

# CRAVEN COLLEGE

# THE ENROLMENT BOOKLET 2019







# WELCOME

**Congratulations on being offered a place on a Higher Education programme at Craven College commencing in September 2019.**

The Student Services team at Craven College aim to support and assist you in many ways while you are at College and can deal with a wide range of queries covering financial support, additional support and enrolment. You can contact the Student Services Team on 01756 708 008.

## ENROLMENT

When you come to enrol you will need to bring with you:

- Your **original examination certificates** (unless you have posted copies to the admissions team)
- **Proof of how you will be funded for your course** or 20% deposit towards your course fees
- **Proof of Identity** this could include your passport, driving license, or a debit/credit card

If you are funding your course through a tuition fee loan from student finance, you are required to bring your letter of entitlement to enrolment. In the 'pack' you receive from student finance, there is a page titled 'University/College Payment Advice' and this is for Craven College to retain (you can download this page from your online account).

Once your enrolment has been completed, Craven College can confirm your registration with the student loan company, this will then trigger your maintenance payments to be released to you on either the date stated on your entitlement letter or within five working days if this date has already passed.

If you are self-funding your course payment in full can be made at enrolment. Alternatively payment can be made via direct debit. A deposit of 20% of your course fees is due at enrolment, followed by monthly instalments. You will be sent a direct debit mandate along with a schedule of payments. The mandate should be completed and returned promptly to the College. The balance of the fees will be paid over a maximum of six monthly payments depending on the date of the first payment. Payments will be taken on the first (1st) of the month. The College expects that any payment returned unpaid by the bank will be paid directly to College within 14 days of the original payment date.

If you are sponsored, an original letter on official letterheaded paper from your sponsor/employer confirming their agreement to meet the College fees must be provided at enrolment.

## CRAVEN COLLEGE ID BADGE

You will be issued a Craven College ID badge at enrolment which is required to gain access to the campus and facilities. You must wear your Craven College badge at all times whilst on campus. Each academic year you will be issued with a new ID badge. If you lose your ID badge you will be required to pay for a replacement badge at £5.

## FEES AND FUNDING

The Admissions Team at Craven College can provide help and advice on funding your course and the loans available to you. Fees for the academic year 2019/20 are set as follows:

- Full-time fee for Level 4, 5 & 6 is £6,750 per annum
- Part-time fee for Level 4, 5 & 6 is £1,125 per 20 credit module

### Tuition fees

No student has to find the cost of their first HE course before or whilst they are studying. All students studying their first HE qualification (whether full or part-time) will be eligible for a tuition fee loan to cover these costs, and this is paid direct to the university or college. Students repay their loans when their earnings exceed £25,000 per year and repayments are linked to earnings, so the more you earn, the more you repay, the less you earn, the less you repay.

### Maintenance Loans

These loans are available for all full-time and some part-time students to help cover the cost of study and living costs with 65% of this loan being non-means tested. The loan is paid directly to the student in three instalments. The amount of loan you receive depends on your household income and where you will live while studying.

## Craven College bursaries

Craven College strives to do all it can so that no eligible student has to withdraw from their course due to lack of financial support. The Widening Participation Bursary Fund is used to widen access to and remove financial barriers to participation in Higher Education wherever possible. The bursary scheme is open to all full and part-time UK and EU students who commenced their studies after 01 September 2016 on the following programmes:

- Undergraduate Honours Degrees (including Top-ups)
- Foundation Degrees
- Higher Nationals - Certificates and Diplomas
- Initial Teacher Training qualifications

The Widening Participation Bursary comprises of different bursaries and scholarships, these include the Achievement Scholarship, Specialist Equipment Bursary, Specialist Work Placement Bursary, and Care Leaver Bursary.

## Students in receipt of income-related benefits

If you are in receipt of income-related benefits whilst you are studying (e.g. income support, housing benefit etc) it is your responsibility to advise the Benefits Office about any funding that you receive for your course.

