



Part-time University Level Welcome Guide 2026

UNIVERSITY
LEVEL



Welcome

On behalf of everyone at Nottingham College we extend a very warm welcome to you as a new University-Level/Higher Education student and sincerely hope that you develop and succeed in your studies whilst here.

Making this choice opens up a world of new and exciting opportunities. Our aim is to support and further your endeavours throughout your time with us. As a result of taking a degree, you will develop a wide range of skills designed to prepare you well for the future.

The College is divided into various curriculum areas who are responsible for the day-to-day teaching and management of your study programme and individual progress. Your main point of contact is the Course Leader, who will be a senior lecturer.

The University-Level Study Team is available to provide advice and information on matters such as student finance and welfare, accommodation and to help you with any difficulties or concerns that may arise.

Do enjoy the summer and we look forward very much to meeting you in September.

If you have any questions in the meantime, please don't hesitate to get in touch.

Best wishes

University-Level Study Team

0115 838 0700 | 0115 838 0541 | 0115 838 0610

he.team@nottinghamcollege.ac.uk

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University-Level Study Calendar for 2026-27

AUTUMN TERM

Welcome Week (including Induction and Enrolment): week commencing Monday 21st September 2026.

Classes begin: week commencing Monday 28th September 2026.

Reading weeks/half-term: 2 weeks commencing Monday 19th October 2026.

College closes for Christmas: Friday 18th December 2026.

SPRING TERM

Classes begin: Monday 11th January 2027.

Reading week/half-term: week commencing Monday 15th February 2027.

College closes for Easter: Thursday 25th March 2027.

SUMMER TERM

Classes begin: Tuesday 12th April 2027

Early May Bank Holiday: Monday 3rd May 2027

Reading week/half-term: week commencing Monday 31st May 2027

Official End of Term: Friday 11th June 2027 – do check with your course leader for any examinations or final projects.

Your course leader will provide further information relating to study schedules/timetables as part of your induction week.

For final year graduating students:

Graduation 2027 - Friday 26th November 2027 – more details to follow

Introducing the University-Level Study Team

This team - based at our Basford campus - looks after the needs of uni-level students at all campuses. If you have any questions to do with:

- finance and welfare
- accommodation options
- exam results
- progression opportunities
- graduation

Do please get in touch – we're here to help. Our main contact numbers are:

0115 838 0700 (general enquiries) 0115 838 0612 (finance & welfare)

0115 838 0541 0115 838 0541 (graduation)

0115 838 0610

Email: he.team@nottinghamcollege.ac.uk

Postal address: University-Level Study Team
Room G05 - NSEC Building
Nottingham College Basford
664 Nuthall Road
Nottingham
NG8 6AQ

The Office at Basford campus is open for counter service enquiries:

Mondays to Thursdays 8:30am to 4:30pm and Fridays 8:30am to 4:00 pm.

Find us in Room G05 on the ground floor of the NSEC building, next door to the main campus.

Your first week

For all students, the first few weeks can be quite daunting. It means getting to know new people, maybe a new place to live in an unfamiliar city; as well as studying at a faster pace and more intensive level than before.

We try and reduce the stress as much as we can, by having an Induction and Enrolment week for our new uni-level students.

The main features are:

Induction

Week commencing Monday 21st September 2026

We will be holding sessions in individual groups on-campus. You'll be officially welcomed as a uni-level student here at Nottingham College and introduced to some of the support facilities available. We'll give advice on financial matters, including our bursary schemes. You'll find more details of these inside this Welcome Guide.

Enrolment

For most courses - week commencing Monday 21st September 2026. Please see the attached personal letter in this pack or our website for full details.

Each course group will have a designated time slot to enrol. This is when you formally register on your chosen course and arrange to pay the tuition fee.

We will check your proof of ID documents and arrange for the payment of fees.

You will have your photo taken for your official ID card so you can gain full access to campuses and use Library resources.

UNIVERSITY-LEVEL WELCOME EVENT

Save the date! The University-Level Welcome Event is an important part of your induction and is for all new and returning University-Level students.

