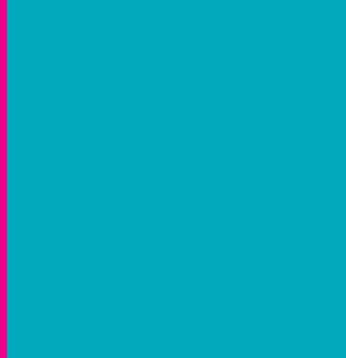




# YOUR GUIDE TO ENROLMENT 2017/18

Great Courses | Great Facilities | Greater Opportunities



Be part of something

# EXCITING

## NOTTINGHAM COLLEGE



Central College  
Nottingham



new college  
nottingham

Central and ncn have joined forces to become **NOTTINGHAM COLLEGE** which means great courses, great facilities and greater opportunities for you.

# YOUR ENROLMENT DAY IS APPROACHING SOON

Please make sure you bring with you:

## ✓ ONE FORM OF IDENTIFICATION

- Passport
- Birth certificate
- Driving licence – this can be full or provisional
- National Insurance card or letter
- National identity card
- Bank, credit or debit card
- Exam certificates
- UK naturalisation/citizenship certificate
- Utility bill which clearly states your name
- Benefit letter which states your name
- Your Advanced Learner Loan letter
- Adoption certificate
- Residence permit card
- Home Office letter
- HM Forces card

If you have not been living in the UK or EU for the last 3 years you will need to provide evidence\* that you are a citizen of a country within the European Economic Area (EEA) or have a right of abode in the UK and EEA and have been resident in the EEA for at least three years.

\* Passport/visa/residence permit/home office letter

## ✓ YOUR EXAM CERTIFICATES

- These should include your English and maths. You can bring either your exam results or exam certificates.

