**Welcome to the Higher National Certificate (HNC) Computing**

Congratulations on your offer of a place on the above-named course. If your offer is conditional, we hope that you achieve the required qualifications and decide to join us at Wiltshire College & University Centre. 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 give us a call if you have any questions.

**Where will I study?**

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

**What is the cost of my course?**

The fee for a UK/EU student on the first year of the course is £5,650 per year.

**When will I enrol on my course?**

Week commencing **16 August 2021,** you will be able to enrol online

Week commencing **6th September 2021,** you will be invited to an online induction into ‘new student Teams’ to support your knowledge of how to use Microsoft Teams, for Welcome talks, an introduction to eStudy and the LRC and our HE Student Governor, etc

***What you will need:***

1. Proof of your qualifications – including level 3 Qualifications (BTECs, A Levels) and GCSE exam results (even if your offer is unconditional).
2. Your Student Finance England Award letter confirming your tuition fee loan or payment for your course fees (if you are paying for the course).
3. A form of Photographic ID (driving license/passport).
4. If your employer is paying for your course, please bring your completed employers undertaking form (attached).

**When does my course start?**

Your course will start on **Tuesday 14th September**. Please go to reception for 0900 to meet the Course Lecturer.

**What days and where will I study?**

Full-time students will study on Tuesday and Thursday and you will be given your timetable at the start of the course.

**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 Environments called eStudy and Microsoft Teams. If you have a laptop then the college has wireless 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.

**Equipment you need to bring with you**

* Pens, pencils, ruler and a USB pen drive of at least 16GB.

**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.

**UCAS Track and Exam Results**

**Exam Results (conditional offer holders only)**

Exam results for many students holding conditional offers are supplied through UCAS and you will start to notice through the summer that your places become ‘confirmed’ on UCAS track as and when we receive your results.

However, UCAS do not supply us with all exam results and you are advised to check with UCAS to see if you need to send any of your results directly to us. If 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 or results slips. If neither 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 31st 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](http://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 college. 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 £35 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 that 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 college student, you may be able to apply for a bursary. Application forms will be available at the start of the course and should be returned with supporting evidence by 30th October. We offer 2 types of bursary per below:

**Progression Award**

This is an award for students who have achieved a level 3 qualification at the college within the last 5 years and who are now studying their first year of Higher Education with us. The Progression Award is only available to first year students who have a household income under £25,000 per annum and the award for eligible students is £500.

**Wiltshire College Bursary**

This bursary is available for first year students who are ordinarily resident in the UK with a household income under £16,000 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 college bursary is £500.

**Students with Additional Learning Support Needs**

If you think you will need extra support whilst studying, please contact us before the start of the course to discuss your needs.

The college offers a range of support to students which includes:

* Group Study Skill Workshops).
* Drop-in sessions every lunchtime during the week.
* Access to assisted technology.
* Assessment for special arrangements during exams.

If this level of support is not going to be enough, you should 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 with DSA can access additional support which may include:

* 1 to 1 weekly support sessions.
* Specialist equipment and software, i.e., computer packages and laptops.
* A mentor.
* Support in the Learning Resource Centre.

Students applying for DSA will be required to have an external assessment. There is a charge for this assessment.

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.

 If you would like to discuss your learning support needs in more detail, please contact us. LearningSupportCH@wiltshire.ac.uk

**Countdown Checklist**

**Have you:**

* Applied for your accommodation
* Applied for your student finance and agreed to ‘Consent to Share‘ so that we can process your bursary applications
* Sent us copies of all requested qualification certificates
* Confirmed your attendance at your enrolment session

**Useful Contacts**

* **HE Admissions at the college (0830 – 1700 Mon-Fri)**

Call 01225 756200, email: HEAdmissions@wiltshire.ac.uk

* **Wiltshire College & University Centre main switchboard (0830 – 1700 Mon-Fri)**

Call 01225 350035

* **Additional Learning Support team at the college (0830-1700 Mon-Fri)**

Chippenham campus. LearningSupportCH@wiltshire.ac.uk

* **Accommodation team at the college (0830 – 1700 Mon-Fri)**

Lackham – AccommodationLA@wiltshire.ac.uk

* **UCAS: (0830 - 1800 Mon-Fri)**

Call 08714 680468

* **Student Finance England: (0800 - 2000 Mon–Fri, 0900 - 1600 Sat & Sun)**

Call 0300 100 0607