Join us to kick-start the academic year, meet fellow students, and find out all you need to know about uni-level life. You'll have the chance to take part in fun activities and games, visit a variety of internal and external stalls, speak to the Students' Union and University-Level Team, and pick up useful information on student finance, bursaries, wellbeing, careers, and the support available throughout your course. There will also be plenty of exclusive discounts, offers and freebies to collect.

WHEN? Monday 28th September

11:00–11:30am – Sensory Friendly Session
(quieter session with reduced noise and fewer people)

11:30am–1:00pm – Main Welcome Event
(all new and returning University-Level students)

WHERE? Fletchers Theatre, City Hub Campus

Attending this event is a great way to begin your year, make new connections, and discover the opportunities, support and experiences available to you as a University-Level student.

We look forward to welcoming you!

BOOK YOUR PLACE HERE

Induction

For the remainder of the first week, you will normally be in your new course group. Your course leader will have an Induction programme planned which may include:

- Orientation tour of your campus – showing facilities available.
- Library visit.
- Visit to Nottingham Trent University Library (for degrees awarded by NTU).
- Information on resources for degrees awarded by The Open University, University of Derby and Pearson.
- Explanation of the course structure, modules studied, methods of assessment and coursework, including how and where to hand in your work.
- 'Housekeeping' rules for your course (such as policies on attendance, lateness, clothing, etc.).

Course Representatives

Be a changemaker – our course reps play an important part in representing uni-level students' views and helping to keep standards high. As a Course Rep you can voice not only your own views, but also act as a spokesperson for everyone on your course. This gives you the opportunity to make a real impact and help make the experience for all uni students even better.

You can develop important skills such as:

- Problem solving
- Researching and reporting
- Working as part of a team
- Communicating
- Debating
- Presenting concepts and ideas
- Building your self-confidence

You'll be invited to attend regular management forums, academy-focused meetings, student-led events and much more.

In addition to an induction programme at the beginning of the academic year, the college's recognition scheme means you can show on your CV that you helped to make a difference.

Safety on campus

For everyone's safety, all students, staff and visitors must wear a valid ID lanyard or pass on-campus at all times. Members of staff have instructions to challenge anyone found without a valid ID card or visitor's pass.

- At Basford, Highfields and the City Hub, there is a compulsory swipe card system for entering and leaving the buildings.
- At The Adams Building, you must clearly wear your lanyard at all times.
- Keep your personal belongings with you.
- If you lose any of your belongings, report to campus Reception immediately.

Please co-operate with our Reception Teams and Security staff; the safety and well-being of everyone is their primary responsibility.

Students' Union and TOTUM card

As well as being the student voice of the College, the National Union of Students (NUS) also organises trips, clubs, campaigns and elections; so keep a look out for activities on your campus noticeboard or the dedicated pages on the Nottingham College website.

You can apply for a TOTUM card (previously called NUS Extra), which gives access to hundreds of online savings, reduced prices on cinema, theatre and sports tickets; and discounts in shops, clubs and restaurants.

There are different bundles to suit your needs and you can apply for 1, 2 or 3 years' worth of membership.



You can get full details of the latest discounts and apply for your card online at www.nus.org.uk or www.totum.com

Nottingham College Learning Resource Centres/Libraries

We want our uni-level students to feel comfortable and at ease in the Learning Resource Centres, and to provide you with a supportive environment conducive for effective learning.

You will normally have an orientation tour as part of your course induction, where you will meet the expert staff and be able to familiarise yourself with the facilities at your campus.

Students can use any of our Learning Resource Centres, not just the one where you're normally based. For full details of opening times and facilities- please visit our website or call the number below:

Campus	Phone Number	Email
Adams Building	0115 838 0630	libraryadams@nottinghamcollege.ac.uk
Basford	0115 838 0633	librarybasford@nottinghamcollege.ac.uk
City Hub	0115 838 0013	librarycityhub@nottinghamcollege.ac.uk
High Pavement	0115 912 5512	libraryhighpavement@nottinghamcollege.ac.uk
Highfields	0115 884 2270	libraryhighfields@nottinghamcollege.ac.uk

Resources

Our Libraries have a huge range of resources to support your studies including:

- Books
- Journals
- CDs
- DVDs

There are more than 100,000 resources across all of our centres.

