

APPLICATION FORM

DIPLOMA | CERTIFICATE | AWARD FOUNDATION | FIRST AWARD

Telephone: +44 (0)130 421 5500 Email: enquiries@schoolofmusic.org



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PLEASE RETURN TO:
Admissions, School of Contemporary Music
51, London Road,
Dover Priory, Kent. CT17 OSP

This box for College use only.

Diploma (DipSCM)

Certificate (CertSCM)

Award Foundation (AwardSCM)

First Award (FirstASCM)

PLEASE WRITE IN BLOCK CAPITAL AND USE BLACK INK

Please complete the following information as it appears on your current passport or photographic identification.

1. Personal Details

Title:

First Name:

Surname or Family Name:

Other Given Names:

Previous Name (if applicable):

Date of Birth:

Male:

Female:



Please attach a copy of identification:

- Domestic (UK/EU) applicants: Passport, Identity Card, Driver's License or Birth Certificate
- International applicants: Passport

Note: If applicable provide name change documents.

2. Address Information

Permanent Residential Address

Address:

Postcode / Zip Code

Suburb, Town or City:

State (if applicable):

Country:

3. Contact Information

Phone Number (include country and area code if outside UK):

Mobile Number (include country and area code if outside UK):

Other Contact Number (include country and area code if outside UK):

Email Address:

Postal Address

Same as permanent residential address

Address:

Postcode / Zip Code

Suburb, Town or City: State (if applicable):

Country:

4. Emergency Contact Details

First Name:

Surname or Family Name:

Relation to Applicant:

Phone Number (include country and area code if outside UK): Mobile Number (include country and area code if outside UK):

Other Contact Number (include country and area code if outside UK):

Email Address:

5. Data Sharing Permission (Optional)

I authorise School of Contemporary Music College to discuss academic and administrative matters with;

The person nominated in section 4 of this application form

The person nominated below:

First Name:

Surname or Family Name:

Phone Number (include country and area code if outside UK): Mobile Number (include country and area code if outside UK):

Other Contact Number (include country and area code if outside UK):

Email Address:

6. Citizenship and Residency

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

6.1 Country of Permanent Residence

Country of Birth

Nationality (as it appears on your passport): Passport Number:

6.2 For Non UK/Non EEA Nationals

Do you require a visa to study in and/or enter the UK?

Yes, and I need to apply for one

Yes, but I already hold one

Please indicate the most recent visa information:

Valid from/Issue date

Expiry date

Visa Number:

Visa Type:



If you already hold a valid visa, please include a copy of the documentation.

Have you previously studied in the UK?

Yes No

If yes please specify

7. Disabilities / Special Needs

School of Contemporary Music College encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help School of Contemporary Music College provide appropriate support. Please tick all that apply and attach copies of any supporting documentation. Further information may be requested.

Do you have any disabilities, impairments or long-term medical conditions that may affect your studies?

No

Yes

Please indicate the areas of impairment

<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Blind / Partially Sighted	<input type="checkbox"/> Deaf / Hearing Impairment
<input type="checkbox"/> Wheelchair Mobility Issues	<input type="checkbox"/> Personal Care Support	<input type="checkbox"/> Mental Health Difficulties
<input type="checkbox"/> Unseen Disability, e.g. Diabetes	<input type="checkbox"/> Autistic Spectrum / Asperger's	<input type="checkbox"/> Other (Please describe)



If you answered Yes to the question above, please include a copy of the documentation.

8. Ethnic Origin/Equal Opportunities Monitoring

We are committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the options below.

Please indicate your ethnic origin:

A) White

<input type="checkbox"/> British	<input type="checkbox"/> Scottish	<input type="checkbox"/> Other White Background
<input type="checkbox"/> Irish	<input type="checkbox"/> Welsh	

B) Black or Black British

<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Other White Background
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C) Asian or Asian British

<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other (Please describe)	

D) Mixed

<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White & Asian
<input type="checkbox"/> Other (Please describe)		

E) Other Ethnic Background

<input type="checkbox"/> Not Known	<input type="checkbox"/> Information Refused
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This information will not be considered as part of the admissions process.

