General
Please read these guidelines carefully before completing the form.

You should complete the form in black ink or type, ensuring that all sections are legible.

Applications for full time first degree, DipHE, Foundation Degrees and HND courses should normally be made through UCAS.

Section 1 Personal Details
Complete this section in BLOCK CAPITALS.

Correspondence Address - This should be an address where you may be contacted throughout the period leading up to the start of the course. Please inform the University immediately if this changes.

Section 2 Further Details
Disability/Special Needs

Information given in this section will not be used as part of the selection process.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation please enter in the left-hand box the code from the list below that is most appropriate to you. If you have no needs arising from your disability or special need, eg. you are short-sighted but your vision is corrected by spectacles, use code 00. Applicants with no disabilities or special needs should also use code 00.

If you have used any code other than 00, use section 6 on page 3 of the form to describe your disability and indicate clearly what needs you have.

Disabilities or special needs/support required

00  No Disability
51  You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
53  You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
54  You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
55  You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
56  such as difficulty using your arms or using a wheelchair, or crutches.
57  You are deaf or have a serious hearing impairment.
58  You are blind or have a serious visual impairment uncorrected by glasses.
96  that is not listed above.

If you have a disability or learning difficulty you are strongly advised to contact our Disability Advisory Service (Tel. 01772 892593) at an early stage to discuss your needs. However, the Unit will contact you in due course.

Date of first entry to live in the UK: if you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.

Residential category table

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<th>Residential category: Enter one code from the following table below which best describes your residential category at the start of the course.</th>
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Section 2 Further Details (continued)

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any relevant criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Records Office Disclosure Service. The University will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must enter x in the box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I have a spent conviction
- c) I have a caution (including a verbal caution)
- d) I have a bind-over order
- e) I am serving a prison sentence for a criminal conviction
- f) I have a police caution or a police caution for an arrest

If statement e applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All Other Courses

For these courses, you must enter x in the box if either of the following statements apply to you.

- a) I have a relevant criminal conviction that is not spent.
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must tell us.

Do not send details of the offence; simply tell us that you have a relevant criminal conviction, we may then ask for more details.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information.

Note:

(a) Applicants or their advisers who wish to declare additional material information but do not wish to do so on the application form, should do so by writing direct to the Head of Admissions at this institution.

(b) False information will include any inaccurate or omitted examination results.

(c) Omissions of mandatory information will include failure to complete correctly the Box in Section 9 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

Before signing this form please read the following paragraphs carefully.

Section 3 Details of the Course and Campus

Read the prospectus or course literature carefully and give the correct title of the course. For Combined Honours indicate your choice of main subjects (usually 3 in the first year). Indicate clearly whether you are applying to start in Year 1, 2 or 3 of the course.

Section 5 Qualifications Please complete this accurately.

If you do not have formal qualifications, but wish to apply for a course you are advised to contact us first. You should use the Further Information section to give details of why you want to take the course.

Section 9 Declaration

By signing this form you are saying that the information you have provided is accurate and complete and that you have not omitted any mandatory information (see section (c) above). Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the University.

The information provided on this form will be used by the University for the administration of your application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also supply this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud.

You agree that the University may hold and use the information which you supply to it, for the purposes to which this form relates. Unless you tell us that you object you also agree that the University may retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and its other products and services. If you do not want to receive this information please enter an x in the box at the Declaration section of the application form.

Section 10 Reference

Once the form is completed you should make a copy of it to keep.

Pass the original form on to your chosen referee. Make sure you choose a reliable referee (i.e. someone whom you know well, is able to comment on your abilities and you are sure that s/he will send the form to us quickly). To speed things up, you should provide your referee with an envelope addressed and pre-stamped ready to send to the University.

Application Forms received without a Reference will be returned to you as incomplete.

If you require further information or wish to discuss your application do not hesitate to contact the Admissions Office on 01772 201201.