



YOUR ESSENTIAL GUIDE

TO JOINING US
THIS SEPTEMBER

www.moulton.ac.uk



2022/23

Principal's Welcome to Moulton College

As the Principal of Moulton College, I am delighted that you have chosen to join us at Moulton College this September.

Becoming a student at Moulton College means that you are joining a College with over one hundred years' experience of delivering quality training and employment opportunities. I am very proud of the staff and facilities that we have at the College and I am confident that if you commit to your studies you will be successful in your course.

It is my ambition to help every student at Moulton College to leave with the skills and confidence necessary for them to compete in the working world.

Of equal importance, is your well-being. We want you to feel fully supported and enjoy your time with us. This is a time for you to build some fabulous memories.

This guide will tell you everything you need to know about what happens over the next few months to make sure that you are ready to start with us in September. If you still have any questions please do not hesitate to contact our Student Services Team. We are open throughout the summer – just email them or give them a call and they will be happy to help.

Have a great summer and I look forward to meeting you in the new academic year.



Corrie

Corrie Harris, Principal & CEO



This guide will tell you everything you need to know about what happens over the next few months to make sure that you are ready to start with us in September.

What happens next?

This is an exciting time as you start to move from school to college but we are here to make the process as easy as possible.

Transition events

If you have been made an offer to study at Moulton College this September you will have been sent a link to register for one of our Transition Events taking place week commencing 27 June 2022. If you have been made an offer but not received a link to book on to the Transition Events please call Student Services on 01604 491131 as soon as possible.

Uniform and equipment orders

Details of person protective equipment (PPE), uniform and equipment lists for all subjects are now available on the website. We strongly advise that you get these ordered as soon as possible to ensure that you are ready to start in September. To find out what you need for your course please follow the link on our website.

College Transport

The closing date for applying for a space on college transport is 31 July 2022. We cannot guarantee a place from the start of the year if your transport application is received after this date.

If you have applied before this deadline and paid for your first term's travel you will receive a temporary bus pass in the post by 26 August 2022.

Bursary applications

If you want to apply for financial support to help with travel or equipment costs please make sure that your application is submitted as soon as possible as funds are very limited.

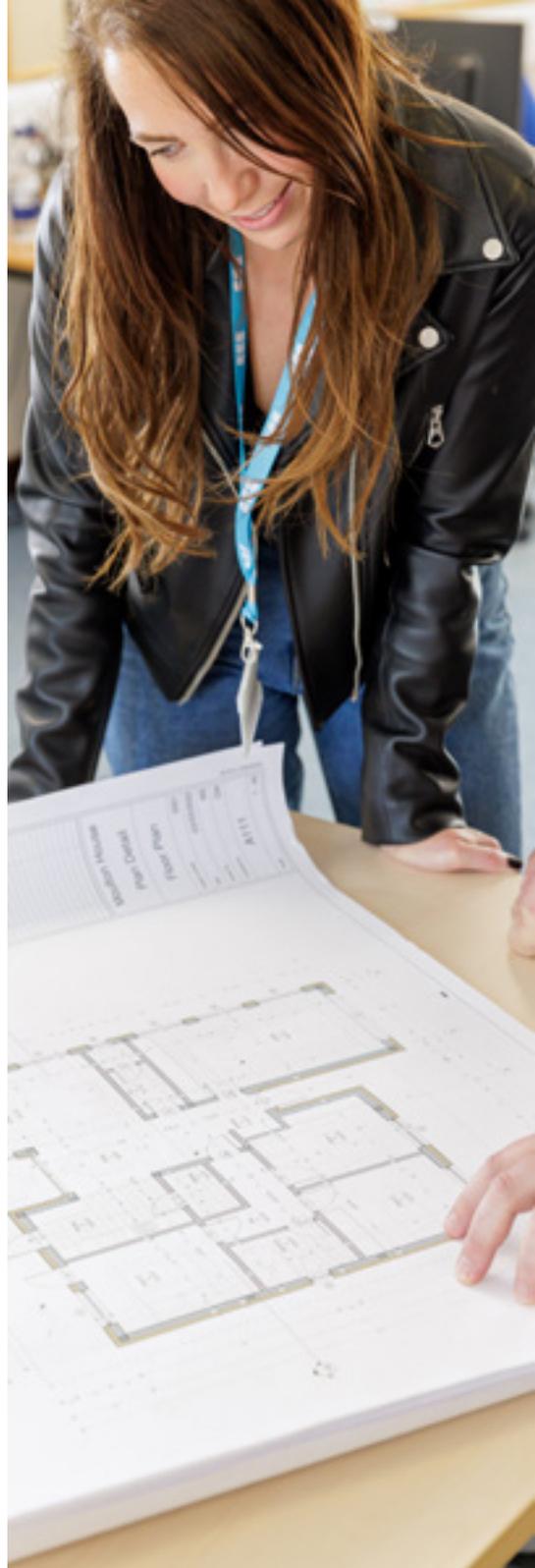
GCSE Results Day Thursday 25 August 2022

It is likely that your offer to study at Moulton College will have been conditional on you achieving certain grades in your GCSEs. **If you do not achieve the grades you needed please do not worry.** It may be necessary to move you to a lower level course but this will be discussed with you when you come in to College to enrol.

Start of term

Our new term will start on Monday 5 September 2022. The first week will be an induction week to help you settle in to College and to make sure that you can access college systems etc. You will be told which days you need to be in College when you come in to enrol.

To become a student at Moulton College you will need to complete our enrolment process. More information on the next page.



Enrolling on to your course

Our enrolment process is designed to make sure that you are enrolled on to the right course at the right level for you.

Our enrolment process is split in to two stages:

Stage One: Pre-enrolment telephone call

A member of our Student Services team will call you by phone to check through your personal information data, making sure that our records are complete and up-to-date.

