



PART-TIME UNDERGRADUATE STUDY

SEPTEMBER 2009 ENTRY

(Please read the Notes of Guidance on Completion before filling in this form)

1. Title/Name/Address

Title Mr/Mrs/Miss/Ms	
Surname	
Forename(s)	
Correspondence address	
	Postcode
Telephone number	
E-mail address	

2. Further details

Date of birth						
Gender (please tick)	Male		Female			
Disability/Support requirements						
Country of birth						
Nationality						
Date of entry into the UK (if born outside the UK)						
Area of Permanent Residence						
Residential category						

3. Degree Course applied for

Degree	
Subject(s)	

4. Do you have any criminal convictions? (Please see the Notes of Guidance on Completion)

Yes		No	
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5. If you wish to apply for APCL/APEL, please indicate in the box below the subject(s) it applies to. Please give a brief description of the academic work or work experience to which the APCL/APEL applies. Please note that you may be required to complete a separate application form for APCL/APEL



PART-TIME UNDERGRADUATE STUDY

Notes of Guidance on Completion of Application Forms

Please note that all available evidence will be taken into account when we consider your application. It is therefore in your interest to provide as much information as possible in each section.

Section 1: Title/Name/Address

Enter the **title** by which you wish to be addressed, followed by your **surname/family name** and then your **first names**. Enter the **correspondence address** to which you want us to send information relating to your application. Enter, if possible, a **telephone number** at which you are most likely to be contacted and an **e-mail address** (if applicable).

Section 2: Further details

Enter your **Date of birth** in the form dd/mm/yy. Enter a code in the **Disability/Support requirements** box from the table below. Please note that you are not obliged to disclose this information and any information you provide will not affect judgments concerning your academic suitability for the course. However, to allow us to provide the best available support for you, we need to know about the nature of any disability and how it might affect your studies.

0	You do not have a disability or are not aware of any additional support requirements in study or accommodation.
1	You have dyslexia.
2	You are blind/partially sighted.
3	You are deaf/hard of hearing.
4	You are wheelchair user/have mobility problems.
5	You need personal care support.
6	You have mental health difficulties.
7	You have an unseen disability, e.g. diabetes, epilepsy, asthma.
8	You have two or more of the above disabilities/special needs.
9	You have a disability not listed above.

Area of Permanent Residence: **If you live in**

- Greater London, give your London borough (for example, Enfield);
- a former metropolitan county, give your district (for example, Sefton);
- Scotland, give your district or islands area (for example, Clackmannanshire);
- Elsewhere in the UK, give your county (for example, Derbyshire);
- Outside the UK, give your country (for example, Italy).

Residential Category: This criteria is used for defining fee status

A - UK Citizen/EU National

You are a UK or EU national, or are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during those three years

B - Settled status

Settled in the UK: you have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.

C - Refugee status

You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or

Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child

D - EEA (Norway, Liechtenstein, Iceland) and Swiss Nationals

You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education

G - UK/EU NATIONAL Living outside EEA:

You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parent, have been temporarily working outside the area in question

O - Other: This includes diplomats and visiting armed forces.

Section 3: Degree Course applied for

Please indicate the Degree you have applied for followed by the subject(s). For a list of part-time Degree course information on the relevant subject pages in the Undergraduate Prospectus or visit our website www.hope.ac.uk

Section 4: Criminal Convictions

You must tick the 'yes' box if you have a conviction, except for:

- a motoring offence that you received a fine or three penalty points for; or
- a spent sentence (as defined by the Rehabilitation of Offenders Act 1974).

If you have no convictions you must tick the 'no' box. Applicants who tick yes will be sent a follow-up form asking for further details. If you are unsure whether to tell us about a conviction you should get advice from your local Citizens Advice Bureau or the Probation Service.

Section 5: Accreditation of Prior Learning (Certificated or Experiential)

Hope is committed to the recognition of prior learning, whether it is certificated (APCL) or experiential (APEL). It may be possible to give credit against the academic work you have already successfully completed or the skills and knowledge you have gained through life or work experience. More information on this can be found on our website <http://www.hope.ac.uk/qae/home/APL/index.html>

Sections 6: Education

Enter details of your secondary education schools and/or colleges and dates of attendance in section 6a. In section 6b please enter details, where appropriate, of any further or higher education experience. Also include any training or qualifications gained in a work-based setting.

Section 7: Qualifications achieved

Enter details here of any qualifications you have achieved. This should include any qualifications gained at school or further education college, for example, GCSE 2A/A Level, Irish Leaving Certificate, Scottish Highers, Access Certificate, BTEC National Diploma, NVQ Level 3. It should also include details of any professional, work-based or community-based qualifications or training certificates you hold. Please remember to give as much information as you can and, where possible, to give details of examination board, level of examination and grade given. **Some subjects may have specific requirements and you should check the entry requirements section in the Undergraduate Prospectus and ensure that you include relevant information.** Do remember to include all qualifications even if you do not think that they are relevant to the course you are applying for. If you do not have any formal qualifications it is still important to put down any work based training or courses you have attended.

Section 8: Qualifications pending

Enter details of any courses you are currently studying or for which you have not yet received results.

Section 9: Employment history

Please list any employment you have had. State the employer(s) and the dates of employment and give details of the type of work you have undertaken. You might also want to refer to the skills and knowledge needed to undertake this work.

Section 10: How did you find out about this course?

Please indicate how you found out about this course to help us to plan future publicity and marketing.

Section 11: Personal statement

In this section you should give your reasons for making this application. This section is **very important** in helping us to assess your application. Among other things you should explain

- why you are applying for these particular subjects
- what personal strengths and skills you will bring to the course
- why you need to study part-time
- your aspirations for the future.

Section 12: DECLARATION

Please sign if the details you have supplied are correct and that you agree to comply with the rules and regulations of the institution where the modules will be studied, and you will comply with the Rules, Regulations and By-Laws of Liverpool Hope University for the time being in force, including Health, Safety and Disciplinary Regulations.

Section 13: Reference

You will need to approach somebody who is prepared to act as a referee for you in this application. If possible this should be someone who knows you in an educational capacity.

Your completed form, with reference, should be returned to Admissions, Liverpool Hope University, Hope Park, Liverpool, L16 9JD.