23 March 2020

Dear Applicant

**Application for a full time course at Kingston Maurward College 20/21**

Following the government’s announcement to close schools and colleges in England we will be cancelling our published interview dates. If you were due to attend one of these dates or we are yet to fix a date with you, we would be very keen to arrange a phone call to discuss your application.

As you will see from this letter, subject to satisfying the conditions outlined below, there is a place for you here at Kingston Maurward College in September. Please rest assured that in the possible absence of exam results we will ensure we get you started on the right level of programme.

To confirm:

1. At this point in time there are no scheduled interview dates set and these will be replaced by either a telephone interview or will take place during the enrolment week/s prior to the commencement of the course.
2. In the absence of official qualifications and grades being available a decision will need to be made on the level of course you undertake. This will be based on a number of factors that are likely to, but not exclusively include, predicted grades, references from your current school and a College interview with the relevant course manager.
3. Details of Enrolment Day/s for the course will be relayed to you when we have this information.
4. The College will hold a progress review before the Autumn Half Term break. It is important for us, and for you the student, that this initial assessment is undertaken during the first 6 weeks to ensure that you are on the appropriate level of course with the right vocational specialism. We will also be monitoring Attendance levels (minimum 95%), Punctuality, Behaviour and Attitude to the course.
5. The College reserves the right to withdraw the placement on the course in the event that the above conditions are not met or if you fail to disclose any information that affects your ability to undertake this course.

**Bursaries:**

Information regarding College bursaries can be found on the College website [www.kmc.ac.uk](http://www.kmc.ac.uk). Should you meet the criteria required to access the College bursary please submit the application and supplementary information as requested and these will be processed accordingly.

**Transport to College:**

Please be advised that if you have applied for a course you will be automatically added to the transport list and details of pick up points, routes, timings and costs will be relayed prior to the start of the course.

 **College clothing and Kit:**

Details of what is required, where and how you can purchase clothing will be available in due course via the College website.

We thank you for your patience at this unprecedented time and we will do all we can to ensure as smooth a transition into further education for you as we can.

If you have any queries please do not hesitate to contact me on **01305 215236** or email fulltimecourses @kmc.ac.uk.

Yours sincerely

**Jason Hughes**

**Student Admissions Manager**