



# Institute of Theology & Christian Counselling

## Application Form

PLEASE COMPLETE THIS FORM IN TYPESCRIPT OR BLACK INK

Programme applying for (please tick box)

- Certificate HE (Level 4) Applied Theology
- Diploma HE (Level 5) Applied Theology
- Certificate HE (Level 4) Church Management and Leadership
- Diploma HE (Level 5) Church Management and Leadership
- Certificate HE (Level 4) Pastoral Care and Christian Counselling
- Certificate HE (Level 5) Pastoral Care and Christian Counselling

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### 1. Personal Details

Title	First Name(s)	Surname
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Gender	Previous Surname (if applicable)	Date of Birth (DD/MM/YY)
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Contact Address (all written communication will be sent to this address)

Permanent/Home Address

If possible both a landline and mobile number should be supplied

Daytime Telephone Number	Mobile Telephone Number
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Email

Course Programme (as given in the ITCC prospectus)	Start date (mm/yy)
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## 2. Education

Please give full details of academic qualifications you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If you have a non-UK qualification, please state the full original title of the course.

- If you have not yet obtained the qualification, please give a summary of the marks achieved so far and result expected.

### 2A) Secondary/High School e.g. GCSEs, O Level etc.

Qualification	Subject	Result	Date (MM/YY)	Name of Institution

### Further education e.g. A Levels, HND, Access, BTEC etc.

Qualification	Subject	Result	Date (MM/YY)	Name of Institution

### University/Higher Education e.g. BA, BSc, MA, MSc, MPhil etc.

Qualification	Subject	Result	Date (MM/YY)	Name of Institution

**Additional Skills/Qualifications/Membership of Professional Bodies**

Qualification	Subject	Result	Date (MM/YY)	Name of Institution

**2B) Assessment of Prior Experiential Learning and Achievement (APEL)**

**3. Language**

Please see Note 1 at the back of this form before completing this section.

If English is not your first language and you have taken an English language examination, please give details.

Date	Title	Score

**4. Employment Details**

Name and address of current and most recent employer(s)	Position Held	Dates from/to (MM/YY-MM/YY)

If your work experience will enhance your application please enclose a CV

## 5. Personal Statement- all applicants

Please state why you wish to follow your chosen programme and how it relates to your previous experience. Continue on a separate sheet if necessary.

Personal Statement

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## 6. Church Life

Name of Church currently attending (if any)

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Name of Church Leader

Telephone Number

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Your role in Church

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What goals do you have and what do you hope to gain from this programme?

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## 7. References

Please see Note 2 at the back of this form and complete the enclosed reference forms.

### Reference 1

Name

Position

Address

Telephone Number

E-Mail Address

### Reference 2

Name

Position

Address

Telephone Number

E-Mail Address

## 8. Fee Status

To assist us in assessing your fee status, please provide the following information.

Country of Birth

Nationality (as stated on your passport)

In which country do you normally live?

In which country are you currently living?

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office:

Right of abode  Indefinite leave to remain/enter  Exceptional leave to remain/enter  Refugee status  None of these

Date of entry to live in the UK (if applicable)

If you are a national of the EU (including the UK) or have the right to live in an EU country but have lived outside the EU for any period over the last 5 years (other than holidays), please list your periods of residence outside the EU and the purpose of the stay e.g. work, education.

From (DD/MM/YY) to (DD/YY/MM)	Country	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 9. Payment of Tuition Fees

Fees: Certificate Programmes £2,400.00 per programme; Diploma Programme £3,000.00 per programme.

In order to secure your place, your application form must be accompanied by a £100.00 non-refundable registration fee. Cheques should be made payable to: The Institute of Theology & Christian Counselling (ITCC)

Please tell us how you are planning to fund your tuition fees for the duration of your study by indicating which of the following sources you expect will provide the majority of your funds.

Your own means  Your family  Your employer  Your local Church  A grant awarding body (please specify)

Please indicate if you have: Already received confirmation of the award  Applied and are waiting the decision  Intend to apply

Address

### 10. Criminal Convictions

Please see Note 3 at the back of this form before completing this section.

