

Welcome to the HNC and HND in Engineering (all pathways)

We are delighted that you have accepted a place on the HNC or HND in Engineering course (General, Manufacturing or Electronic pathway). If you are waiting for exam results, we wish you every success and hope you will be able to join us. To help you prepare for the course and the beginning of term, we would like to provide you with some further information - please be sure to read it all and please give us a call if you have any questions.

Where will I study?

You will study at our Chippenham Campus, Cocklebury Road, Chippenham SN15 3QD

What is the cost of my course?

The fee for a UK student is £3250 per year.

When do I enrol on my course?

Online enrolment opens on Monday 22 August and if you are either holding an unconditional offer or have met the conditions of your offer, you will be emailed a link to enable you to complete the enrolment form (if your offer is confirmed later than 22 August, you will be emailed the link at this point). Please check your both your inbox and junk folder of the email account you used for your application and let HE Admissions know if you change email details.

Enrolment is an important step and will allow us to set up a Student Account for you ready to start your course.

Induction Day

We will be holding an Induction Day for all Higher Education students on Friday 9 September at Wiltshire College & University Centre Lackham, Lacock, Chippenham, SN15 2NY (if using a Sat Nav please use post code SN15 2NX).

The day will start at 9.30am and will finish at approximately 4.30pm. Please sign in at the main reception and you will be directed to the Induction session in Lackham House.

There is parking on site and the campus canteen will be open for refreshments.

When does my course start?

Your course will start on **Tuesday 13 of September for HNC students and Thursday 15 September for HND students.** Please report to Chippenham

reception at 9am to meet your tutor. Your tutor will give you a timetable but you will be expected to attend college every Tuesday or Thursday. The HNC & HND are intensive courses and lessons are typically between 9:00 and 18:30.

What can I do to prepare for my studies?

Having access to a computer for private study is very important. Much of the course material is made available to you through the College's virtual learning environment and Microsoft Teams. If you have a laptop then the College has Wi-Fi zones, for example in the library and the Higher Education spaces, which will enable you to connect to the internet and the College network. The College can help configure your laptop to ensure that you can access the network; details will be made available to you at induction.

Access to some software to use on your own pc is available whilst you are a student at Wiltshire College.

Equipment you need to bring with you

- Stationery (including A4 Leaver Arch Files, Pens, Pencils, Eraser, Ruler, Writing Pads, Graph paper, a Scientific Calculator and Memory Sticks)

Additional costs you may incur

- Print vouchers (for use on college photocopiers and Printers) - all students are provided with some printing credit, once used additional printing credits can be purchased from Student Services in values of £5, £10, or £20.
- Trips and visits during the year – these will be discussed as they are agreed.
- You may find it helpful to buy your own text books although the college does have a fully equipped library. A list of recommended books will be provided during induction
- A contribution towards materials for the second year project may be required depending upon what you do, although for most students this tends to be work-based. This is approximately £25. It may be that you or your company will need to purchase materials or components for this project.

Exam Results

Exam Results (conditional offer holders only)

You need to send any of your exam results directly to us, so that we can change your offer from conditional to unconditional. So, please scan and send copies of these to HEadmissions@wiltshire.ac.uk as soon as available.

Results should be official – either in the form of certificates, results slips or transcripts. In the event that none of these are available we will be happy to accept written confirmation on headed paper from your school or college.

Please remember that you should aim to get your results to us before the 31 August where possible. Please contact HE Admissions if you are unable to meet this deadline.

Student Finance

If you are planning to apply for student funding but have not yet done so, it's not too late!

We suggest that you apply as possible to limit delays in your funding at the start of your course. You can apply online at: www.direct.gov.uk/studentfinance.

When do you get your student loan?

You will get your loan once your enrolment is complete and we have confirmed your attendance on the course. The first instalment of your maintenance loan will be paid to you within 5 working days.