These calls will take place throughout July and August.

You can find the date and approximate time that your call will take place in the letter in your Joining Pack.

Please make sure that you take this call as it is an important part of the joining process. The call should take approximately ten minutes.

Stage Two: Enrolment

Between Friday 26 August and Friday 2 September, you will need to come into College to complete your enrolment. Different courses will be enrolled on different dates and times, so it is important that you attend college on your specified date.

You can find the date and time that you need to come to College to enrol in the letter in your Joining Pack.



What to expect when you enrol

1) Arrive at college and check in

Enrolment will be taking place at the following locations:

- Students studying at our campus in Moulton should report to Gate 1, Pitsford Road, Moulton, Northamptonshire, NN3 7SY
- Students studying at our Higham Ferrers campus should report to Reception, Chelveston Road, Higham Ferrers, Northamptonshire, NN10 8HN

When you arrive there will be staff and signage directing you to where you need to go.

2) Meet your Course Tutor

Before we can enrol you, we need to check your qualifications. This is to make sure that you have achieved the grades you need to get on to your course. Make sure that you bring your qualification results slip or certificates with you.

Your Course Tutor will also let you know which days you need to come in to College during Induction Week (week commencing Monday 5 September 2022).

3) Assessment

After meeting your Course Tutor you will need to complete a short assessment so that we can review your English and maths abilities. This is a very short test and nothing to worry about.

4) ID check and enrolment

One of our enrolment team will check your ID and put your details on to our student record system. You will then be asked to sign your Learner Agreement which is your commitment to study at the College.

5) ID photo

Once you have been entered on to our system we will take your photo. This will be used to create your student ID card which will be given to you on your first day at College. You are required to wear your ID pass and student lanyard whenever you are at College.

Congratulations! You are now officially a student at Moulton College.





Don't worry if you don't get the results you had hoped for, or you achieve better grades than you expected. The majority of our offers are based on predicted grades but we can look at your options when you meet your Course Manager during enrolment.

Useful things to know

What do I need to bring to my enrolment appointment?

Qualifications/Certificates

We need to see evidence of your qualifications. This can either be your certificates or your results notification slip or email, if you haven't received your certificates yet.

Proof of ID

Please bring one of the following to prove your identity:

- UK/EU passport or ID card
- A full birth certificate
- Driver's licence
- Non-EU passport
- National Insurance Card/Letter
- Debit/Credit card

How long will enrolment take?

We expect that the whole enrolment process will take between 30 minutes and one hour.

What if I can't make my enrolment date?

It is really important that you attend your enrolment appointment however, if you can't make it please contact our Student Services Team on 01604 491131 or email student.services@moulton.ac.uk and we will arrange another appointment for you.

What if I don't get the GCSE / exam grades I need or I achieve better than expected?

Don't worry if you don't get the results you had hoped for, or you achieve better grades than you expected. The majority of our offers are based on predicted grades but we can look at your options when you meet your Course Manager during enrolment.

What if I want to study a different course or change my application?

We can sometimes accept requests to transfer you to a different course, subject to space still being available, however please aim to sort this before enrolment if at all possible.



Frequently Asked Questions

We understand that joining a new college can be daunting so here are some other points that you might be unsure about.

Do I have to pay anything when I enrol?

If you are aged 18 or under at the start of your course you do not have to pay any tuition fees.

If you are aged 19 or over you will need to pay tuition fees*. If you are enrolling on to a Level 3 or Level 4 course you may be able to apply for an Advanced Learner Loan (19+ Loan). Alternatively your sponsor/ employer may be paying for you.

You will need to provide evidence of any loan entitlement, employer support or your own bank details during enrolment. We can set up a payment plan if you prefer to pay in instalments.

*If you are aged between 19 and 23 inclusive, enrolling on to a Level 3 course and you don't already hold a full Level 3 qualification you may not have to pay course fees.

How do I apply for financial support? (e.g. bus passes, free meals, childcare, etc)

Depending on your circumstances you may be able to claim for financial support to help with the costs of coming to College. For details please contact Student Services as soon as possible as funds are very limited.

My employer is paying my course fees. What do I need to bring?

So that we can complete your enrolment we will need a letter on company headed paper stating the amount to be paid and the address to be invoiced and/or a purchase order number.

What should I wear?

There is no need to wear a suit or uniform when you come to enrol at the College however we do ask that you wear appropriate clothing as described in our dress code policy. You can find this on our website.

Will refreshments be available?

Our canteen will be open for you to purchase drinks and refreshments. Water fountains and vending machines are also available.

Can I bring my family and friends with me?

You are welcome to bring someone along with you to enrolment however most people just come along on their own.

Depending on your circumstances you may be able to claim for financial support to help with the costs of coming to College.

What if I forget my proof of ID/ qualifications?

Don't worry if you forget to bring something you can either:

1. Pop back home to collect the missing documents and then return to complete your enrolment
2. Phone a friend or family member and ask them to bring the evidence to you
3. Arrange to return another day so that your evidence can be checked and your enrolment completed.

Important: We are unable to complete your enrolment without proof of your identity and qualifications.

When will my course or induction start?

All full-time course inductions will take place during week commencing Monday 5 September 2022. You will be told which days you need to come in to College when you enrol.

Who can I contact if I still have questions about my enrolment or application?

Please call our Student Services Team on 01604 491131 and they will be happy to help you.



Your summer checklist

- Complete and submit transport application form before 31 July 2022
- Complete and submit bursary application form ASAP
- Order uniform and/or PPE ASAP
- Complete Pre-enrolment telephone call (see letter for date and time)
- Celebrate your exam results!
- Enrol in person at the College (see letter for date and time)
- Start College week commencing Monday 5 September 2022