9. Programme of Study

I wish to apply for the programme selected below:

Please indicate the areas of impairment

Diploma of Higher Education Programmes

<input type="checkbox"/>	DipHE in Music Performance Leading Praise & Worship
<input type="checkbox"/>	DipHE in Music Performance Solo Artists
<input type="checkbox"/>	DipHE in Music Performance Backing Vocals
<input type="checkbox"/>	DipHE in Music Performance Keyboard/Piano
<input type="checkbox"/>	DipHE in Music Performance Bass Guitar
<input type="checkbox"/>	DipHE in Music Performance Rhythm Guitar
<input type="checkbox"/>	DipHE in Music Performance Drum
<input type="checkbox"/>	DipHE in Sound Engineering

Certificate of Higher Education Programmes

<input type="checkbox"/>	CerHE in Music Performance Leading Praise & Worship
<input type="checkbox"/>	CerHE in Music Performance Solo Artists
<input type="checkbox"/>	CerHE in Music Performance Backing Vocals
<input type="checkbox"/>	CerHE in Music Performance Keyboard/Piano
<input type="checkbox"/>	CerHE in Music Performance Bass Guitar
<input type="checkbox"/>	CerHE in Music Performance Rhythm Guitar
<input type="checkbox"/>	CerHE in Music Performance Drum
<input type="checkbox"/>	CerHE in Sound Engineering

Award Foundation Certificate Programmes

<input type="checkbox"/>	Awards in Music Performance Leading Praise & Worship
<input type="checkbox"/>	Awards in Music Performance Solo Artists
<input type="checkbox"/>	Awards in Music Performance Backing Vocals
<input type="checkbox"/>	Awards in Music Performance Keyboard/Piano
<input type="checkbox"/>	Awards in Music Performance Bass Guitar
<input type="checkbox"/>	Awards in Music Performance Rhythm Guitar
<input type="checkbox"/>	Awards in Music Performance Drum
<input type="checkbox"/>	Awards in Sound Engineering

If you are seeking direct entry onto the 2nd year of a diploma programme or progression from the Certificate of Higher Education, Please tick below as applicable:

Progression from Certificate of Higher Education

Direct Entry to 2nd Year of Diploma Programme

Intake Year

Intake

Spring Summer Autumn Winter

! Spring: March, April, May
 Summer: June, July, August
 Autumn: September, October, November
 Winter: December, January, February

Please select the learning methods at which you would like to undertake your programme of study

Face-to-Face at Campus in UK and around the World Online Face-to-Face via Zoom in UK and around the World

If you have already applied via UCAS please provide your UCAS personal ID

Personal ID

10. Tuition Fees & Payment Plans

Please ensure you have read and understood the student fees policy found online.

Please select the fee that applies to your programme. Further information can be found in the Tuition Fees and Payment Plans booklet.

Please indicate the areas of impairment

Yearly Tuition Fee	Progression from CertHE to DipHE of Higher Education Programmes	Saturday Weekend to Award Foundation Certificate Programmes
<input type="checkbox"/> £9,000 (2 years) DipHE	<input type="checkbox"/> £4,500	<input type="checkbox"/> £4,500
<input type="checkbox"/> £4,500 (1 year) CertHE	Progression from AwardsCert to CertHE Programmes	Progression from First Awards to CertHE Programmes
<input type="checkbox"/> £3,000 (8 months) AwardsCert	<input type="checkbox"/> £1,500	<input type="checkbox"/> £2,750
<input type="checkbox"/> £1,750 (4 months) Award		

If you would like to use a payment plan to pay for fees, which plan do you prefer? (not available for non-UK/EU citizens)

By Module Pay Monthly (requires a credit check)

Will you be using a tuition fee loan or grant to help cover part or all of your tuition fees?

SLC SAAS No Funding Other

! For payment plans that allow for SLC or SAAS funding you must provide proof of availability of funding before or on your enrolment day.

Is an employer paying your tuition fees?

Yes No

If Yes - Please enclose a written confirmation (printed on letter head) from your employer stating intention of funding / sponsoring your studies.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme including my record of attendance.

Is your parent/guardian or individual paying for your tuition fees?

Yes No

11. Education

Please list in date order all places where you received full or part-time education from the age of 15 years. If you are still studying, include your present place of study.