## Other important financial information

You will be informed of any amount you owe to the College by means of an invoice. This will include details of any Direct Debit instalment schemes you have set up. It is your responsibility to ensure you make all payments by the due date. If you fail to pay the full amount or are unable to maintain an arrangement for repayment of your debt, you may be required to pay the full amount owed. The College may apply the following sanctions or use one of the following methods of debt collection:

- Not permitted to progress from one academic year to the next if money is owed to the College
- Withdrawal of access to College facilities such as the Learning Hub and IT facilities
- Collection of debt via a nominated debt collection agency (including overseas and tracing agents) who may on our instruction perform credit reference searches
- Retrospective termination of enrolment on your course from the date that a debt becomes overdue
- Collection of debt through the County Court. If unpaid, this can result in a judgment being registered against your name, which could, in turn, adversely affect your credit rating and future applications for mortgages, personal and secured loans, hire purchase arrangements, jobs within the financial services sector and other careers, etc.
- In addition, if at the end of your course you owe money to the College it will not be possible for you to graduate or to receive your Degree/ Diploma Certificate until the debt has been cleared

## WITHDRAWAL FROM STUDY

In the unfortunate event of having to withdraw from study, you must send a notification of withdrawal in writing to Craven College at [withdrawals@craven-college.ac.uk](mailto:withdrawals@craven-college.ac.uk) as soon as possible, and should include details of the reason for withdrawal. Until you withdraw in writing to the email address above, tuition fees will still be payable.

## OTHER INFORMATION

### Disabled Students' Allowances (DSA's)

If you have a learning difficulty, disability or mental health condition don't forget to apply for support through DSA. For further information see [www.gov.uk/disabled-students-allowances-dsas/overview](http://www.gov.uk/disabled-students-allowances-dsas/overview) It is your responsibility to ensure that your DSA support is in place for your studies, if you would like any assistance with organising your support please contact the Student Services Team.

### Student Support

Craven College offers specialist student support that is available for you to access. This support includes a confidential mentoring and counselling service and study skills workshops where a specialist team is available to assist you with academic research and assignment writing. If you would like further details regarding what support will be available whilst you study at Craven College, please contact 01756 708 008.

### Student Council

You will have an opportunity to comment on your experience at College and the chance to participate in the management of your learning. This allows us to keep improving your learning experience by acting on your feedback. There are also various positions available on the Student Council for current students. Applications can be completed at enrolment/induction or via Moodle. Elections will commence late September/early October. The student governor/president elections are held after Easter for the following academic year. Enrolling at College makes you eligible for membership of the National Union of Students with benefits such as local and national representation, discounts at various High Street outlets, online etc. You can apply for an NUS membership card (Totum) online at [www.totum.com](http://www.totum.com)

### Disclosure Scotland Check

Students studying at The Aviation Academy, Leeds Bradford Airport are required to have a clear Basic Disclosure Scotland check due to studying in a restricted area. You can apply for a Disclosure Scotland check online at [www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/](http://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/) at a cost of £25.

**Without a Disclosure you will not be allowed to enrol on your chosen course, so it is imperative that you apply as soon as possible.**

If you apply for a Disclosure Scotland and are not able to enrol on the course for other reasons e.g. not achieving the required grades, The Aviation Academy is not able to reimburse the cost of the Disclosure. Once you receive your Disclosure Scotland certificate please email a copy to [admissions@craven-college.ac.uk](mailto:admissions@craven-college.ac.uk)

### Support for you

We understand that prior to your arrival at Craven College you may have a number of questions that have not been answered by the literature. If this is the case, please do not hesitate to contact the Admissions Team, 01756 693 811 - they are there to help.

**By following the above procedures, we hope to be able to make the whole enrolment process as easy as possible for you.**



# ENRICHING LIVES THROUGH LEARNING

## **Craven College**

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