

Part-time Courses Application Form



Please return this form to:

Graduate Centre
Priory Street Coventry CV1 5FB
United Kingdom
Tel: +44 24 7688 7090
Fax: +44 24 7688 8609
E-mail: part-time.uni@coventry.ac.uk

Please read the notes at the back before completing this form. It is important that you write neatly using block capitals in black ink or typescript. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process. If any documents submitted in support of your application are found to be fraudulent the University reserves the right to reject or withdraw the application or any offer made.**

1. Personal Details

Title (Mr/Mrs/Miss/Ms etc)	Male/Female	Date of Birth (dd/mm/yy)	Age
Family Name		First Name(s)	
Correspondence Address		Home Address (if different)	
Postcode		Postcode	
Telephone Number		Telephone Number	
Mobile Number		Mobile Number	
Current Email		Fax Number	

Do you have any criminal convictions? Yes No
(Your enquiry cannot be processed if you do not complete this section - see Notes for Guidance)

2. Disability/Special Needs

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at Coventry University or may require special facilities or treatment (see Notes for Guidance). Please provide full details in Section 9.

Code

3. Fee Status

Country of Birth	Nationality
Country of domicile or area of permanent residence	
Date of first entry to the United Kingdom	
Who is expected to pay your fees?	

4. Details of Course(s) for which you wish to apply

Choice	Course Title	Mode of Study	Month/Year of Entry
1			
2			
3			

8. Personal Statement

Please state your reasons for choosing the course, relevant experience, and career plans. Membership to any professional bodies can also be stated here. Continue on a separate sheet of paper if necessary.

9. Physical or other disability or medical condition

Please state any condition which might necessitate special arrangements or facilities. Consult Notes for Guidance under Section 2.

10 References

Names and addresses of two referees (if possible, references should be sent with this form in sealed envelopes.) Please see Guidance Note 10

11 Declaration

I confirm that the information given in this form is correct, complete and I have personally signed this form. I have read the Notes for Guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant _____ Date _____

Please note that due to the Data Protection Act 1998 we can only talk or correspond with you about your application. If someone else calls or contacts the University on your behalf we require your written permission before we can respond (e.g. Parent, relative, sponsor, etc)

IMPORTANT NOTE

Coventry University will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of Coventry University interfere with its ability to provide such a service, Coventry University will take reasonable steps to minimise the resultant disruption. Coventry University does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of Coventry University, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by Coventry University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

Notes for Guidance

General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current Coventry University literature relating to the course(s) in which you are interested.

Mature students

Coventry University welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to Coventry University.
- To enable Coventry University to compile statistical reports.
- To enable Coventry University to initiate your student record.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

Section 1 Personal details

Complete this section in BLOCK CAPITALS.

Criminal Convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box you may be asked to send in further information.

Section 2 and Section 9

Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 9 and where it is not obvious, indicate whether you have special needs.

Disabilities/support required:

- A No disability.
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C You are blind or have a serious visual impairment uncorrected by glasses.
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G You have a specific learning disability such as dyslexia, dyspraxia or AD(H)D.

- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above.
- J You have two or more impairments and/or disabling medical conditions.

Section 3 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

Section 4 Details of course(s) for which you wish to apply

If you wish to indicate an order of preference for your course choices you may do so. If you do not indicate an order of preference then it will be assumed that you have none.

Section 5 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education. Applicants with qualifications obtained in a language other than English, must attach certified English transcript to the form.

Section 6 Last Two Establishments attended

Please complete this section so we can see where you attended and completed your studies and can contact the establishments if need be.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time. This information will be used by admissions staff in assessing the information provided in Section 8.

Section 8 Personal statement

Enter here any information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations and relevant experience.

Section 10 References

Two academic references must be sent or one academic reference and one work reference. Referees must comment on your likely ability to follow and succeed on the course.

Section 11 Declaration

Any offer of a place which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Coventry University and by signing this form you are confirming your agreement to this. **Any false information provided or misrepresentation can mean withdrawal of any offer made.**