To find out if they have what you need - just search the Online Catalogue.

In addition to print and other physical resources, there are many online resources that you can use in college or at home, accessed via the Virtual Library.

If you've never searched it before, just pop in to any library and ask one of the friendly and knowledgeable staff to show you.

They'll be delighted to help!

Inductions

You will normally visit your campus Learning Resource Centre as part of your Induction and Welcome Week activities.

Staff will be on hand to explain what facilities and resources are available and to assist with research enquiries relating to your specific areas of study.

NTU Library Access for 2026-27

Nottingham College uni-level students on courses awarded by Nottingham Trent University can access NTU library services (City, Clifton and Brackenhurst campuses) as Associate Readers.

You must apply for an Associate Readers card. We recommend applying for the Associate Readers card at the start of the academic year as you cannot access to the NTU libraries until this process has been completed.

You will receive more information on how to use the NTU libraries as part of your Welcome Week and Induction activities.

Restriction of library access during the 2027 summer exams

Nottingham College students (except those on our Bachelor of Arts (Honours) top-up courses) are not permitted to access NTU libraries during the university's busy summer exams period. Exact dates will be available nearer the time.

Please check the NTU libraries website: www.ntu.ac.uk/library

What your Associate Reader card gives you:

- Access to the Boots, Clifton and Brackenhurst Libraries during normal opening times.
- A borrowing allowance of 4 books/items at any one time from the:
 - Main lending
 - Short loan and
 - Audio Visual collections
- Access to photocopying (black and white or colour) at same rates as NTU students.
- Use of customer services staff to assist in finding materials.
- Reference access to print-based journals, magazines and newspapers.
- Reservations.

What your Associate Reader card does NOT give you:

- Access to a library computer, electronic resources or the wireless network (this is due to licencing arrangements which do not allow access for non NTU students/staff).
- Inter-library loans.
- Access to group study rooms.

NTU Library Applications

For students on courses awarded by Nottingham Trent University (NTU), your course leader will provide details of how to apply for your Associate Reader library card.

Opening Hours

Information about NTU Library opening hours is available from www.ntu.ac.uk/library

Academic Support

As you progress on to the next phase of your studies, so the skillsets required will need to develop too. As part of your course, you can receive help with the transition to university-level study by using our integrated academic study skills programme.

We have trained and friendly staff who can help you to succeed by improving your academic and study skills including:

- | | |
|--|---|
| • grammar and punctuation. | • critical analysis and reflection. |
| • writing essays, journals or reports. | • time-management skills. |
| • research skills. | • presentation skills. |
| • Harvard referencing. | • planning, researching and writing your project or dissertation. |
| • avoiding plagiarism. | |

Your first port of call for academic support should always be your course leader who – as a subject specialist – will be able to direct you to the most appropriate staff to assist. Individual or group tutorial sessions can be designed around specific study skills as required.

Learning Centre staff and Achievement Coaches are available at each campus to provide general academic support.

Criminal Conviction Disclosure

Nottingham College does not wish to deter applicants with a previous criminal record from taking advantage of the potential opportunities provided by university-level study.

In general, a criminal record should not be regarded as an obstacle to further study or employment and taking the opportunity to put the past behind them.

However, the College has a legal duty of care to reduce the risk of harm or injury; and takes reasonable steps to ensure the safety and security of its community (students, staff and visitors).

As a condition of taking their place, applicants are required to disclose any relevant, unspent criminal convictions.

For some courses (e.g. law, accountancy, early years, social work and teaching) applicants are required to disclose all convictions (whether spent or unspent) and/or cautions and to undergo a Disclosure and Barring Service (DBS) application (previously known as a Criminal Records Bureau (CRB) check), and any other necessary checks both before and after enrolling.

The College will inform applicants if and when such checks are required.

To summarise:

1 All applicants:

We are required to ask if they have a 'relevant' and 'unspent' criminal conviction (as defined by the Rehabilitation of Offenders Act 1974).

Please see the guidance notes below.

