

FEES & OTHER COSTS

Under 19s (UK and EU)

- Free tuition on any vocational courses leading to a qualification for students under 19, living permanently in the UK or EU at the beginning of their course.
- Free examination entry, if students can demonstrate regular attendance and completion of work. Contact Exams for exceptions.

19 years old and over for a full-time programme (UK and EU)

- If you qualify you may be able to study these courses for free except for exam fees and material charges. For more information turn to page 10 in the Full-time Course guide.

- Tuition fees for 2009/10 are currently being reviewed. Contact Student Advisory Services who will give you the 2008/9 rates.
- If you or your family are in receipt of a means-tested benefit, you may be eligible for a concession on your fee.
- If you do not qualify for the concession, but can show evidence of genuine hardship, you may be able to apply for help towards the costs of attending College; such as your travel expenses, tuition fees and childcare costs, if applicable. Please contact Student Advisory Services.

Non-UK and non-EU students

Tuition fees for 2009/10 are currently being reviewed. Contact Student Advisory Services for more information.

Material Charges

There will be material charges for certain courses. These are listed on the course leaflets available on the CD-Rom in the 2009/10 Full-time Course Guide.

Exam Fees

There are circumstances when the College will charge for exam costs:

- Unsatisfactory attendance and work.
- Failure to sit an exam without good reason.
- Re-taking an examination as a result of failure or to marginally improve grades.

Please contact Student Advisory Services on 020 8502 8745 for details of all these costs for 2009/10

HELP WITH MONEY

If you are facing financial difficulty, or you need help with your College related expenses, the following may apply to you:

Education Maintenance Allowance (EMA) 2009/10

If you are aged 16-18 you may be able to apply for an Educational Maintenance Allowance whilst you are coming to College. You can receive a maximum of £30 a week, depending on the level of household income. Students should contact their school or College Student Advisory Services for more details. Alternatively, you can find out more by either phoning 080 810 16 2 19, or accessing the EMA website at www.direct.gov.uk/ema.

Adult Learning Grant (ALG)

If you are aged 19 plus and are studying for your first Full Level 2 or 3 qualification/s, you may be eligible for the ALG. You can receive a maximum of £30 per week. For more information contact Student

Advisory Services on 020 8502 8745 or learndirect on 0800 100 900 or go to www.direct.gov.uk/alg

Learner Support Fund

This is to help support students who are having financial difficulty with the costs of coming to College, e.g. travel, childcare, books and equipment. Details and application forms are available from Student Advisory Services. We welcome applications to the Learner Support Fund to help with your costs. Call Student Advisory Services on 020 8502 8745.

Career Development Loan

Students who are aged over 18 can apply for a loan. Call Learndirect free on 0800 585 505 or visit the website at www.direct.gov.uk/cdl.

Care to Learn – Childcare

If you are a young parent aged under 19, Care To Learn will pay for childcare up to £145 per week, including travel costs. Visit the website at www.dfes.gov.uk/caretolearn

for more information or telephone 0845 600 2809

Travel Discount Transport for London 18+ Oyster

Collect an application form from Student Advisory Services for a 30% discount on a 7-day, monthly or longer period Bus Pass or Travel Card (valid on bus, tube, Docklands Light Railway and Tramlink), with London Transport. 16-18 year olds can gain a photocard to enable travel at a child rate or free bus travel if you live in a London Borough. These application forms are available from your local Post Office.

For further information visit the website at www.tfl.gov.uk

In an Emergency

In a financial emergency, e.g. if you lose your Travel Card or purse, you can get instant help with a repayable loan by coming to Student Advisory Services.

Money should not be a barrier to your learning.

Data Protection Act

The College upholds the principles of the Data Protection Act 1998 and has notified this to the Information Commissioner to that effect. In doing this the College has obtained consent for the collection, storage and processing of data that you provide.

The primary purpose of the information collected is for the analysis of statistical data. The processed data may be distributed to individuals within the college, or funding bodies or outside organisations. The college undertakes to keep secure any personal data held about you, and will make those details available to you on request. If you do not want your data to be used for marketing purposes please tick.

The information will be passed to the Learning and Skills Council (LSC) or their partners. The LSC is responsible for funding and planning education and training for young people and adults in England and is also registered under the Data Protection Act 1998.

If you do not wish to be contacted by the LSC or its partners for survey and research purposes please tick this box.

If you do not wish to be contacted by the LSC or its partners about courses or learning opportunities please tick this box.

A complete copy of the LSC's data protection statement is available on request.

EFC means business!



Epping Forest College

2009/10

FULL-TIME COURSES

APPLICATION FORM

Please send your completed Application Form to:

**Admissions
Epping Forest College
Borders Lane
Loughton
Essex IG10 3SA
or
FREEPOST IY537**

Equal Opportunities

The College is committed to providing access to its facilities and giving an educational opportunity to all students. You will have an interview with a member of staff to discuss your educational needs and the range of courses on offer.

Material Charges

There are material charges for certain courses. Where possible, the amount has been listed on course leaflets which are available on the CD-Rom in the 2009/10 Full-time Course Guide.

These figures may be subject to change.

Please see back of this form for information on fees and financial support available.