Please select the fee that applies to your programme. Further information can be found in the Tuition Fees and Payment Plans booklet.

Please indicate the areas of impairment

From:	To:	Institution: Name and Address

12. Qualifications

Highest Qualification (e.g. BA, MSc, PhD, etc.)	Institution Name

! Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body. It should contain an official signature and stamp. Provisional results are not accepted.

Country

! International students must submit documentation both in the original language as well as an officially endorsed English language translation. Please provide your Secondary School transcripts even if you have studied at University level.

Previous Study at School of Contemporary Music College *(fill in only if relevant)*

Student Number

! DO NOT SEND ORIGINAL DOCUMENTATION AT THIS STAGE, ONLY CERTIFIED COPIES.

Qualifications Achieved

Please list all qualifications in chronological order with the most recent first. Provide certified copies of certificates and transcripts.

I have achieved GCSE (or equivalent) Maths and English qualifications at grade C or better.

Awarding Body	Award Date	Subject	Level/Qualification	Result/Grade/Mark/%

Qualifications Pending

Awarding Body	Award Date	Subject	Level/Qualification	Result/Grade/Mark/%

13. Personal Statement

In your own words, tell us why you are applying for this course, and what makes you suitable for it. You can use up to 4,000 characters, including spaces. Please put your personal statement on an extra sheet if will not fit in this box.

14. English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English proficiency test you have taken.

Name of Qualification	Overall Result

! You must ensure that you authorise the English Language Test Provider to release the test results to School of Contemporary Music College. Failure to do so may jeopardise the success of your application.

Test Date

Day

Month

Year



Students using TOEFL can use the codes below to ensure the results are received directly by the institution.
School of Contemporary Music College: 92 or above; (minimum 24/30 in reading and writing, 20/30 in listening and speaking).

15. References



Please provide references if you have relevant work experience.
References should be submitted on letter headed paper or otherwise officially endorsed.
References from friends and family members will not be accepted.



Signed references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.



We will not normally request references from your referees.
It is your responsibility to ensure that all references are forwarded to the School of Contemporary Music College.

16. Agent

Are you using an education or migration agent to assist with your application or visa process?

Yes

No

Agency Name

Agency Location (City, Country)

Representative's Name

Representative's Email Address

Telephone

Agency Stamp



Agency stamp required.

17. Declaration of Criminal Record

In an effort to help us reduce the risk of harm or injury to staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has. In this matter relevant criminal convictions are deemed only to be those convictions for offences against a 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 (however see next paragraph).

By virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an ‘Enhanced Disclosure Document’ from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

No

Yes

Enter Date

Reference Number

Do you have a relevant unspent criminal conviction?

Yes

No



Applicants who have a previous conviction will not be automatically excluded from the application process. However if you have ticked Yes, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by School of Contemporary Music College in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.



If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. School of Contemporary Music College may request further disclosure from you and your offence may affect your application.

18. Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that I have read and understood the terms and conditions, and student fees policy. I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by School of Contemporary Music College under the provision of the 2018 Data Protection Act.

Applicant's Signature

Date

Parent/Guardian declaration for applicants under 18

As the legal parent or guardian, I hereby give permission for the applicant to attend the course selected through UCAS. I have read and understood the declarations outlined on this application and acknowledge that where the applicant has no legal obligations as a minor I will take responsibility for any repercussions.

Parent/Guardian's full name and signature

Date

Application Checklist

- Complete all applicable sections of the application form
- Attach one passport-style photograph
- Include proof of identification and / or citizenship
- Include proof of visa (if applicable)
- Include a portfolio (if applicable)
- Include certified copies of both your highest and secondary school qualifications
- If English is not your first language, you will need a qualification that demonstrates competence in English. You must authorise the English Language Test Provider to release the test results to School of Contemporary Music College; please also include a copy of your test results.
- If you apply for mature entry (age 21 and above), include two relevant work references
- If you apply for mature entry (age 21 and above), include your CV / Resume
- Read the Terms & Conditions, Student Fees Policy and Tuition Fees and Payment Plans booklet
- Sign and date the application form
- Send or personally deliver all documents to School of Contemporary Music College
- Personal Statement



Failure to provide complete and accurate information may seriously delay the processing of your application.