2 For applicants to 'Regulated Courses' (listed below) - those associated with working with children or vulnerable adults - we must ask if they have any previous convictions, whether spent or unspent.

Regulated courses offered by the College in academic year 2026-27 are:

- BA (Hons) Applied Education Studies
- BA (Hons) Criminology
- BA (Hons) Early Years Education and Care
- BA (Hons) Football Studies
- Certificate in Education (CertEd)
- Diploma in Education (DipEd)
- Foundation Degree Early Years Studies
- Foundation Degree Supporting Teaching and Learning
- Postgraduate Certificate of Education (PGCE)

What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, binding over orders (or similar) involving any of the following:

- Violence of any kind - including (but not limited to) threatening behaviour, offences concerning an intention to harm or offences resulting in actual bodily harm.
- Sexual offences – including those listed in the Sex Offences Act 2003.
- Unlawful supply of controlled drugs or substances where the conviction involves commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences involving terrorism – including those listed in the Terrorism Act 2006.

There are a number of offences which will normally be ignored as individual blemishes on an otherwise clear record - such as motoring offences, soft drug possession (not dealing), graffiti and minor 'teenage' skirmishes.

'Spent' convictions (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and normally - do not need to be disclosed - unless you are applying for a 'Regulated' course (one associated with working with children or vulnerable adults).

What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, the conviction becomes 'spent' (as defined by the Rehabilitation of Offenders Act 1974). Spent convictions are not considered to be relevant and should not be disclosed - unless applying for one of the 'Regulated' courses listed above..

The time it takes for a criminal record to become spent depends on the sentence received and the age of the individual at the point of conviction. Please note that certain offences (such as those with a sentence of 30 months or more) are never spent.

Convictions outside the United Kingdom

If an applicant has been convicted of a similar offence by a court outside the United Kingdom, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, it should be treated as unspent and disclosed.

Convictions after application

If you are convicted of a relevant criminal offence after applying, the College must be told. Full details of the offence are not required at that point; simply that there is now a relevant criminal conviction. We will then ask for further details to be provided - In Confidence - so we can make an informed decision.

After disclosure

We are obliged to consider whether any spent or unspent criminal convictions or related information are compatible with taking up a place or continuing on the course.

The College may be under a duty to disclose information about you to professional, regulatory or statutory bodies.

Possible action

After considering the information contained within a disclosure and carrying out a risk assessment - the College may:

1. Give approval for the applicant to continue with their application and/or enrolment.
2. Impose conditions and/or restrictions on a student's offer, admission, enrolment or study to help manage any identified risks.
3. Refuse enrolment and/or to terminate a student's offer or contract.

Data Protection

The College will treat all information disclosed with respect and in accordance with its legal obligations for the fair and lawful processing of information.

Criminal Convictions Policy and Procedure

Our responsibilities and a flowchart showing the procedure for dealing with disclosures are explained in full in the Criminal Conviction Disclosure Policy and Procedure - which you can view on our website:

<https://www.nottinghamcollege.ac.uk/about-us/corporate/policies-and-reports/higher-education-criminal-conviction-disclosure-policy-and-procedure>

If you have any concerns relating to the policy, please contact the University-Level Study Team for further advice or information.

Call 0115 838 0700 or email: he.team@nottinghamcollege.ac.uk

Student Finance

Nottingham College has lower tuition fees than most other providers. Eligible students can apply for a loan to cover their fees through their national student finance service (e.g. Student Finance England).

Fees for full-time uni-level students beginning a course in September 2026 are:

Course	Fees
Bachelors (Honours) 'Top up' degrees (2 years courses - all years)	£4,125
Higher National Certificates (HNC) Higher National Diplomas (HND) (all years)	£4,125
Foundation Degrees (Fd/FdA) (all years)	£5,500

The main costs of studying a Higher Education course are tuition fees and living costs and loans are available from your national student finance to help with these.

Tuition Fee Loans

Full and part-time students are able to pay for their course fees using a tuition fee loan, which you don't have to start paying back until you've graduated and earning £25,000* or more. Your tuition fee loan is paid each term directly to the College.