Tuition fee loans are paid direct to the University. If you withdraw from your course, you will be liable for course fees as outlined below.

Students have a 14 day grace period from enrolment where their fee liability will be 0% if they decide to withdraw (or £40 administration charge if a refund is required)

A student withdrawing in term 1 will be liable for 33% of the fees
A student withdrawing in term 2 will be liable for 67% of the fees
A student withdrawing in term 3 will be liable for the full year's fees.

You should also be aware the College is legally required to share information about your enrolment with certain statutory bodies including the Student Loan Company and the UK Border Agency. Please note that if you are withdrawn from the course, whether voluntarily or because the College requires you to do so, we will be obliged to report this to the appropriate agencies.

Bursaries and scholarships

As a Wiltshire College student, you may be able to apply for a bursary. Application forms will be available on the Induction Day, from your course tutor or from HE Admissions after the start of your course, and should be returned with supporting evidence by 31 October. We offer 2 types of bursary as below:

We offer 2 types of bursary per below:

Progression Award

This is an award for students who have achieved a level 3 qualification at Wiltshire College within the last 5 years and who are now studying HE with us. The Progression Award is only available to first year students who have a household income under £25000 per annum. and awards will be made as follows:

Studying on a part time HNC/D £250.

Wiltshire College Bursary

This bursary is available for first year students who are ordinarily resident in the UK with a household income under £16000 per annum, who are paying their own tuition fees (or taking out a student loan) and who meet one of the following criteria:

- ✓ Care leaver or looked after child
- ✓ You or your family are in receipt of a means tested benefit
- ✓ In receipt of DLA or ESA
- ✓ From a low participation neighbourhood

The Wiltshire College Bursary is £250 for part time students.

Students with Additional Learning Support Needs

We believe in supporting all our students as best we can throughout their study. Sometimes this support needs to be more personalised to better meet their needs. If you feel this may apply to you, please contact HEAdmissions@wiltshire.ac.uk to request an ALS contact form.

If you think you will need extra support whilst studying, please apply for DSA (Disabled Students' Allowance) from Student Finance England. More information can be found here <https://www.gov.uk/disabled-students-allowances-dsas/overview>

Students applying for DSA will be required to have an external assessment. There is a charge for this assessment and whilst we can advise who to contact, we cannot provide the external assessment within the college so this needs to be arranged by you with support at the above link.

The DSA application process is quite a lengthy one and students are advised to apply prior to starting studies to ensure that equate support can be put in place as close to the start of term as possible.

Countdown Checklist

Have you:

- ✓ Applied for your student finance (tuition fee loan and maintenance loan) and DSA
- ✓ Sent us copies of all requested qualification certificates (if required)
- ✓ Applied for accommodation (if required)
- ✓ Applied for student discount schemes
 - [NUS extra | TOTUM, UNiDAYS - Fast, free, exclusive discounts for students \(myunidays.com\)](#)
 - [Free Student Discounts | Valid 2022 Codes \(studentbeans.com\)](#)
 - [Extra Funding for University - The Scholarship Hub](#)

- ✓ Considered becoming a member of our Student Alliance? More information to follow!

Useful Contacts

- ❖ **Course Specific Questions**
mark.holbourn@wiltshire.ac.uk
- ❖ **HE Admissions at Wiltshire College (0900 – 1630 Mon-Fri)**
Call 01225 756200, email: HEAdmissions@Wiltshire.ac.uk
- ❖ **Wiltshire College Main switchboard (0830 – 1630 Mon-Fri)**
Call 01225 350035
- ❖ **Accommodation team at Wiltshire College (0830 – 1630 Mon-Fri)**
Lackham – 01249 466896 Accommodation@wiltshire.ac.uk
- ❖ **Student Finance England: (0800 - 2000 Mon – Fri, 0900 - 1600 Sat & Sun)**
Call 0300 100 0607



Mark Holbourn
Deputy Head of Department - Engineering