Do you have any relevant criminal convictions? Yes  No

### 11. Disabilities

The Institute of Theology & Christian Counselling welcome applications from students with disabilities and considers them on the same academic grounds as those from other students. It is helpful for us to know about the nature of any disability in order to ascertain whether facilities are available on site to meet your special needs. Applicants with disabilities are encouraged to contact the Director of Studies on 020 8579 3841 prior to applying.

Do you have a disability? Yes  No

Please tick the box(es) which apply to you:

- |   |  |
|---|--|
| <input type="radio"/> You are blind/partially sighted                             | <input type="radio"/> You are a wheelchair user/have mobility difficulties |
| <input type="radio"/> You need personal care support                              | <input type="radio"/> You have mental health difficulties                  |
| <input type="radio"/> You have dyslexia   | <input type="radio"/> You are deaf/have hearing impairment needs           |
| <input type="radio"/> You have an unseen disability e.g. diabetes/epilepsy/asthma | <input type="radio"/> You have an autistic spectrum disorder               |
| <input type="radio"/> You have a disability not listed above (please specify)     |  |

If you have a disability please answer the following question regarding Disabled Student Allowance:

I am receiving Disabled Student Allowance  I am not receiving Disabled Student Allowance

## 12. Equal Opportunities Monitoring

All persons of the requisite standard, whether resident in the UK or elsewhere, shall be eligible for admission to a programme. No disadvantage shall be imposed on any candidate for admission as a student of ITCC on the grounds of ethnic origin, religion, gender or sexual orientation.

So that we can make our equal opportunities policy effective, please tick the box which is appropriate to you:

- |  |   |   |
|--|---|---|
| <input type="radio"/> White                            | <input type="radio"/> Irish Traveller                   | <input type="radio"/> Black or Black British- Caribbean   |
| <input type="radio"/> Black or Black British – African | <input type="radio"/> Other Black Background            | <input type="radio"/> Mixed- White& Black Caribbean       |
| <input type="radio"/> Asian or Asian British- Indian   | <input type="radio"/> Asian or Asian British- Pakistani | <input type="radio"/> Asian or Asian British- Bangladeshi |
| <input type="radio"/> Chinese                          | <input type="radio"/> Other Asian background            |   |

## 13. How did you find out about the Institute of Theology and Christian Counselling?

- |   |                      |
|---|----------------------|
| <input type="radio"/> A directory of programmes (please state the title)      | <input type="text"/> |
| <input type="radio"/> The University of Roehampton website                    | <input type="text"/> |
| <input type="radio"/> Elsewhere on the internet                               | <input type="text"/> |
| <input type="radio"/> An advertisement (please state which newspaper/journal) | <input type="text"/> |
| <input type="radio"/> Your local Church / Word of mouth (please delete)       | <input type="text"/> |
| <input type="radio"/> The British Council                                     | <input type="text"/> |
| <input type="radio"/> Recommendation by a friend/colleague (please delete)    | <input type="text"/> |
| <input type="radio"/> A postgraduate fair or event (please state which event) | <input type="text"/> |
| <input type="radio"/> Other (please specify)                                  | <input type="text"/> |

## 14. Data Protection Act 1988 and Declaration

The data collected on this form will be used for the purposes on administering an application to The Institute of Theology Christian Counselling. It will also be used for educational administration if you subsequently become a student of the University. The records created with regard to this data are subject to regulation by the Data Protection Act 1988. The information contained in our records may be used for reporting, both internally within the University and to external bodies, who may include grant, loan or sponsor administrators and the Student Union. In submitting your application, you are deemed to consent to this data being processed.

Please confirm the level of the highest qualification you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If this is a non-UK qualification, please state the full original title of the course. (see note 4)

Qualification	Subject	Result	Date (MM/YY)	Name of Institution

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate, and that no information requested or other relevant information has been omitted. I understand that any other offer of a place at the Institute of Theology and Christian Counselling is made on the basis of the information given on this form.

