

Higher Education Part Time Application Form

If you wish to apply for a full time HE course, please do so via www.ucas.com



Please complete all sections fully.

1	First name:	What is your sex at birth? ☐ Male ☐ Female Why do we need this? We are required to provide applicants' information to the Department of Education, this field is mandatory.	
	Last name:		
	Pronoun:		
2	Date of birth: (eg 28/05/76)	Nationality:	
	Age (as at 31 st Aug 2026):	Country of ordinary residence:	
		Have you lived in the UK for the last 3 years? Yes ☐ No ☐	
3	Permanent Address:	Telephone (including area code):	
	Postcode:	Mobile phone:	
		E-mail:	
4	Have you previously studied at Exeter College?		
	Yes ☐ No ☐		
5	Programme applying for - Please indicate the name of the part time programme you are applying for:		
	Please be aware that some of our programmes will require you to provide an enhanced DBS.		
6	Qualifications: Any completed including GCSE/SQA English Language and Mathematics or equivalents. You will need to bring your Maths and English Language certificates to your interview or enrolment.		
	Full title of Award NB: If NVQ please state level	Grade Achieved	Date
	English Language GCSE		
	Mathematics GCSE		
7	Qualifications not yet completed		
	Full title of Award NB: If NVQ please state level	Predicted Grade	Date when your award will be FULLY completed

8 Personal Statement

Please submit a personal statement covering the points below. You can submit separate sheets if needed. We will not be able to process your application without this.

- Your experience relevant to the course for which you have applied
- How might studying the course affect the following:
- Your personal development, i.e. how you think it will change and develop you
- Your career aspirations, i.e. how will it get you to where you want to be? What challenges will you face? What else will you need to do in order to achieve your goals?
- Your personal circumstances, e.g. finance, childcare, relationships, work

9 References - Please provide the names and email addresses of your referees. The first reference should be an academic reference and the second from your current employer (previous employer if not currently employed).

Referee's name:

Email address:

Referee's name:

Email address:

Guidance information for your reference:

Who can write your reference:

- Refer to ucas.com for guidance on how to provide a reference for an applicant to higher education
www.ucas.com/advisers/references

10 Important! If you answer **Yes** on either question of this section, **please submit additional information with your application by enclosing a letter with full details.** We may also approach relevant agencies for further information.

Do you have a criminal record, have you ever been charged with or under investigation for any criminal offences? This can include an existing criminal record, outstanding court proceedings, police investigations, on an offenders register or working with Youth Offending/Probation Services.

Yes ☐ No ☐

Do you have an agency or support worker? Yes ☐ No ☐

Please tick if you are in care or a care leaver ☐

11 We welcome all students and encourage you to tell us about the support you may need (please tick)

- | | | |
|---|---|---|
| ☐ Visual impairment (do not tick if your eyesight is corrected by glasses) | ☐ Exam access arrangements | ☐ English is not my first language |
| ☐ Hearing impairment | ☐ Moderate learning difficulties | ☐ Education, Health and Care Plan |
| ☐ Disability affecting mobility | ☐ Severe learning difficulties | ☐ Speech, language and communication |
| ☐ Profound complex disabilities | ☐ Dyslexia | ☐ Other specific learning difficulty (eg Dyspraxia and global development delay and speech and language) |
| ☐ Autism, spectrum disorders | ☐ Dyscalculia | |
| ☐ Asperger's syndrome | ☐ Other physical disability | |

12 Are you applying for Disabled Student Allowance? Yes ☐ No ☐
Please contact us by email on dsa@exe-coll.ac.uk

- 13**
- I confirm that the information I have provided on this form is correct.
 - I understand that my information will be used to process my application so that I can enter into a learning agreement (contract) with the College
 - I understand that:
 - my contact details will be used to communicate with me about my application and future relationship with the College
 - my designated next of kin will be contacted to confirm their details and to be informed of how Exeter College will use their data
 - if I am 18 or under when this form is submitted, details of my application may be shared with my school, parent(s) or carer(s) designated as my next of kin
 - details of my application may be shared with my employer if they are proposing to sponsor my study
 - details of my application may be shared with referees I have nominated on this form
 - my information will be stored for as long as necessary and further details about this can be found on the Data Protection section in the Exeter College website
 - I understand that to carry out its public task to deliver education the College will:
 - share my personal data with local authorities and other agencies which may contact me about services relevant to my application and my future attendance at College
 - share my data with processing companies to facilitate payment and other services
 - share my personal data with other agencies (including law enforcement agencies) and funding bodies as required by law
 - if I am 18 or under when this form is submitted, share copies of most email communications from Exeter College with Next of Kin 1, meaning that both next of Kins will have access to my student data, including the Parent Portal
 - discuss health and other information (including special categories information) with professionals and other organisations and agencies to ensure that I can have the support I need to achieve the best outcome from my application
 - unless I give my explicit consent, the College will process my special categories information only when necessary to protect my vital interests (e.g. my life), those of others, or where there is a legal obligation or a substantial public interest in doing so.

If you are under 19 years old the College will share information regarding your attendance, progress and achievement with your parent(s) or carer(s) designated as your next of kin. This includes data presented electronically on the College's Parent portal. If you have reason to discuss the information the College shares with your parent(s) or carer(s) who you have designated as your next of kin, please contact the Designated Safeguarding Lead by email: DSL@exe-coll.ac.uk

Further information about your rights and how we process your data can be found at www.exe-coll.ac.uk/dataprotection

Student Signature **Date**

What to do next: When complete send this to Admissions, Exeter College, Hele Road, Exeter EX4 4JS or email: info@exe-coll.ac.uk
We will then contact you regarding the next steps in your application process.