



NOTES TO ASSIST YOU IN COMPLETING THE COLLEGE APPLICATION FORM

NOTE ONE

Please complete all sections as fully as possible. Failure to do so may result in your application being delayed or withdrawn.

Further help if you are uncertain about which course to apply for

If you are finding it difficult to decide about which course to apply for or need further information, please contact the Student Advice Team on 0113 202 8111. Alternatively, you could drop in at our office at Blenheim Walk or email us at info@leeds-art.ac.uk.

NOTE TWO

Mature Students

Leeds College of Art welcomes applications from mature students. As we understand that it is often a major decision to return to study, you can contact the Student Advice Team to discuss your qualifications and experience or any other issues such as finance and childcare.

If you do not have any formal qualifications, please declare this fact on section (8) of the application form.

NOTE THREE

References - These are needed for all full-time and part-time applications

- If you are still at school or a full-time student at a College of Further Education you should give the form to your Head Teacher or Head of Department.
- If you are not in full-time education, please pass the form to the person you have nominated as your referee.
- Can be submitted by email to: admissions@leeds-art.ac.uk

NOTE FOUR

Criminal Convictions

If you have a criminal conviction, which is relevant and not spent, you must disclose it. This will not automatically exclude your application, but we may want to consider it further, or ask for more information before making a decision. Relevant convictions are those against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances.

NOTE FIVE

Interviews

Once the Admissions Team has received your application and reference, they will write to you to explain the interview arrangements for your course (some courses interview before others, depending on the nature of the course).

You should be prepared at interview to tell us about yourself and make clear your reasons for applying. If you have a Record of Achievement or any other summary of experience, (e.g. a CV) please bring this along to the interview.

NOTE SIX

The Result of the Interview

You will hear from us within 20 working days of your interview. Our letter will contain one of the following outcomes:

- An unconditional offer of a place. This is a firm offer with no conditions attached.
- A conditional offer of a place. This usually means that you have to achieve satisfactory exam results before you can be offered a firm place. The letter will explain the conditions in detail.
- A reserve or waiting list place. In this case you will only be accepted on your course if a place becomes available and your exam results are satisfactory.
- An invitation to a further interview.
- Unsuccessful

NOTE SEVEN

If you are unhappy with any aspect of your interview, please contact the Dean of the Faculty of Further Education. Leeds College of Art is committed to ensuring equal opportunities.

Please remember

- Your application form and personal statement is our first impression of you - please complete it fully and with care.
- The outcome of an interview may be delayed if we do not receive a reference (note 3).
- If you require any further help, contact the Student Advice Team on 0113 202 8111.

NOTE EIGHT

The College collects information about all our staff and students for various administrative, academic and health and safety reasons. This data may be shared with other institutions. Because 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, we need you to sign this consent to process clause. If you do not do so, we will be unable to offer you a course place. If you require any further information about this, please contact the Student Advice office.