

## Applying to Study for the 2018/19 Academic Year The Application Process: Information and Closing Dates

This information sheet gives you details about:

- Open Morning dates
- Enquiry Packs
- Application Process and Interview Day dates
- Financial Planning and Accommodation timings
- 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 hear about our ethos and programmes, have a chance to chat with students and staff, sample a lecture, have a tour round the campus 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 25 November 2017
- Saturday 10 March 2018
- Saturday 28 April 2018

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

[http://www.oakhill.ac.uk/contact/open\\_mornings.html](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 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. These are 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, please submit your application at least two weeks ahead of the published date. Any invitation will be subject to the availability of places for the day.
- If you already know that you would be keen to apply for College-owned accommodation, please see the accommodation section below for key accommodation timings that may impact when you decide to submit an application to study here.
- If you're applying for Accredited Prior Learning (APL), please see the relevant section below for timing implications.

Interview Day dates\* for those applying for September 2018 entry are:

- Thursday 7 December 2017
- Tuesday 23 January 2018
- Thursday 22 February 2018
- Thursday 15 March 2018
- Thursday 19 April 2018
- Thursday 10 May 2018
- Thursday 24 May 2018
- Friday 15 June 2018
- Tuesday 19 June 2018

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 our Acting Principal to 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
- a conversation with a member of the Admissions Office to discuss your funding, your accommodation needs and any other needs you may have.

Please note that the two Interview Days in June do not include sitting in on a lecture as these dates are outside normal term time and lectures will have finished.

### **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 post a letter to you within five working days.
- Once you accept any offer and have satisfied all conditions, you will then be given an Assured Place.
- In late June/early July, we will send out new student information (a New Student Pack) 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.
- For those who by mid-July do not yet have an Assured Place, we will agree with you a final date for your place to be assured, so please take this into account in your planning.
- 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 2018.
- There will be forms in the New Student Pack that you will need to return to us by Thursday 9 August 2018 at the latest.

## 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.
- See the accommodation section below to find out how an Assured Place facilitates your accommodation application.

## If I want College accommodation, how does that work?

- In the enquiry pack you will be given an accommodation information sheet which outlines the College-owned 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-owned 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. There are two accommodation dates you may want to be particularly aware of:
  - The closing date for married accommodation applications to be considered in Phase 1 of the allocation process is **12 April 2018**.
  - Oak Hill will guarantee to accommodate all new single students who apply for College accommodation by **14 May 2018**.
- Once you have received an Assured Place, you are in a position to be formally considered for the allocation of College accommodation.
- There is a limited supply of College-owned accommodation for married students which normally means that not all applications for accommodation are successful. If we are unable to allocate you a College-owned property, we will offer you a list of off-site properties that are available for rental from local landlords.
- More details can be found in the accommodation information sheet.

## 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 for studying here. The closing dates are as follows:

- Anyone applying for Accredited Prior Learning (APL): **Tuesday 8 May 2018**
- Full time & Part time Independents: **Thursday 31 May 2018**
- Anglican Ordinands: **Thursday 31 May 2018**
- External Creditors i.e. not working towards an award: **Thursday 31 May 2018**
- External Auditors: see separate section below for closing dates throughout the year

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. The earlier closing date above is to allow sufficient time for your application to be processed prior to the last two interview dates of the year.

## 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.
  - 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 that you wish to audit is being taught. The closing dates for each term of the 2018/19 academic year are:

- Term 1 modules: **Thursday 28 June 2018**
- Term 2 modules: **Tuesday 16 October 2018**
- Term 3 modules: **Monday 28 January 2019**

## 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](mailto: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.

## Key Dates for September 2018 entry to Oak Hill College

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Saturday 25 November 2017	Open Morning
Thursday 7 December 2017	Interview Day
Christmas 2017	Check College website for dates when the Admissions Office is closed
Tuesday 23 January 2018	Interview Day
Thursday 22 February 2018	Interview Day
Saturday 10 March 2018	Open Morning
Thursday 15 March 2018	Interview Day
Easter 2018	Check College website for dates when the Admissions Office is closed
Thursday 12 April 2018	Closing date for accommodation applications to be considered in Phase 1
Thursday 19 April 2018	Interview Day
Saturday 28 April 2018	Open Morning
Tuesday 8 May 2018	Closing date for APL applications
Thursday 10 May 2018	Interview Day
Monday 14 May 2018	Closing date for guaranteed single student accommodation applications
Thursday 24 May 2018	Interview Day
Thursday 31 May 2018	Closing date for applying to study at Oak Hill (excluding APL & Auditors)
Friday 15 June 2018	Interview Day
Tuesday 19 June 2018	Interview Day
Thursday 28 June 2018	Closing date for applying to audit a Term 1 module
Late June/July 2018	New Student Pack sent to those with an Assured Place for 2018 entry
Thursday 9 August 2018	New Student Pack forms to be returned to Admissions Office
Monday 3 September 2018	Start of Opening Week

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