

**PRE-SESSIONAL STUDY SKILLS PROGRAMME (PSSP)
APPLICATION FORM 2011**
(Tuesday 30 August – Friday 16 September 2011)

Section 1 – Personal Details													
First name(s)				Family name									
Date of Birth	D	D		M	M		Y	Y	Y	Y	Nationality		
Male/Female				Passport No.									
University Reference Number – found on your offer letter:				4									
Address Line 1													
Address Line 2													
Country				Zip/Postcode:									
Telephone No.				Fax Number:									
Email address													
Section 2 – Your BU Degree Course													
Full title of your degree programme which you will follow after completing PSSP													
Section 3 - Visa Regulations													
<p>When accepting a place on the Pre-sessional Study Skills Programme you will be expected to attend classes each day. Under UKBA visa regulations your attendance is compulsory. Should your attendance be unsatisfactory, the University is obliged under UK law to notify the UKBA. Please sign below to confirm that you understand the Terms and Conditions of your visa requirements for the PSSP course:</p>													
Name:				Signature:									
Section 4 – Additional Needs													
Please tick <input checked="" type="checkbox"/> the appropriate code(s) from the list below. <i>(This will not adversely effect your application for a place).</i>													
00 No known disability	<input type="checkbox"/>	31 Deaf (BSL user)	<input type="checkbox"/>	71 Diabetes	<input type="checkbox"/>	72 Epilepsy	<input type="checkbox"/>	73 Asthma	<input type="checkbox"/>	80 Multiple disabilities	<input type="checkbox"/>	91 Chronic Fatigue Syndrome (ME)	<input type="checkbox"/>
10 Dyslexia	<input type="checkbox"/>	32 Deaf (non BSL user)	<input type="checkbox"/>	72 Epilepsy	<input type="checkbox"/>	73 Asthma	<input type="checkbox"/>	80 Multiple disabilities	<input type="checkbox"/>	91 Chronic Fatigue Syndrome (ME)	<input type="checkbox"/>	90 Disability not listed above	<input type="checkbox"/>
11 Dyspraxia	<input type="checkbox"/>	33 Hearing impaired	<input type="checkbox"/>	73 Asthma	<input type="checkbox"/>	80 Multiple disabilities	<input type="checkbox"/>	91 Chronic Fatigue Syndrome (ME)	<input type="checkbox"/>	90 Disability not listed above	<input type="checkbox"/>		<input type="checkbox"/>
12 Dyscalculia	<input type="checkbox"/>	34 Lipreader	<input type="checkbox"/>	80 Multiple disabilities	<input type="checkbox"/>	91 Chronic Fatigue Syndrome (ME)	<input type="checkbox"/>						<input type="checkbox"/>
13 ADD/HD	<input type="checkbox"/>	41 Wheelchair user	<input type="checkbox"/>	91 Chronic Fatigue Syndrome (ME)	<input type="checkbox"/>								<input type="checkbox"/>
14 Asperger's Syndrome	<input type="checkbox"/>	42 Mobility difficulties	<input type="checkbox"/>										<input type="checkbox"/>
21 Blind	<input type="checkbox"/>	50 Personal care support needed	<input type="checkbox"/>										<input type="checkbox"/>
22 Partially sighted	<input type="checkbox"/>	60 Mental health difficulties	<input type="checkbox"/>										<input type="checkbox"/>

Section 5 – BU Personal Declaration

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the University.

The process takes place within the context of the University's Equal Opportunities policy which expresses the University's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment. It is, however, important that these aims are achieved without prejudice to the safety and well being of other members of the University community.

You are asked to state whether or not you have any relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against the 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.

You must enter x in the box if either of the following statements applies to you.

I have a relevant criminal conviction that is not spent

I am serving a prison sentence for a relevant criminal conviction

If you enter x in the box you will not be automatically excluded from the application process. However, we will want to consider your application further and may require further information before making a decision.

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and Bye-laws in force under the Articles of Government of the University. I accept that, if I do not comply with these requirements, the University may cancel my application and any subsequent offer and I shall have no claim against the University in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above.

Data Protection Act 1984, 1988

I agree to Bournemouth University processing personal data contained in this form, or other data which the institution may obtain from me or other people, whilst I am an applicant. I agree that information received by the institution will be stored in hard copy and in a central computer database, and that it will be used for internal University administrative and management purposes and for those purposes registered with the Data Protection Registrar.

The University may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive this information by a set date, or the information is not satisfactory, we can cancel your application. For those students who are applying through an official contracted representative of BU, information relating to your application and subsequent enrolment at BU may be shared with the relevant representative.

Name

Applicant's signature.....

Date.....

Section 6 – KIC Declaration

'I confirm that I have read, understood and agree to be bound by Kaplan International College's General Terms and Conditions', available at <http://www.kaplaninternational.com/terms/index.aspx>

'I authorise any licensed hospital or physician to initiate medical treatment for myself in case of medical emergency'.

Signature:

Date

Section 7 – Checklist ✓

Before you sent this application form to kicb@kaplan.com please use this check list below for the following items and information that you need to include in your application. Failure to complete the form correctly may unnecessarily delay your offer of a place and any subsequent visa application.

A	You have fully completed Section 1 the 'Personal Details' section	
B	You have fully completed and signed Section 3 ' Visa Regulations'	
C	You have fully completed Section 5 the BU Personal Declaration and signed the form	
D	You have fully completed Section 6, the KIC Personal Declaration and signed the form	
E	You have enclosed a receipt of deposit payment for your degree course	
F	You have enclosed a copy of your Bournemouth University degree unconditional offer letter	

Please send your completed application form and supporting documentation to:

Kaplan International Colleges Admissions Team
2nd Floor, Shepherd's Building
Charecroft Way
London W14 0EE
U.K.

Tel: + 44 (0) 20 7811 3050 Fax: +44 (0) 20 8727 3501

Email: kicb@kaplan.com

What happens next....

Once your PSSP Application Form has been received and processed you will be sent an offer letter by e-mail from Kaplan International College for a place on the PSSP programme.

You will also receive the Pre-Arrival Guide listing information on airport transfers and accommodation options and an Accommodation and Arrival Form to select your accommodation choice, as well as details of how to pay for your place on the PSSP course.

Once PSSP course fees have been received, you will then be provided with a CAS number by Bournemouth University so that you can apply for a visa to cover both your place on PSSP and your degree programme. If you need further information on applying for a visa, this can be found at:

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/>