## ✓ YOUR NATIONAL INSURANCE NUMBER

## ✓ YOUR STUDENT FUNDING FORM AND YOUR HOUSEHOLD INCOME EVIDENCE

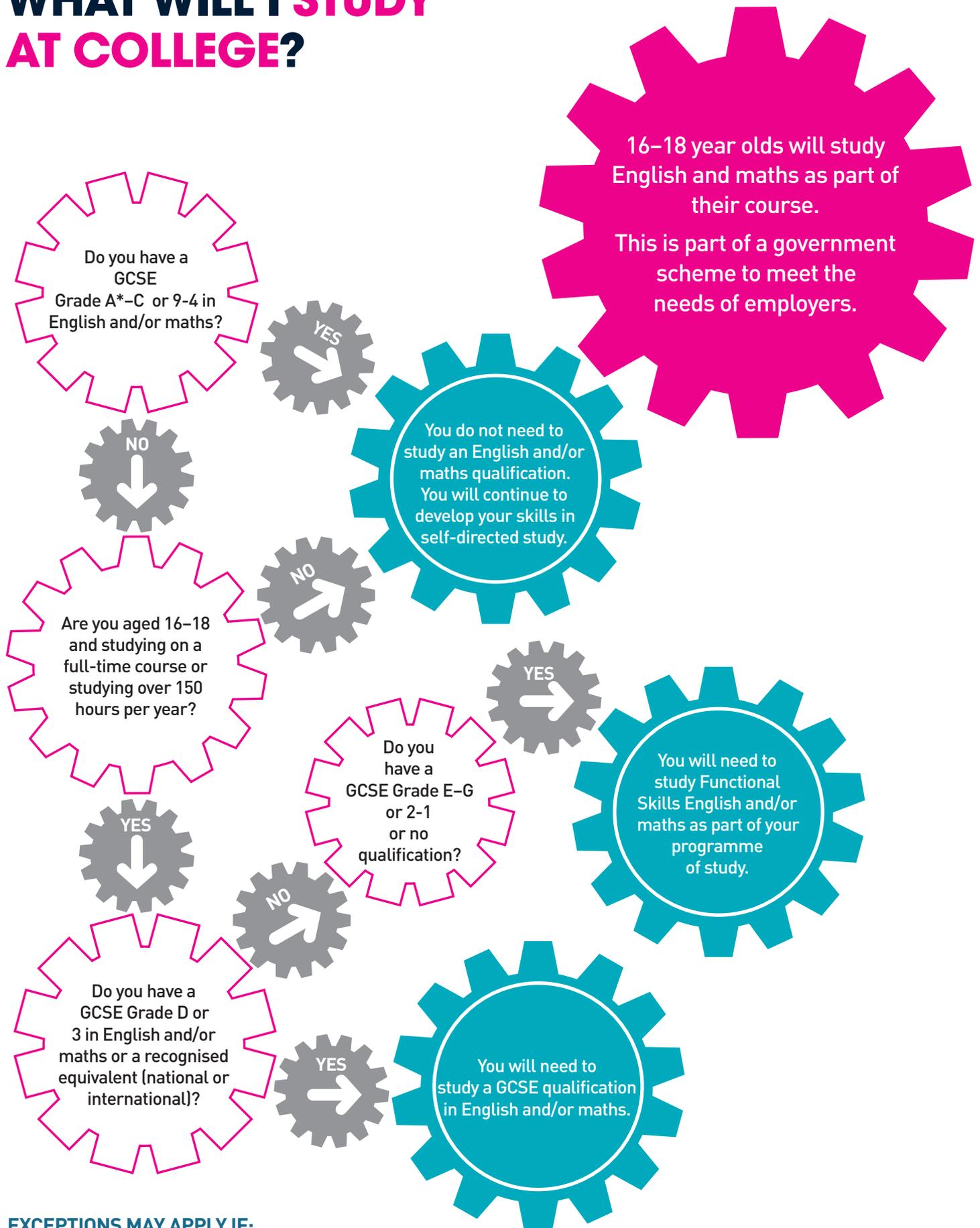
- Check your funding form to make sure you have the correct household income evidence.

## ✓ YOUR PAYMENT IF YOU ARE 19 AND OVER, AND YOUR COURSE FEES ARE NOT REMITTED (Please see notes on 'Will I Pay For My Course?')

These can be:

- Cash
- Cheque
- Credit/Debit Card
- Instalment Plan
- Employer Letter
- Advanced Learner Loan

# WHAT WILL I STUDY AT COLLEGE?



## EXCEPTIONS MAY APPLY IF:

- You have learning difficulties/disabilities and are assessed as not able to study GCSE or Functional Skills.
- You have overseas qualification equivalents to GCSE Grade C / 4 or above.

# APPLYING FOR STUDENT FUNDING?

## What do you need to bring?

Proof of your household income which can be:

EVIDENCE REQUIRED	
Tax credit award notice for 17/18 to include all pages.	Your name must be stated in this award notice.
Your last 2 month/8 weeks payslips and council tax bill for 17/18.	This will be your parents/guardians if you are living with them.
P60 dated April 2017 and council tax bill for 17/18.	This will be your parents/guardians if you are living with them.
Self employed accounts and council tax bill for 17/18.	This will be your parents/guardians if you are living with them.
Benefit letter dated within the last 3 months (ESA, JSA, Income Support).	This will be your parents/guardians if you are living with them.
Income support, universal credit, PIP, ESA and DLA letter dated within the last 3 months or social worker letter stating that you are in care or leaving care.	If you meet this criteria, you may be entitled to extra support (16–18 years old).

## WHAT YOU MAY BE ENTITLED TO

The College is often able to offer financial support to students depending on their age and circumstances, this table shows you what support may be available to you. You can find out more on your enrolment date or at our College Finance and Funding Information Days.

