



# APPLICATION FORM

FdA HISTORIC CRAFT PRACTICES\*

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Please tick which specialism you are applying for:

- Clocks ☐
- Furniture ☐
- Metalwork ☐
- Musical Instruments ☐

Photo

Which academic year are you applying for? \_\_\_\_\_

## PERSONAL DETAILS

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Permanent address if different from above \_\_\_\_\_

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Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

\*Subject to Re-validation, a process by which existing courses are periodically reviewed and re-approved by the University.

## FEES

Before you commence your programme of study at West Dean College you must ensure that you have adequate financial provision to cover tuition and living expenses.

Please state how your fees will be funded:

Self	<u>Amount</u>
Awards, Scholarships, Bursaries	<u>Amount</u>
Bank Loans	<u>Amount</u>
Other	<u>Amount</u>

## Disability Declaration Form

This form will be detached from your main application form

West Dean College welcomes applications from disabled people and will try to meet their needs wherever it reasonably can. The information that you give on this application form will help West Dean College to inform you about the support that is available at the College.

Please tick all that applies:

- ☐ No known disability
- ☐ A specific learning difficulty e.g. dyslexia, dyspraxia or AD(H)D
- ☐ A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- ☐ A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- ☐ A mental health condition, such as depression, schizophrenia or anxiety disorder
- ☐ A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- ☐ Deaf or a serious hearing impairment
- ☐ Blind or a serious visual impairment uncorrected by glasses
- ☐ A disability, impairment or medical condition that is not listed above (please specify below)
- ☐ Other; please specify \_\_\_\_\_

If you have ticked one of the boxes that indicates you have a disability you will be contacted by a member of the Academic Registry to discuss the support you may need and any reasonable adjustments you may require.

Please confirm your name \_\_\_\_\_

Please tick which specialism you are applying for:

☐ Clocks

☐ Furniture

☐ Metalwork

☐ Musical Instruments

#### DETAILS OF EDUCATION AND QUALIFICATIONS

Proof of academic qualifications may be required:

DATE	NAME OF SCHOOL/UNIVERSITY/COLLEGE	COURSE ATTENDED	QUALIFICATION GAINED

#### DETAILS OF RELEVANT EMPLOYMENT AND EXPERIENCE

DATE	OCCUPATION	NAME OF EMPLOYER	SKILLS USED

#### PROFICIENCY IN ENGLISH (for those whose first language is not English)

Applicants for programmes for whom English is not their first language are required to have attained SELT CEFR (Common European Framework of Reference for languages) level B2 for programmes below degree level and SELT CEFR level B2 for all programmes of degree level and above. Countries not included in this requirement are listed on the UKVI website. The test certificate, which must be still within its validity date range, will be required by West Dean College. You must pass each of the four components of the test (reading, writing, speaking and listening) at the required level. Pass marks will be recorded on the applicant's Confirmation of Acceptance for Study (CAS) prior to the student's application for a Tier 4 student visa.

Please confirm that you are able to comply with this requirement.

Signature \_\_\_\_\_

Other applications: If you are applying to another institution please give the name and the programme for which you have applied

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PLEASE EXPLAIN WHAT TYPE OF WORK YOU HOPE TO BE ENGAGED WITH ON THIS COURSE AND WHY IT APPEALS TO YOU

If there is insufficient space to complete your answer, please continue on a separate sheet of paper.

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PLEASE DESCRIBE YOUR PRACTICAL CRAFT OR TECHNICAL EXPERIENCE AND INDICATE HOW YOU ANTICIPATE IT WILL HELP YOU WITH THIS COURSE

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DESCRIBE YOUR LEVEL OF HAND SKILLS

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WHICH OBJECTS OR HISTORICAL PERIODS DO YOU HAVE A PARTICULAR INTEREST IN?

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WHAT DO YOU INTEND TO DO UPON COMPLETING YOUR STUDIES?

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ARE THERE ANY COLLECTIONS, MUSEUMS OR GALLERIES THAT YOU KNOW PARTICULARLY WELL?

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REFERENCES (Professional or academic) Download the reference form [here](#).

Please arrange for two referees to complete and return the confidential referee forms direct to the college as soon as possible. A delay in Admissions receiving the references can delay the assessment of your application

Name of referee

Email

Address

Telephone/Mobile

Name of referee

Email

Address

Telephone/Mobile

Where did you hear about this programme at West Dean College?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> West Dean College Website      | <input type="checkbox"/> Prospectus                  | <input type="checkbox"/> Advertisement (please specify) |
| <input type="checkbox"/> Word of mouth                  | <input type="checkbox"/> Internet search             | <input type="checkbox"/> Professional recommendation    |
| <input type="checkbox"/> Other website (please specify) | <input type="checkbox"/> Other (please give details) | <input type="checkbox"/> Our eNewsletter                |
- Please add further details

APPLICATION CHECKLIST please make sure you include the following (please tick)

- ☐ One passport size photo attached to the space provided on the front of the application form
- ☐ Copy of passport  
(All UK and overseas students must provide a copy of their passport)
- ☐ Copy of transcripts/education qualification certificates
- ☐ English Language Certificate (if applicable)
- ☐ E-portfolio of work related to application
- ☐ Academic Writing example
- ☐ I confirm that I have read and understand the College's Student Terms and Conditions  
([www.westdean.org.uk/study/student-information/terms-and-policy](http://www.westdean.org.uk/study/student-information/terms-and-policy))

I declare that to the best of my knowledge the information given in this form is correct

Signature

Date

Send your completed application form and supporting documents to:

Admissions Officer, West Dean College, Chichester, West Sussex, PO18 0QZ, UK

T +44 (0) 1243 818291

E [admissions@westdean.org.uk](mailto:admissions@westdean.org.uk)

W [www.westdean.org.uk](http://www.westdean.org.uk)