

YOUR ENROLMENT EXPLAINED

WHAT TO EXPECT

- Your enrolment appointment will take roughly 45 minutes to an hour.
- Feel free to bring a parent/guardian/carer, we offer free tea and coffee and suitable waiting areas.
- Please come to the main Reception, and we will direct you to the correct room.
- You will meet a tutor from your subject area who will confirm your choices with you, check your results and help you to complete the enrolment form. They will also give you information about your first day at College.
- You will then go to Stanbury Hall to get your photo taken and collect your student ID card.
- In Stanbury Hall you will be able to access further information and guidance from our range of support and information services to ensure you have everything you need before you start College.

WHAT TO BRING

- The evidence of your official school exam results (GCSEs, BTECs and any others, including overseas qualifications if you have recently moved to the UK).
- Completed exam results form (a copy of this will be attached to your enrolment appointment letter, or you can download it from our website).
- If you are not a UK national, please bring your Share Code and your passport or national ID card associated to your UKVI account; we may need to ask to view this information before enrolling you.

WHAT SUPPORT AND INFORMATION WILL BE AVAILABLE

- **Advice Zone** - Careers advice and guidance if you have changed your mind or need to look at alternative options.
- **Financial Support** - Find out more about our new subsidised Travel Scheme and how to apply.
- **NEW Travel Scheme** - Find out more about our subsidised Travel Scheme and how to apply.
- **Health and Safeguarding** - Find out more about the support we can offer and chat to us if you have any questions or concerns.
- **Learning Support** - Let us know about any support you have had in class or during your exams at school so we can look into what support we can put in place.
- **Extra** - Chat to our Extra Team to find out more about the Extra activities available at College and how you can access a range of student discounts.

FREQUENTLY ASKED QUESTIONS

WHERE DOES ENROLMENT TAKE PLACE?

- Enrolment takes place at North Devon College Campus. Please head to the main Reception, look out for our friendly Meet and Greet staff, dressed in green.
- Please note if you are enrolling with the Inclusion, Work & Independence Faculty, we have dedicated parking and taxi drop off outside J block (see map below).
- All other visitors can park in the Short Stay Car Park (see map below).

I CAN'T ATTEND MY APPOINTMENT, WHAT SHOULD I DO?

To enrol at college, you **must** attend an enrolment appointment in person. Please contact our Admissions Team on 01271 852443 as soon as possible if you are unable to attend your appointment.

I'VE CHANGED MY MIND ABOUT MY COURSE, WHAT ARE MY OPTIONS?

You will have the opportunity to make changes to your course choice at enrolment. Please come to your booked enrolment appointment and we will do our best to accommodate your requested changes.

I DIDN'T GET THE GRADES THAT I WAS EXPECTING, WHAT NOW?

Please still attend your enrolment appointment. We will have College Advisers and Faculty staff on hand to chat with you if you need to look at alternative courses.

WHERE CAN I GET MORE INFORMATION BEFORE I ENROL?

- **Course advice:** College Advice Team on 01271 447300 or CAT@ndc.ac.uk
- **Enrolment advice:** Admissions Team on 01271 852443 or enrol@ndc.ac.uk

I NEED TO CHANGE MY PERSONAL DETAILS, HOW DO I DO THIS?

You will have the opportunity to make changes to your personal details at your enrolment appointment.

I HAVE FOUND AN EMPLOYER AND WOULD LIKE TO DO AN APPRENTICESHIP INSTEAD, WHAT ARE MY NEXT STEPS?

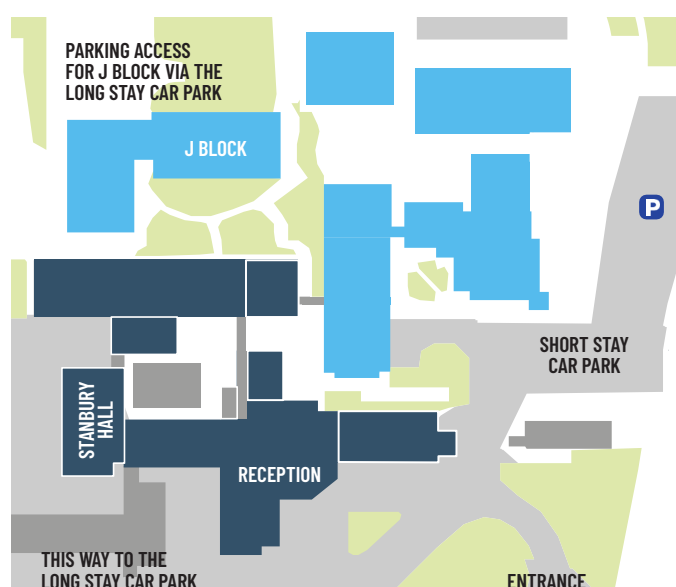
Please contact the Apprenticeship Team on 01271 852407 or at apprenticeships@ndc.ac.uk

I'VE DECIDED NOT TO COME TO NORTH DEVON COLLEGE, HOW DO I WITHDRAW?

Please email us at enrol@ndc.ac.uk and we will withdraw your application.

HOW DO I GET TO THE RIGHT PLACE?

Approach from Old Sticklepath Hill and follow signs to the Short Stay Car Park, for Reception. If you're heading to J Block, follow signs to the Long Stay Car Park instead.



Scan the QR code for all you need to know about enrolment



ndc.ac.uk