



Applying to Study for the 2017/18 Academic Year The Application Process: Information and Closing Dates

This information sheet gives you details about:

- our Open Morning dates
- receiving an enquiry pack
- the application process and our Interview Day dates
- how financial planning and accommodation considerations relate to the application process
- closing dates for applications

When are the Open Mornings at Oak Hill?

If you are thinking about theological training and want to consider Oak Hill, we strongly encourage you to attend one of our Open Mornings. You'll be able to experience first-hand the College ethos, learning style and sample lectures and get a much better feel for the College and what we're about than from our literature alone. The dates for this year's Open Mornings are:

- Saturday 19 November 2016
- Saturday 4 March 2017
- Saturday 6 May 2017

You can read more and book for the next Open Morning via the website

http://www.oakhill.ac.uk/contact/open_mornings.html

What information do I receive when I make an enquiry?

If you would like to receive information about our programmes, along with details about fees, raising money for training, placements, accommodation, term dates and an application form, do contact the Admissions Office via the website enquiry form and we'll be glad to send you an enquiry pack.

(Please note that we do not hold a Tier 4 licence and so are unable to take students from outside the EU.)

When are the Interview Day dates and when should I submit my application?

If you would like to pursue your interest in studying at Oak Hill, we invite you to submit an application by completing and returning the application form supplied in the enquiry pack. Please do read the Guidance Notes provided with the application form before starting to complete it. Normally we interview all applicants who meet the basic admissions criteria (listed in the programmes booklet, which is provided in all enquiry packs and also available on the website). Once we have checked through your application, we will send off for your references and invite you for interview along with a small number of other applicants.

We have specific dates for our Interview Days during the year and when you apply we will ask you to state which dates you are available for. If you want to be invited for a specific date, we ask you to submit your application at least two weeks ahead of the published date, and any invitation will be subject to the availability of places for the day.

Interview Day dates* for those applying for entry in 2017/18 are:

- Thursday 10 November 2016
- Thursday 8 December 2016
- Thursday 9 February 2017
- Thursday 23 February 2017
- Tuesday 21 March 2017
- Tuesday 25 April 2017
- Tuesday 9 May 2017
- Thursday 18 May 2017
- Tuesday 13 June 2017
- Friday 23 June 2017

Normally we will contact you within five working days of receiving your application.

**Oak Hill College reserves the right to change or cancel Interview Day dates but will make every effort not to do so*

What does an Interview Day consist of?

An interview day usually includes a small group session with either our Principal or Academic Vice Principal when you will hear more about Oak Hill and our programmes; an individual interview with a member of faculty; an opportunity to sit in on a lecture; time to chat with current students and have a look round college; you will also have a conversation with a member of the Admissions Office to discuss your funding, your accommodation needs and any other needs you may have.

What happens after an Interview Day?

- After your Interview Day, normally we will write to you within five working days to confirm whether we are offering you a place. This means we will put a letter in the post to you within five working days.
- Once you accept any offer and all conditions have been satisfied, you will then be given an 'Assured Place'.
- In late June/early July, we will send out new student information to all those who at that stage have an 'Assured Place'. For others who are still in the 'admissions pipeline' you will receive that pack as soon as you have an 'Assured Place' after that date.
- Various preparations within college take place over the summer so that we are ready to welcome you to college for our induction week in September 2017.

How does my financial planning fit in with the application process?

- All offers of places are conditional on you providing appropriate financial assurances. Please see the separate document about this, provided in all enquiry packs, which outlines what is required and why, for both prospective independent and ordinand students.
- These financial assurances are required before an 'Assured Place' can be confirmed.

If I want college accommodation, how does that work?

- In the enquiry pack you will be given an accommodation information sheet which outlines the accommodation we have available and how and when the application and allocation process works.
- In brief, you are given an Accommodation Application Form at the point of being offered a place. If you decide to accept the offer and you wish to be considered for college accommodation, the form is to be completed and returned when you accept the offer. Please see the accommodation information sheet for details about the relevant dates.
- Once you have received an Assured Place, you are then in a position to be formally considered for the allocation of College accommodation.

What are the closing dates?

The closing dates are the dates by when you need to have submitted, and we have received a complete application. The closing dates are as follows:

- Full time & Part time Independents: **Friday 2 June 2017**
- Anglican Ordinands: **Friday 2 June 2017**
- External Creditors i.e. not working towards an award: **Friday 2 June 2017**

If you are applying for Accredited Prior Learning (APL), the assessment of your application will take longer. Therefore, please allow sufficient time for your application to be processed prior to any given interview date and/or closing date for applications.

Why are there closing dates for submitting an application?

There are two reasons:

1. It will help you with your planning and decision making as you consider undertaking theological training. In particular:
 - a. If you are a self-funding student it will help you with your fundraising. Experience has shown that raising the necessary funds to study is easier when you know the costs involved and you've received an offer of a place. You will then be in a better position to provide the appropriate financial assurances in good time (please see the separate document about this, provided in all enquiry packs, which outlines what is required and why).
 - b. If you are an Anglican ordinand it will help with planning, especially if you are likely to attend a BAP near to or even after our closing date (see below).
2. It will help us to prepare for your arrival here as a new student. There are several things to put in place for our new students, once they have an 'Assured Place', some of which are best done with a bit of time for due consideration. Amongst these things are: allocations of accommodation, fellowship groups, placements, as well as asking you to make your module choices for the first year and other preparations we make for your welcome and induction.

If I'm an Anglican ordinand, what happens if my BAP is after the closing date?

If your BAP takes place after the closing date for ordinands, please ring our Admissions Office so that we can discuss the best way to proceed.

I'm thinking about auditing a module, what do I need to do?

If you decide to apply as an external auditor, we normally take up a reference and don't ask you to come in for an interview. When we've taken up your reference we will be in touch with you as to whether you may audit the chosen module. Please note that not all modules may be audited (details can be found on the module offerings sheet provided in an auditor enquiry pack).

There are different closing dates for applying as an external auditor, depending on which term the module is being taught in that you wish to audit. The closing dates for each term of the 2017/18 academic year are:

- Term 1 modules: **Friday 14 July 2017**
- Term 2 modules: **Friday 20 October 2017**
- Term 3 modules: **Friday 26 January 2018**

Next Steps

If you have not yet received an application form and enquiry pack, please contact our Admissions Officer, Rosie Cowan, via the enquiry form on the website or directly on admissions@oakhill.ac.uk. If you would like to discuss your situation, please do ring her on 020 8449 0467 ext 206 and she will be glad to help.