SUPPORT AVAILABLE	
Travel – a contribution may be paid if you live more than 1.5 miles away from college.	Forms available from the College
Equipment – a contribution may be paid.	Forms available from the College
Food vouchers – This will be dependent on budgets.	Forms available from the College
Free school meals – You or your parents must be on a means tested benefit or have a household income below £16,109 and must not be receiving working tax credits.	Forms available from the College
Childcare (16–18)	Must apply through the Care to Learn Scheme <a href="http://www.gov.uk/care-to-learn">www.gov.uk/care-to-learn</a> . You will be required to bring in your child's birth certificate to student services.
Childcare (19+)	A contribution of 80% towards childcare fees may be made depending on budgets. You will be required to cover 20% of your fees yourself. Forms available from the College.
Childcare (19+) studying a Level 3/4 course	Contribution as above provided you have an approved Advanced Learner Loan. Forms available from the College.

Forms will only be assessed when all required evidence is received and are processed in date received order. Please be aware it can take up to 6 weeks to fully assess your form due to the high number of applications. During this time, you may need alternative travel and lunch arrangements. We will notify you in writing of any awards or further information we require.

# WILL I PAY FOR MY COURSE?

Depending on your age, circumstances and the level of course you are studying, your course fees may be remitted – if the fees are remitted, this means you won't have to pay for your course. This table is a guide as to whether or not you will have to pay fees.

LEVEL OF COURSE	16–18 AS AT 31 AUGUST 2017	19–23 AT THE START OF THE COURSE	24 AND OVER AT THE START OF THE COURSE
Entry/Level 1	Fees remitted **	Fees may be remitted if this is your first full Level 1 qualification OR If you are unemployed and on a benefit or if you are earning less than £330.00 per month and receiving a benefit.	Fees may be remitted if you are unemployed and on a benefit or if you are earning less than £330.00 per month and receiving a benefit.
Level 2	Fees remitted **	Fees may be remitted if this is your first full Level 2 qualification OR If you are unemployed and on a benefit or if you are earning less than £330.00 per month and receiving a benefit.	Fees may be remitted if you are unemployed and on a benefit or if you are earning less than £330.00 per month and receiving a benefit.
Level 3 and above	Fees remitted **	Fees may be remitted if this is your first full Level 3 qualification. Otherwise you will be charged the full amount of the course fees but you may be eligible to apply for the Advanced Learner Loan.	You will need to pay for the full amount of your course fees but you may be eligible to apply for the Advanced Learner Loan.

\*\* Fees remitted means your tuition fees will be funded therefore you will not have to pay your course fees with the exception of some course specific costs e.g. uniforms and trips.

If you are over 19 years old and studying a Level 3 course, you should have received information regarding the Advanced Learner Loan. If you require any further information or any support please email [advanced.learner-loan@ncn.ac.uk](mailto:advanced.learner-loan@ncn.ac.uk).

## COLLEGE FINANCE AND FUNDING INFORMATION DAYS

Come to our Clarendon campus and meet our friendly student services team between 10th July–23rd August Monday–Friday 10.00am–3.00pm, for help and advice with:

- Applying for your Advanced Learner Loan.
- Submitting your Student Finance form to get support with travel, equipment and childcare costs.
- Discussing your course fee payment options.