Some part-time students with a course intensity of 25% or more of the full-time equivalent may be eligible to apply for a Maintenance Loan.

Please check with your national student finance service (e.g. Student Finance England) for more information.

*For students starting in September 2026. Details correct at time of going to press (June 2026)

*For students starting in September 2026. If you started your HE study before this time, other terms may apply.

Always check with your national student finance provider. Details provided by Student Finance England and correct as at June 2026.

We strongly recommend that you apply to your national student finance service as early as possible, to make sure that you have everything in place before starting your course in September!

Applications normally take 6-8 weeks to process, so please take this into consideration when planning your finances.

IMPORTANT NOTE - IF YOU ARE TAKING A TUITION FEE LOAN:

At enrolment - you may be asked to provide evidence that your tuition fee loan has been approved. Confirmations from your national student finance service (e.g. Student Finance England) are now sent digitally, so please make sure you can log into your online account if necessary.

If you are still waiting for your loan to be approved, you will be required to:

1. Set up an instalment plan, promising to pay your own fees pending a successful loan application – payments to start in December 2026 - AND
2. Pay a security deposit of £100.00, to be refunded when your loan has been approved.

For this reason, we strongly urge you to make sure that your finance is in place prior to enrolment.

Paying for your course

Uni-level students have the following choices:

- 1 Take a student loan for your fees
- 2 Pay while you study (using our instalment plan options)
- 3 Part loan/part payment or
- 4 Obtain sponsorship (normally by your employer)

1. Student Loan

If you choose to take a student loan for your fees, this must be approved in advance by your national finance service.

You can apply for any amount up to our standard fee of £8,250.

If approved, the tuition fee loan is paid directly to the College.

Apply directly to the appropriate national service:

England Student Finance England	0300 100 0607	www.gov.uk/studentfinance
Scotland Student Awards Agency Scotland	0300 555 0505	www.saas.gov.uk
Wales Student Finance Wales Cyllid Myfyrwyr Cymru	0300 200 4050	www.studentfinancewales.co.uk www.cyllidmyfyrwryrcymru.co.uk
Northern Ireland Student Finance NI	0300 100 0077	www.studentfinanceni.co.uk

IMPORTANT NOTE - IF YOU ARE TAKING A TUITION FEE LOAN:

At enrolment - you may be asked to provide evidence that your tuition fee loan has been approved. Confirmations from your national student finance service (e.g. Student Finance England) are now sent digitally, so please make sure you can log into your online account if necessary.

If you are still waiting for your loan to be approved, you will be required to:

1. Set up an instalment plan, promising to pay your own fees pending a successful loan application AND
2. Pay a security deposit of £100.00, to be refunded when your loan has been approved.

For this reason, we strongly urge you to make sure that your finance is in place prior to enrolment.

2. Pay for your course while you study

If you are paying your own tuition fees, we have a range of instalment plans to help spread the costs throughout the academic year.

Our most popular is a 3-payment plan – this is where you pay one third of the tuition fee towards the start of each term. For this scheme -collection dates will be on or after:

1st December 2026

1st February 2027

1st May 2027

Other instalment plans are available. Please discuss with the Finance Team when you come to enrol. The first payment is due when you enrol. You can select your preferred payment date (either the 6th or 28th) of each month thereafter.

If paying by instalments – you should:

- Give us at least 7 working days' notice to amend/cancel your instruction.
- Ensure that you have cleared funds to cover a payment when it is due.
- Note that the payment plan applies to the current academic year only.

3. Part loan/part payment

You can choose to take a loan for any part of your tuition fee. Apply via your national student finance service, inserting the amount of loan you wish to take. The loan will then be processed and approved in the normal way.

Present your loan agreement letter at enrolment and you can arrange to pay the remaining balance using your preferred method.

4. 14 day 'Cooling-off' period – 'Try before you Buy'

Nottingham College operates a 14-calendar day 'cooling-off' period for HE students.

A student can withdraw from their course up to and including 14 calendar days after enrolment and they will not be liable for any fees. The period will be calculated for each individual student based on their actual date of enrolment.