Applicant's Signature	Date
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## 15. Checklist

Please make sure that you include the following:

- Application form (all relevant sections completed and the declaration signed and dated)
- If you are applying for a Foundation degree: One reference in support of your application
- If English is not your first language and you have taken an English language examination: A certified photocopy of the test result
- If your work experience will enhance your application please enclose a CV
- If you require a visa to study in the UK please include a copy of your passport (pages showing nationality, full name and passport number) and copies of your qualifications. Other students may be required to provide copies of qualifications on request.

Please return your completed form, references and any additional sheets and information to:

**The Director of Studies, Institute of Theology & Christian Counselling, c/o 5 Woodstock Ave, Ealing, London W13 9UQ.**



## Notes for guidance when completing your application form

### Note 1 Language

Students whose first language is not English must show that their command of the English language is sufficient to enable them to follow an advanced programme in English. If English is not your first language and you have taken an English language examination, please give details and enclose a certified photocopy of the test result. If you do not have the required level, any offer of a place at the Institute of Theology and Christian Counselling may be subject to you taking an English test (IELTS or TOEFL) before admission and/or attending one of the Institute of Theology and Christian Counselling English courses. Refer to the prospectus for English language requirements and details of the English language courses or contact postgraduate admissions.

### Note 2 References

You must obtain references in support of your application to The Institute of Theology and Christian Counselling. Please refer to the relevant section below for details of the number of references you require and who should act as your referee.

#### Then:

- Provide your referee(s) with a reference sheet provided with this form (having first completed section A)
- The reference must be written on official headed paper and returned to you in the envelopes.
- The references are confidential, therefore the envelopes must be sealed and signed across the seal by the appropriate referee before being returned to you. You should then send them to us together with your completed application form and any additional information required.
- **A. If you are applying for a Foundation degree programme:**  
You will require one reference in support of your application. Your reference should normally be from your employer, although we will accept one from a referee who is familiar with your academic work.

### Note 3 Criminal Convictions

Applicants for places on teaching and social work programmes, some health programmes, or **any** programme involving work with children or vulnerable adults must declare any conviction including those which are spent and including cautions (verbal or written) and bind-over orders.

All other applicants need only indicate relevant criminal convictions. For the purpose of this application, relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug deal or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying to a programme of study that the nature of the programme of study gives you the right to practice a profession exempted by the Act.

Applicants who have a relevant criminal conviction will not be automatically excluded from the application process. The Institute of Theology & Christian Counselling will contact you for details of the offence, which will be considered by a panel of senior Institute of Theology & Christian Counselling staff.

If you are convicted of a relevant criminal conviction after you have applied, you must inform The Institute of Theology & Christian Counselling.

**Please note if you do not declare a criminal conviction and this comes to our attention at a later date, it will be treated as a disciplinary offence by the Institute of Theology & Christian Counselling.**

### Note 4 Students with an equivalent or higher education

The government has announced changes to the funding in place for students wishing to study a qualification who already hold another qualification which is at an equivalent or higher level. As a result, the Institute of Theology & Christian Counselling is assessing changes that may need to be made regarding fees and funding for students in this situation. For up-to-date information please visit the Institute of Theology & Christian Counselling website.



To be completed by the applicant prior to forwarding their referee

Surname

Previous Surname (if applicable)

First name(s)

Programme applied for at The Institute of Theology & Christian Counselling

The student name above is applying to The Institute of Theology and Christian Counselling. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

Please supply your reference on official headed paper using the headings given below.

**1. Full name of applicant**

**2. Intellectual qualities**

- Present performance
- Future potential
- If applicable, please comment on or forecast any examination results or qualifications

**3. Suitability for chosen programme in terms of:**

- Personal factors application, independence of mind, creative ability
- Motivation

**4. Powers of expression**

- Please comment on the candidate's ability to express himself/herself orally and in writing

**5. Interests**

- Please comment on the candidate's contribution to the life of the community of your institution or organisation

**6. Other relevant information**

Please state

- The length of time and the capacity in which the applicant has been known to you
- If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative

**7. Other information relevant to the candidate's application not covered by the above**

**8. Your signature**

**9. Your title, name and position**

Thank you very much for the reference, please return this information to the candidate in an envelope.

Please sign across the seal. The candidate should then return the sealed envelope to us