HCA Direct

External Applicants

Undergraduate Application Form | **2027 Entry**

This application form can be used for:

- External Part-time applications.
- Transfers from another Higher Education provider (as long as the applicant is **only** applying to HCA).
- Late Applications from June 2027 (as long as the applicant is **only** applying to HCA).
- Local schools/colleges with whom we have a special arrangement (as long as the applicant is **only** applying to HCA).

Full-time applicants wishing to apply to other institutions as well as HCA should do so online at www.ucas.com and should **not** use this form.

PERSONAL DETAILS

Legal Forename			Legal Surname		
Preferred Forename			Legal Sex	Male ☐	Female ☐
Pronoun	He/Him ☐	She/Her ☐	Gender Please indicate the gender you most identify with at this time	Man ☐	Woman ☐
	Them/They ☐	Prefer not to say ☐		Another Term ☐	Prefer not to say ☐
Address					
Postcode			Date of Birth [dd/mm/yyyy]		
Mobile Number			Email Address Not a school or college email		
Name of College/establishment you currently/previously attend(ed):					

COURSE APPLIED FOR (please tick relevant boxes)

BA (Hons) Degree Courses	Mode of Study					
	Full Time (3 Years)	Part Time (6 Years)	FT Top Up (1-year)	PT Top Up (2 years)	Level 5 Direct Entry FT (2 years)	Level 5 Direct Entry PT (4 years)
Acting & Contemporary Performance						
Artist Blacksmithing						
Contemporary Jewellery						
Digital Content Creation						
Fine Art						
Games Design						
Graphic Design						
Illustration						
Illustration & Animation						
Materials & Design						
Photography						
Popular Music						

Direct Entry/Top Up Applicants: You must have successfully completed a UK based Level 4/Level 5 qualification such as a HNC, HND or FdA and be able to provide their certificate, transcripts and course module guides to UWTSD (our awarding body) upon request.
Full-time applicants: The details you have provided on this form will be entered into the UCAS system by Hereford College of Arts on your behalf.

QUALIFICATIONS

Please enter grades for GCSE English & Maths. In addition, please enter all post-16 qualifications and grades you have taken or are due to take. If you are due to take exams in 2027, please enter '2027' in the year column and enter your predicted grade in the relevant column.

This section must be completed by all applicants, including mature students.

Qualification	Grade	Predicted Grade	Year
GCSE English			
GCSE Maths			

PREVIOUS HIGHER EDUCATION

Have you previously studied at Higher Education Level in the UK? [Y/N] (e.g. Degree, FdA, HNC or HND course)	
Did you successfully complete the course? [Y/N]	
Please give further details below including the level (eg. BA (Hons), Foundation Degree), the year, title of the course and qualification:	

EMPLOYMENT

Employer & Job Title	Responsibilities	Dates – From & To

ETHNICITY

English/Welsh/Scottish/Northern Irish/British ☐	Irish ☐	Gypsy or Irish Traveller ☐
Any other White background ☐	White and Black Caribbean ☐	White and Black African ☐
White and Asian ☐	Any other mixed/multiple ethnic background ☐	Indian ☐
Pakistani ☐	Bangladeshi ☐	Chinese ☐
Any other Asian background ☐	African ☐	Caribbean ☐
Any other Black/African/Caribbean background ☐	Arab ☐	Any other ethnic group ☐

Country of Permanent Address		Nationality	
Have you been resident in the UK for the last three years, prior to the start of your course? [Y/N]			
Where applicable, please confirm your date of entry to the UK [dd/mm/yyyy]			/ /
If you are an EU National or Overseas student, please confirm if you have one of the following:	Pre-settled Status ☐	Settled Status ☐	Refugee Status (Ukraine Scheme) ☐ Student Visa ☐
Is English your first language? (Y/N)		If **no**, please state first language	

CONTEXTUAL DATA – please answer yes or no to these questions

Are you estranged from your parents?		Have you ever been eligible for Free School Meals?	
Are you in Local Authority care, a care leaver or living with foster parents?		Do you have caring responsibilities?	
Do you have parenting responsibilities?		Have your parents/guardians studied any Higher Education in the UK?	
Do you or your family have a social worker or support worker?		Have you served in the armed forces?	
Do you have a parent/guardian who currently or previously served in the armed forces?	YES (Current) ☐	YES (Veteran) ☐	NO ☐

PERSONAL STATEMENT

Please answer the following three questions to give us an idea of your interests & inspirations for wishing to study with Hereford College of Arts. Each answer should be a minimum of 350 characters.

Please continue on an additional sheet of paper if needed.

Question one: Why do you want to study this course or subject?

Question two: How have your qualifications and studies helped you to prepare for this course or subject?

Question three: What else have you done to prepare outside of education, and why are these experiences useful?

DISABILITIES AND/OR HEALTH PROBLEMS AND/OR LEARNING DIFFICULTIES

If you consider yourself to have a disability and/or health problem and/or learning difficulty, please ensure that we know your requirements so that we can make all reasonable adjustments to help you succeed. The College is required to monitor the extent and effect of disabilities, health problems and/or learning difficulties.