# TERMS AND CONDITIONS

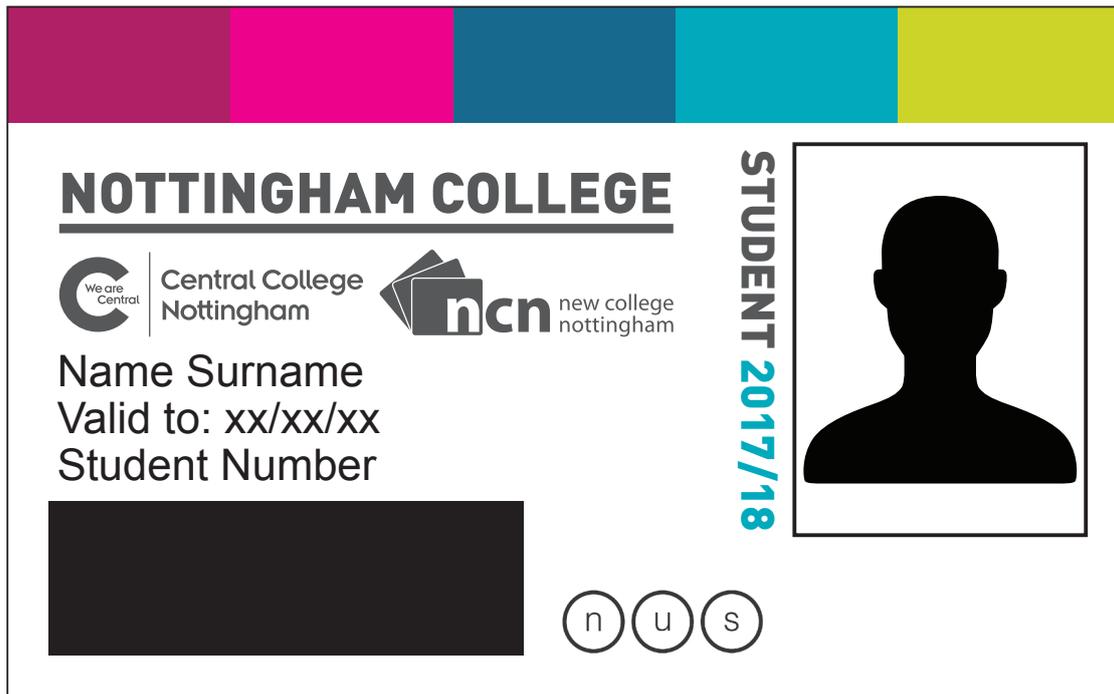
- In order to ensure that the College adheres to Health and Safety regulations, no student will be allowed on the College premises for the purpose of receiving learning unless they are fully enrolled.
- You must notify the College immediately of any changes to your personal circumstances affecting entitlement to fee remission or student support funding.

## REFUNDS

- Refunds will only be issued to students if the College cancels a course or they have been overcharged. The refund will be sent to the student automatically.
- Refunds can only be applied for in exceptional circumstances and with supporting evidence.

## STUDENT ID CARDS

- During enrolment, we'll need to take a photo for your new student ID card so be photo ready!
- Students are required to visibly display their ID card within college at all times so make sure you bring it every day!



# STUDENTS' UNION

Nottingham College Students' Union is run by students for students, we encourage our students to dive in and take an active role in shaping their experience. There are plenty of opportunities to get involved in student life outside of the classroom.

The SU aim to:

- Provide student representation through Learner Voice and student led campaigns.
- Co-ordinate a range of vibrant enrichment and entertaining social activities.
- Provide opportunities for personal growth and development through these goals. Nottingham College Students' Union will always seek to promote a better quality of student life.

**For more information look out for your Student Union reps at main enrolment**

## NUS EXTRA

Every student over the age of 16 enrolled at Nottingham College is automatically a member of the Nottingham College Students' Union. This means you become a member of the National Union of Students (NUS) which represents the five and a half million students across the UK. You can also get student discount in over 160 shops both in store and online, by purchasing an NUS Extra card, which only costs £12!!!

**To find a full list of available discounts visit [www.nusextra.co.uk](http://www.nusextra.co.uk) and remember the sooner you buy your card the sooner you can start saving!**

## SPORT

All Nottingham College students have access to a wide selection of free sports sessions and sports teams as part of the sports programme. This is a great way to meet new people and develop new skills.

We run competitive football and basketball teams alongside six week taster sessions and a range of sports that run all year round including golf, cricket, badminton, ice-skating and many more.





[www.ncn.ac.uk](http://www.ncn.ac.uk)



[www.centralnottingham.ac.uk](http://www.centralnottingham.ac.uk)



0115 9 100 100



0115 914 6414

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