ac.uk

- Information on student finance and funding

Careers Advice

Please contact the Careers Adviser located at our West Durrington campus for careers advice, telephone 01903 606063 or, alternatively, please contact Connexions, telephone 01903 205612.

COLLEGE RULES AND PROCEDURES Should Things Go Wrong

Feel free to question, comment and, if necessary, complain if you consider something is not right. Do so pleasantly and politely, but make sure you obtain an answer. Not all problems have a solution, but members of staff can at least explain why things are as they are. Your first point of contact would normally be your Personal Tutor or Course Tutor, but if there are other members of staff you wish to talk to, feel free to do so. The formal Student Grievance Procedure, which you can find in the Rules and Regulations section of the Student Information Guide, explains how complaints can be dealt with through all levels of the College Management. Complaints could relate to any aspect of your experience at College including facilities, course arrangements or the behaviour of staff or other students.

STUDENT CHARTER

The College seeks to provide a caring and effective learning environment for all students and strives for continuous improvement in the quality of its services. This Charter is designed to help students understand what they should expect from the College and what the College expects from them. The Northbrook Student Charter reflects and reinforces the National Charters for Further and Higher Education and copies of these are freely available from all College Libraries.

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