For clarity, the day you enter into your contract (by enrolling) is discounted and 'Day 1' of the cooling-off period is the following day. The 14-day window period includes weekends.

4. Sponsored Students

If a third party (such as your employer) is paying fees on your behalf, you must provide a signed letter or purchase order from your sponsor confirming that they agree to pay your fees. This should include the following information:

- your course title
- the amount which the sponsor is agreeing to pay on your behalf this can be:
 - by amount (e.g. £8,250)
 - by proportion (e.g. 50% or 100%)
- duration of sponsorship (e.g. for current year only or entire course of study)
- invoicing contact details:
 - name
 - full address
 - telephone number
 - email address
 - any reference/purchase order number which needs to be included in the invoice

If this is your preferred payment option, please contact our Finance Team for further information: call 0115 884 2803 or email income@nottinghamcollege.ac.uk.

As a sponsored student, you are still personally responsible for making sure that your tuition fees are paid. Should your sponsor fail to pay your tuition fees (in line with our agreed terms of business), the facility will be cancelled and you will be required to arrange payment of the outstanding balance directly to the College.

Repaying your student loans*

Repayments normally begin in the April following the end of your studies, provided that you are in work and earning more than the current threshold of £25,000 per year*.

This includes any overtime and bonuses as well as basic salary.

Repayments are deducted at source by your employer (in the same way as Income Tax and National Insurance).

You pay 9% of any income earned over the threshold.

Under current legislation, any loans still outstanding 40 years* after repayments were due to start will be written off.

*For students starting in September 2026. If you started your uni-level study before this time, different terms may apply. Always check with your national student finance provider.

Details provided by Student Finance England and correct as at June 2026.

Tuition Fees Policy

**Full details of the College's tuition fee policy can be found on our website:
www.nottinghamcollege.ac.uk**

Tuition fees and payment information are contained in our Fees policy. If you accept the offer of a place, you agree to pay all tuition fees (and other related costs/expenses), as and when they become due.

Tuition fees become due from the date of enrolment.

As an institution, we review our range of course fees annually and will publish them on our website www.nottinghamcollege.ac.uk as soon as they have been confirmed.

If you are being sponsored by a third party (e.g. by your employer), you still remain personally liable for ensuring that all appropriate fees are paid to the College when due.

You have a legal right to cancel your student contract within 14 calendar days of enrolment. The College has this policy in place to fully support your right as a consumer to cancel your registration within a 'cooling off' period.

Debt Recovery

Potential students are advised that Nottingham College actively pursues all outstanding accounts and in certain cases, may decide to use the services of an external debt collection agency.

University-level students with outstanding tuition fees will not be permitted to progress to the next stage of their course.

Students in the final year of their course with outstanding tuition fees will not be permitted to attend graduation, receive their certificate, academic transcript or results confirmation until all debts have been cleared in full.

For the avoidance of doubt, terminating study with the College (for whatever reason) does not exempt or release you from your obligation to pay any fees due.

Liability for Fees following Withdrawal

In the event of withdrawal, you will be liable for tuition fees from the date of enrolment until (whichever is the later of):

- 1. the date your formal notice of withdrawal is made to the College or**
- 2. the date of your last recorded attendance.**

If you decide to withdraw, you will be liable for tuition fees on a sliding scale, depending on the date that you inform the College – in writing – of your decision. Non-attendance of timetabled sessions does not constitute a withdrawal.

To withdraw from your course, you must notify your course leader by letter or email.

No fees will be charged if you withdraw within 14 calendar days from the date of enrolment. This is the 14-calendar day 'cooling-off' period allowed under UK consumer protection law.

In line with most other providers, the College charges course fees for withdrawn students as follows:

Term	Period description	% of full tuition fee to be charged
0	from the date of enrolment until the end of the 14 calendar day 'cooling-off' period **	0%
1	from the expiry of the 14 calendar day 'cooling-off' period until the end of Term 1 (when college closes for Christmas).	25%
2	from the start of Term 2 (January) until the Easter break.	50%
3	from the start of Term 3 (after Easter) until the end of the academic year	100%

** Expiry of the 14 calendar day 'cooling-off' period is calculated for each individual student based on their actual date of enrolment. For clarity, the day you enter into your contract (by enrolling as a student) is discounted and 'Day 1' of the cooling-off period is the following day. Once the withdrawal has been processed, our Finance Team will deduct any payments received and send a final invoice for any fees which remain outstanding.

