Oak Hill College

Guidance notes for completing the application form

Flexible Learning Modules
2020-21 Academic Year

- Please read these notes before starting to complete the application form.
- If, after reading these notes, you are in doubt about any aspect of the application form, please contact the Admissions Office (contact details are at the end of this document).
- The form should be completed on a computer rather than by hand. Where you see 'select' on the application form, please click on this followed by the arrow that appears. This will bring up either a drop down menu or calendar where you can select the relevant item or date.
- If you have any difficulty accessing the drop down menu options, please see the appendix on page 4 which lists all the drop down options.
- Once complete, please email the form as a Word document (and not a PDF) along with the required attachments to admissions@oakhill.ac.uk. The file name should be saved in the format 'surname preferred name – FL application form 2020-21'

Section A: main application

1. Personal details

Surname/first name/middle names
- Enter your surname and forename(s) as they appear on official documents such as your passport or driving licence.

Preferred first name
- State the first name by which you would like to be known. For example, your proper name is Andrew but you are known as Andy.

Nationality
- Please enter your nationality as stated in your passport
- For the purposes of this question, the UK is taken to include the Channel Islands and Isle of Man (British Nationality Act 1981)
- If you have dual nationality, one of which is UK, please enter UK for your first nationality.

Country of birth
- Enter the current name of the country where you were born.

Personal email address
- Please provide the email address to which you would like correspondence about your application to be sent.
- Ensure that it is an address you check regularly and please add admissions@oakhill.ac.uk to your contacts to prevent emails from us ending up in your spam/junk folder.

Correspondence address
- While we send most correspondence via email, if we do need to post anything to you, this is the address we will use.

2. Modules you are applying for

Please see our website for details of the Flexible Learning modules available each semester. For Oak Hill alumni, the website also explains the difference between live auditing and VLE auditing.

4. Education and employment

Highest/most recent qualification
- Institution: please enter the name and location of the institution where you studied for the qualification.

- Qualification type: indicate here the type of award you studied (e.g. BA (Hons), A Level).
- Subject: please list your main subject(s) (e.g. Sociology, Marketing). If you have done a joint honours degree, please list both subjects.
- Result: please give the final result (e.g. Pass, A, 2:1, etc)
- Year of award: enter here the year each qualification was awarded (which is not necessarily the same as the year you left the institution). The year of award is likely to be the date on your qualification certificate.
- For non-UK qualifications, please give details of the original qualification and not what you assume to be the UK equivalent.
- If your most recent qualification is also your highest qualification, please enter 'as above' in the 'most recent qualification' table.

After we review your application
- When we check through your application, if there is any uncertainty about your description of a qualification, we may ask you to provide a scanned copy of your qualification certificate.

Section C: Checklist and signature

1. Document checklist

The following documents should be attached when you email your application to us:

Photo ID
- All applicants should attach a copy of government-issued photo ID, such as the photo page of your passport or driving licence.

Reference Form
- The Flexible Learning Reference Form is available on our website. If your referee is going to email this directly to Admissions, please indicate this in the box at the end of this section.
- If you are an Oak Hill alumnus, this form does not need to be completed.

Funding confirmation
- If you indicated in Section B that a church or other organisation/individual will pay your fees, please attach written confirmation from the third party that they will pay.

Please be aware that if you do not currently have one or more of the documents requested, this will most likely cause a delay to your application.

2. Signature

The information you provide on your application form will be used for the following purposes:
- To enable your application for entry to be considered
- For reporting purposes and to enable us to compile statistics
- For successful applicants, to enable us to initiate your student record and make other preparations for you starting.

All information gathered from the application process will be held in accordance with the Data Protection Act 2018. For further information please refer to the Student Enquirers Privacy Notice.

Admissions Office
Admissions@oakhill.ac.uk
020 8449 0456 ext. 206

APPENDIX: List of drop down menu options

Section A: main application

1. Personal details

Gender
• Male
• Female

Marital status
• Divorced
• Engaged
• Married
• Separated
• Single
• Widowed

Are you an alumnus of Oak Hill College (have you completed a qualification with Oak Hill College)?
• Yes
• No

Have you done any non-programme study at Oak Hill previously?
• Yes
• No

2. Module(s) you are applying for

Under module code and title, please enter your module(s) in the following format:
• DM1.2 Foundations for Cross-Cultural Mission (Semester 1)

Mode
• Live Audit
• Alumni Live Audit
• Alumni VLE Audit

3. English language proficiency

Do you consider English to be your first language?
• Yes
• Yes, I have dual first languages and one is English
• No

4. Education and employment

Full time or part time
• FT
• PT

5. Your church

Are you hoping to be ordained in the Church of England at some point in the future?
* Yes
* No
* I am already ordained in the Church of England

7. Reference/Permission

Have you given the minister's reference form to your vicar/pastor (or, if you are the lead minister/senior pastor of your church, to an elder or member of your PCC?
* Yes
* Not yet

Is there someone who you need to seek permission from to undertake this study, e.g. by virtue of being your line manager?
* Yes
* No

Have they given you permission?
* Yes
* No
* Not yet

Section B: Finance

Under module code and title, please enter your module(s) in the following format:
* DM1.2 Foundations for Cross-Cultural Mission (Semester 1)

Mode
* Live Audit
* Alumni Live Audit
* Alumni VLE Audit

Oak Hill alumni may audit for free one module worth up to 20 credits. If you are an Oak Hill alumnus, please indicate the module you are choosing to audit for free – please enter your module in the following format:
* DM1.2 Foundations for Cross-Cultural Mission (Semester 1)

How do you plan to fund your auditing?
* I will pay
* Someone else will pay for me
* N/A – alumni audit