

Application Cycle - Higher Education



1

Pre-Application (Enquirers)

Media/Marketing Materials/
School Visits/UCAS/College
Website/Open Evenings/
Recruitment Fairs.

2

Application (Choices - Processes)

Course chosen.
Decision to apply.

Full-Time Course Application via UCAS

www.ucas.com
Institution Code S43 South Essex College.

Part-Time Course Application via College Website

www.SouthEssex.ac.uk
Online or via hard copy application
at back of prospectus.

3

Post Application Application Received by Central Admissions Team

- College Student Record Number noted.
- Initial screening for Fee Assessment/referrals to Learner Services for support needs/criminal convictions e.t.c.
- Forward to Admissions Tutors for selection process.
- **First letter to applicants from central team acknowledging receipt and general information sent to applicant regarding fees/DSA/Learner Support/Accommodation/Next Steps e.t.c.**

Application Received by Admission Tutor

- Review of Application against published entry criteria (UCAS/College website/Prospectus).
- All aspects of UCAS form/application considered: Personal statement/reference/work history/experience/qualifications.

Interview/Audition

If non-standard entry criteria or entering on basis of previous experience.

or...

If it forms part of entry requirements for the course (could include portfolio/audition if published in entry criteria).

Unsuccessful

Form returned to Central Admissions team with reason why the applicant has not met entry requirements (All forms screened by appropriately trained central admissions staff). If part-time College write to applicant directly. If full-time applicant College inform UCAS and they advise of outcome directly via 'Track'. (See Admissions Policy & Feedback statement on how to request feedback)

Feedback

Feedback can be provided on request please see Admissions Policy and Feedback Statement
www.southessex.ac.uk.

Withdraw

A choice can be withdrawn by you or the College. The reason will be displayed in 'Track'. It may be withdrawn because: you didn't respond to any letters or emails from the university or college, you didn't attend an interview, or because you request the College to withdraw your application.

Successful

Form returned to Central Admissions team (All offers screened by appropriately trained central admissions staff). Part-time applicants sent offer letter from College directly. Full-time applicants are notified via UCAS 'Track'
www.ucas.com

Referral

Following an unsuccessful application all applicants will be contacted for alternative choices within the college whose entry criteria are met. If none available then applicants will be referred to Learner services team for alternate options.

Conditional Offer

This means that the college will offer you a place if you meet certain conditions, which are usually based on the results of any qualifications you are undertaking in the current academic year. You may be asked to achieve specific Tariff points (eg 200 points from 3 A-levels) or passing current course or achieving English/Maths Level 2 or a combination. You must meet the conditions of your offer the by end of August .

Offers will be subject to individuals qualifications and circumstances and may depend on subject specific requirements such as DBS checks/Health Check etc. **Second letter sent by our Central Admissions team giving further information about fees/accomodation/DSA/meeting conditions/enrolment e.t.c.**

Unconditional Offer

This means that you have met all the academic requirements and the college is happy to accept you. We may contact you if we need proof of your qualifications. They might have other requirements, like financial or medical conditions, that you need to meet before you can start the course.

Full enrolment details will be sent to you during early August. **Second letter sent by our Central Admissions team giving further information about fees/accomodation/DSA/meeting conditions/enrolment e.t.c.**

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graph TD; A[Replying to your Offers] --> B[4 Transition (Confirmation, Enrolment & Induction)]; B --> C[Summer Confirmation of Conditional Offers (April - August)];
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Replying to your Offers

- Applicant logs onto 'Track' and makes decisions on offers made.
- If you have received decisions from all of your choices and you have at least one offer, UCAS will email you to let you know there has been a change to your application, and ask you to look at Track. If you haven't provided a valid email address UCAS will send you a letter which will ask you to reply to your offers.
- If you have applied to a part-time course and have been made an offer you will not need to contact the College to accept.
- For further information about the UCAS cycle please visit <http://www.ucas.ac.uk/students/offers/replyingtoyouroffers>

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Transition
(Confirmation, Enrolment & Induction)

Summer Confirmation of Conditional Offers

(April - August)

The College will check that each student has met the conditions of their individual offer. Some qualifications are automatically provided by UCAS. In the case of results not provided by UCAS and for part-time applicants it is the applicant's responsibility to provide the Admissions team with evidence of the results of academic and English language qualifications. The College reserves the right not to confirm the applicants place if he/she does not provide evidence of having met the conditions of his/her offer by the published deadline.

If you are accepted, UCAS will send you a Confirmation letter in the post. This letter confirms that you will be attending the College or University and will explain whether there is anything you need to do. Once you receive this letter, you will be pleased to know that you have officially gained a place.

Third letter sent to all students at UF giving full details of enrolment/induction including information required to enrol, details of the enrolment process including: timing and information about when and how to enrol, and information about the teaching year, induction e.t.c will be provided. This will be provided to part-time students automatically.



Enrolment

(Mid - September)

- New students invited into enrolment hall at relevant campus.
- Qualifications checked, verified & copied.
- Passport/identification checked and copied (any relevant fee status to identify home/overseas tuition fee should have been undertaken during the application process. However any final checks will take place at enrolment by trained staff with UCKISA fee assessment process.
- Student Loan documentation provided (where applicable).
- Self Payers – payment made or instalment plan.
- Student completes enrolment form with relevant information and signs 'learning contract'.
- Information entered onto central record system by Data entry staff.
- ID card/lanyard produced and receipt of enrolment provided.



Induction/Commencement of Teaching

Once enrolled report to reception on the first day of teaching.

Induction held which covers:

- Student Central HE Handbook
- Programme Handbook
- Student Intranet
- Rules and Regulations
- Fire/Health & Safety Procedures
- Ice Breaker/meet and greet peer group
- International student buddy system