Access to Learning Fund (ALF)

The College's Access to Learning Fund (ALF) provides discretionary financial support to uni-level students experiencing severe and unexpected financial hardship. It's specifically designed to help students to stay on their course, particularly those needing financial help with unforeseen costs that cannot be met from other sources of support.

ALF is discretionary and cash-limited so whether an award is made depends on the individual circumstances evidenced in the application and the availability of funds at that time. Students are eligible to apply if they are a 'home' undergraduate student, and have already accessed all other student funding available, such as Maintenance Loans, bursaries, etc.

The fund cannot help with payment of tuition fees under any circumstances.

Both full-time and part-time undergraduate students should consider applying for a tuition fee loan from their national funding body (e.g. Student Finance England).

Collect an ALF application form from the University-Level Study Team at Basford or email: he.team@nottinghamcollege.ac.uk



Childcare Support & Facilities

Our 'Once Upon a Time' day nursery at The Adams Building in The Lace Market offers children a safe and welcoming environment in which to learn and develop.

Childcare professionals work with parents to ensure that the nursery experience is tailored to their child's individual needs.

Parents can expect:

- High quality provision rated as 'Good' by OFSTED.
- Highly qualified childcare team.
- A dedicated key person for their child.

Contact

If you'd like to arrange a visit or require any further information, please contact the nursery team directly:

CITY (ADAMS): 0115 838 0573

EMAIL: nurseryadams@nottinghamcollege.ac.uk

Advice and Support for Disabled Students

The College welcomes applications from disabled students entering university-level study.

We support students with physical and sensory impairments, specific learning difficulties, developmental/autistic spectrum disorders, mental health difficulties, and long-term health conditions.

In line with the Equality Act 2010, the College makes reasonable adjustments to support disabled students. Our particular aim is to support students, as far as possible, to study independently and successfully.

Our Additional Learning Support team is the initial point of contact for disabled students applying to enter the College. We strongly recommend that you get in touch to discuss your individual requirements as soon as possible.

You can contact the team by telephone on 0115 838 0970 or by email to: AdditionalLearningSupport@nottinghamcollege.ac.uk

Disabled Students' Allowance (DSA)

If you're a UK student on a higher education course, you may be eligible for Disabled Students' Allowance (DSA) to help with extra study costs arising from your disability.

This grant doesn't depend on your income, has no age limit for eligibility and won't affect any state benefits you may receive (such as Disability Living Allowance).

You don't have to repay any grants made under this scheme.

Disabled Students' Allowance can help to pay for:

- specialist equipment (such as low-vision aids or ergonomic equipment) .
- specialist software (such as voice-activated software).
- study support (such as BSL interpretation, a mobility assistant, or mentor).
- additional costs (such as extra books, learning materials, photocopying).
- travel (for example, if you're unable to use public transport to attend lectures).

How to apply for DSA

Allow plenty of time to get the support you need, so check if you're eligible for DSA and apply as soon as possible. You'll be asked as part of your student finance application if you are applying for DSA. Download an application form or ask for one to be posted to your home. You'll need to complete and return the form with the required medical evidence.

You will need to prove that you have a condition which affects your ability to study. This could include:

- disability
- medical condition
- sensory impairment
- mental-health condition or
- specific learning difficulty (such as dyslexia or dyspraxia).

Medical evidence (in the form of a letter or report) should be from a GP, consultant or specialist practitioner. If you had a diagnostic assessment before the age of 16, it may need updating.

