

Student Name
Road
Town
Postcode

Dear Applicant

We are delighted to invite you to enrol for your course at Exeter College on **Date at Time**, this is based at our **Centre for Creative Industries building or Victoria House**, opposite Central Station, Exeter, EX4 3SR.

There will be greeters to direct you to your appointment room, where you will meet a lecturer from the **XX Faculty**.

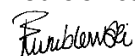
We understand that this is a difficult financial time for families, and we have support available towards travel costs to households with an income below £50k per year. Please make sure you visit the Travel & Bursary page of our website before you arrive at college to ensure that you take advantage of this <https://ex-coll.ac.uk/school-leavers/travel/>

We hope that your GCSE results are what you wished for, but please do not worry if they are not. We will have a course that is right for you, and we can discuss changes and alternatives to your programme when we see you for your enrolment appointment.

If you cannot make this appointment, please contact our Admissions Team on 01392 400444 as soon as possible after receiving this invite, and before the 29th July.

We have enclosed a leaflet to explain more about what to expect from your enrolment appointment with us – please read through carefully and if you have any further questions, please do not hesitate to contact us.

Yours sincerely



Emma Wrublewski

Head of Admissions, Advice and Learning Centres

Student Name:

Exam Results: Please fill in your results on this form if you are enrolling onto:

- **A Level programme** (which may also have up to 1 BTEC Certificates within the programme of study)
- **International Baccalaureate**
- **Vocational courses including: UAL, BTEC, NVQ, VRQ**

	GCSE / BTEC / Other	Grade (9 – 1)	Certs seen
1	English Language		
	<i>English spoken language GCSE endorsement</i>	F P M D (please circle)	
2	Maths		
3	English Literature (delete if not taken)		
4			
5			
6			
7			
8			
9			
10			
11			
12			

A photograph of Exeter College, a modern building with red brick and large glass windows. A white van is parked in front of the entrance. Overlaid on the image is a large white rectangle with the word 'ENROLMENT' in pink, and a smaller pink rectangle below it with the text 'at Exeter College' in white.

ENROLMENT

at Exeter College

ENROLMENT EXPLAINED★

What do I need to bring?

- Evidence of your official school exam results (GCSEs, BTECs and any others, including overseas qualifications if you have recently moved to the UK).
- Completed exam results form (a copy of this will be attached to your enrolment appointment letter, or you can download it from www.exe-coll.ac.uk/enrol).
- If you are not a UK national, please bring your Share Code and your passport or national ID card associated to your UKVI account; we may need to ask to view this information before enrolling you.

What to expect?

- Your enrolment appointment will take roughly 45mins to an hour.
- Feel free to bring a parent/guardian/carer, we offer free tea and coffee and suitable waiting areas.
- Please come to the building we have highlighted in your invitation, and we will direct you to the correct room.
- You will meet a tutor from your subject area who will confirm your choices with you, check your results and help you to complete the enrolment form. They will also give you information about your first day at College.
- You will then go to our sports hall to get your photo taken and collect your student ID card.
- In the sports hall you will be able to access further information and guidance from our range of support and information services to ensure you have everything you need before you start College.

What support and information will be available?

- **Advice Zone** - Careers advice and guidance if you have changed your mind or need to look at alternative options.
- **Financial Support** - Get advice or apply for financial support for your studies and/or travel pass.
- **Travel Scheme** - Collect or apply for your subsidised travel pass.
- **Health and Safeguarding** - Find out more about the support we can offer and chat to us if you have any questions or concerns.
- **Learning Support and Exam Support requirements** - Let us know about any support you have had in class or during your exams at school so we can ensure that we can put in place the correct support at College for you.
- **EXtra** - Come and chat to our EXtra Team to find out more about the EXtra activities available at College and how you can access a range of student discounts.

FREQUENTLY ASKED QUESTIONS★

Where does enrolment take place?

- Enrolment takes place at our Centre for Creative Industries, Victoria House and our Sports Hall, all on Queen Street opposite Central station. Look out for our friendly Meet and Greet staff, dressed in blue.
- **Please note we have NO onsite car parking available at the College.**
- **Please visit the enrolment page on our website for a map of the site** (please use the QR code below).

I can't attend my appointment, what should I do?

To enrol at College, you **MUST** attend an enrolment appointment in person. Please contact our Admissions Team on **01392 400444** as soon as possible if you are unable to attend your appointment.

I've changed my mind about my course options

You will have the opportunity to make changes to your course choice at enrolment. Please come to your booked enrolment appointment and we will do our best to accommodate your requested changes.

I didn't get the grades I needed to do my course

We will have College Advisers on hand to chat to you if you need to look at alternative courses. You can also call our GCSE Results helpline from GCSE Results day on **01392 400555**.

I need to change my preferred name/email/address?

You will have the opportunity to make changes to your personal details at enrolment.

I have found an employer and would like to do an Apprenticeship instead

Please contact the Apprenticeship Team on **01392 400800** or **Apprentices@exe-coll.ac.uk**

I have decided not to come to Exeter College and would like to withdraw my application.

Please email us on **enrol@exe-coll.ac.uk** and we will withdraw your application.

WHERE CAN I GET MORE INFORMATION BEFORE I ENROL?

- For course advice contact the **College Advice Team** **01392 400600** or **CAT@exe-coll.ac.uk**
- To make changes to your enrolment appointment contact our **Admissions Team** on **01392 400444** or **enrol@exe-coll.ac.uk**



Everything you need to know about Enrolment
(Enrolment Information)



Everything you need to know about your first day/week at College
(Freshers' Information)

CITY CENTRE SITES - LOCATIONS★