*Where starred, please give further details in the box below

No disability/health problem	☐	**No learning difficulties**	☐
Visual impairment (not corrected by contact lenses/glasses)	☐	Asthma	☐
Colour blindness	☐	Back, joint or bone conditions*	☐
Hearing impairment	☐	Diabetes	☐
Disability affecting mobility*	☐	Epilepsy or other fits	☐
Other physical disability*	☐	Heart Disease	☐
Mental health difficulty*	☐	Myalgic Encephalopathy (M.E)	☐
Depression	☐	Down's Syndrome	☐
Social & emotional difficulties*	☐	Temporary disability after illness or accident	☐
Allergies*	☐	Profound/complex disabilities*	☐
Moderate learning difficulties	☐	Other specific learning difficulties*	☐
Severe learning difficulties	☐	Speech, language and communication needs	☐
Dyslexia	☐	Autism spectrum disorder	☐
Dyscalculia	☐	Other*	☐

Are you currently taking any medication or receiving medical treatment? [Y/N]	
Did you have an Educational Health & Care Plan (EHCP) or section 140 (if living in Wales) agreed by the local authority whilst studying at school or college? [Y/N]	

Please give further details of disabilities and/or health problems and/or learning difficulties and medication:

ADDITIONAL INFORMATION

Once an applicant has accepted our offer, the College will apply to UCAS via the Record of Prior Acceptance (RPA) system on their behalf. This will avoid the applicant incurring a UCAS application fee. We will not need to do this for part-time applicants.

All correspondence with regards to this application will be sent by email. Please ensure that your email address is correct and you inform the Registry Department if any of your personal details on this form change.

If you have any queries or difficulties when completing this form, please contact Registry on 01432 273359 or email registry@hca.ac.uk. All completed forms should be returned to: Registry Department, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT; scanned and emailed through to registry@hca.ac.uk or handed in to reception at our Folly Lane campus.

DECLARATION – HEREFORD COLLEGE OF ARTS

I certify that the information I have provided is correct. I agree to Hereford College of Arts using the personal data contained on this form or any other data obtained from me or other people for any purpose connected with my studies; health & safety, and for any other legitimate purpose or legal requirement under the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018

DECLARATION – UCAS (applies to full-time applicants only)

I confirm that the Hereford College of Arts can complete the UCAS RPA form on my behalf using the information contained within this form.

I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is not the case, UCAS and Hereford College of Arts shall have the right to cancel my application and I shall have no claim against UCAS or Hereford College of Arts in relation thereto.

I give my consent to the processing of my data by UCAS and Hereford College of Arts in accordance with their privacy policies including use for statistical purposes. I also accept that, having completed and signed the form, I do not have the right to further choices within the UCAS scheme and will not approach any other university or college in the UCAS scheme.

I have the right to cancel this application. If I decide not to take up my place at Hereford College of Arts I must do this by informing the Registry Department at Hereford College of Arts as soon as possible.

Signature (applicant)	Date

HE Academic Reference

For all applicants currently studying at college or university

HCA Hereford College of Arts

A reference is required for **all** applications to the College. The reference should be completed by someone who has known you for a minimum of two years and is not a relation. If you are currently at College/University you should supply an academic reference. If you are over 21 years, you will need a character refence (see overleaf).

Referee - please write a reference in the space provided below (please continue overleaf if you require more space). You might like to consider including some, or all of the following points:

- Attitude, motivation, reliability and commitment
- Your opinion on the applicant's suitability for the course
- Achievements and positions of responsibility (particularly those relating to the course for which they are applying)
- Related skills such as work experience or voluntary work

All completed reference forms should be returned to: Registry, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT; scanned and emailed through to registry@hca.ac.uk or handed in at the main Folly Lane Reception. If you require any assistance filling in the form, please contact 01432 273359 or email registry@hca.ac.uk.

Name of Applicant		Course Applied For	

Name of Referee		Position	
Company/School/College		Telephone	
Email Address			
Referee Signature		Date	

HE Applicant Character Reference Form

For applicants over 21

Hereford College of Arts

An applicant character reference form is required for all applicants over the age of 21 who wish to make an application to the College. The form should be completed by someone who has known you for a minimum of two years and is not a relation. If you are currently at College/University you should supply an academic reference.

All completed applicant reference forms should be returned to: Registry Department, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT or emailed to registry@hca.ac.uk.

If you require any assistance in completing the form, please contact the Registry Department on 01432 273359, alternatively please email registry@hca.ac.uk

Full name of the applicant	
Course Applied for	
I can confirm that I have known the applicant for a minimum of 2 years [Y/N]	
Please confirm how the applicant is known to you (for example friend, employee, colleague etc.)	
I would support the application to study a Higher Education course at Hereford College of Arts [Y/N]	
If you have answered no, please provide further information as to why you would not support the applicant to study a Higher Education course	

By typing your name in the box below and confirming your details, you are signing this form electronically.

Name of Referee		Date	
Contact Telephone No.			
Email Address			