For more information:

England Student Finance England	0300 100 0607 Textphone 0300 100 1693	www.gov.uk/disabled-students-allowances-dsas
Northern Ireland Student Finance NI	0300 100 0077 Textphone/Relay UK 18001 then 0300 100 0077	www.studentfinancenl.co.uk
Scotland Student Awards Authority Scotland	0300 555 0505 Textphone/Relay UK 18001 then 0300 555 0505	www.saas.gov.uk
Wales Student Finance Wales Cyllid Myfyrwyr Cymru	0300 200 4050 Textphone 0300 100 1693	www.studentfinancewales.co.uk www.cyllidmyfyrwryrcymru.co.uk

Information in alternative formats:

You can order student finance application forms and guides in Braille, large print or audio by calling 0141 243 3686 or emailing brailleandlargefonts@slc.co.uk with the following information:

- Your name and address.
- Your Student Loans customer reference number and
- Details of which document(s) you require.

Support for Care Leavers

Nottingham College recognises the unique challenges faced by care leavers when entering university-level education.

Currently in England, only 6% of care leavers study at uni, compared to 38% of 19-year-olds generally. Embarking on a degree can be daunting for any student but particularly for care leavers, who may not have support structures to help.

We are keen to welcome and support care leavers on all of our uni-level programmes. With smaller than average class sizes, we provide a friendly and close-knit student community, with supportive staff who will soon get to know you personally. We are happy to offer support, advice and guidance from initial enquiry and application all the way through your chosen course to graduation.

Using guidelines from the support organisation Become - we define a care leaver as being:

“a young person who has been looked after for more than 13 weeks since they were 14, including some time at age 16 or 17.”

Applications

We will consider all applications from care leavers on an individual basis. The offer of a place may be based on any special circumstances outlined in the application. Whilst we recommend keeping to the UCAS advisory deadlines, we are happy to consider applications throughout the applications cycle. Late applicants (such as those received during the Clearing period) will receive equal consideration where course vacancies still exist. You can find out more information on how to apply from the UCAS website:.

<https://www.ucas.com/ucas/undergraduate/getting-started/individual-needs/care-leavers>

Please email he.team@nottinghamcollege.ac.uk or call 0115 838 0700 for further advice on our current vacancies.

General Information and Resources

The following UK-based organisations provide useful resources and can offer support and guidance for care leavers planning to study at university-level:

National Network for the Education of Care Leavers	www.nnecl.org
Become (formerly Who Cares Trust)	www.becomecharity.org.uk
Buttle UK (formerly Frank Buttle Trust)	www.buttleuk.org
Propel	www.propel.org.uk

A named contact to support you

All matters are treated in confidence and referrals to other departments or agencies made with your permission.

Helen Lucas in the University-Level Study Team is the college's named contact for Care Experienced students.

You can contact Helen as follows:

In person/by post:	Helen Lucas Student Finance & Welfare Officer University-Level Study Team Room G05 - NSEC Nottingham College Basford 664 Nuthall Road Nottingham NG8 6AQ
Direct Telephone:	0115 838 0612
Email:	helen.lucas@nottinghamcollege.ac.uk



Looking forward to your Graduation...

And although it may seem like a long way off at the moment, the big day will come round very quickly.

After all the dedication, challenges, and personal growth, you'll have the unforgettable experience of walking along the red carpet to collect your degree - celebrating your achievement in style in front of fellow graduates, VIP guests, family and friends at our prestigious Graduation Ceremony, held in November each year.

It's so much more than a ceremony - it's a moment that marks how far you've come and everything you've achieved. It's the reward for your perseverance, late nights, and the commitment you bring from day one.

So, as you begin your journey with us, keep that vision in mind: your name being called, your future wide open, and the cheers of those who believed in you.

You're not just starting a course - you're launching on a path toward something truly life-changing!

Notes



UNIVERSITY
LEVEL

**We hope that this Welcome Guide
has been of use.**

**If you have any suggestions for additional information which could
be incorporated into future editions, do please let us know.**

We'd be delighted to hear from you.

If you have any other questions, please don't hesitate to get in touch.

Our contact details are:

0115 838 0700 | 0115 838 0610 | 0115 838 0612 | 0115 838 0541

Email: he.team@nottinghamcollege.ac.uk

**On behalf of everyone at Nottingham College ... enjoy the summer
and we're all looking forward to seeing you in September!**

P.S. and good luck with your results in the meantime...