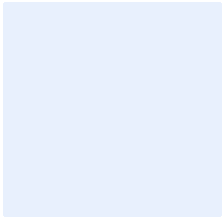# Application Form – KLC School of Design

Which academic year are you applying for?　　☐ 2024-25　　☐2025-26

Please indicate the programme you are applying for:	
BA (Hons) Interior Design – Full Time	
Online BA (Hons) Interior Design – Part Time	
HE Diploma In Applied Interior Design - Full Time	
HE Diploma In Applied Interior Design - Part Time	

Photo

PERSONAL DETAILS	
First name(s):	
Surname:	
Title:	
Date of Birth (dd/mm/yyyy):	
Nationality:	
Passport number:	
UCAS PID (if applied through UCAS for any course in current academic year)	
Address:	
Telephone:	
Mobile:	
Email:	
Permanent address, if different from above:	

FEES

Before you commence your programme of study at West Dean, you must ensure that you have adequate financial provision to cover tuition and living expenses.

Please state how your fees will be funded:	Amount
Self	
Awards, scholarships, bursaries	
Bank loans	
Student loan from SFE/SLC	
Other	
Total	

Disability Declaration Form

This form will be detached from your main application form.

West Dean welcomes applications from people with special needs and will try to meet their needs wherever reasonably possible. The information that you give on this application form will help the College to inform you about the support that is available. If you tick one of the boxes that indicates you have a disability, you will be contacted by a member of the Academic Registry to discuss the support you may need and any reasonable adjustments you may require.

Please tick all that applies:	
No known disability	
A specific learning difficulty e.g. dyslexia, dyspraxia or AD(H)D	
A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	
A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
A mental health condition, such as depression, schizophrenia or anxiety disorder	
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	
Deaf or a serious hearing impairment	
Blind or a serious visual impairment uncorrected by glasses	
A disability, impairment or medical condition that is not listed above (please specify below)	
Other; please specify:	

Please confirm your name:	

Please re-indicate the programme you are applying for:	
BA (Hons) Interior Design	
Online BA (Hons) Interior Design – Part Time	
HE Diploma In Applied Interior Design - Full Time	
HE Diploma In Applied Interior Design - Part Time	

DETAILS OF EDUCATION AND QUALIFICATIONS (Proof of academic qualifications may be required)				
Year attended (i.e. 2019 to 2022)	School/University/ College	Course attended/Subjects studied	Qualification (i.e. BA(Hons), A-level)	Grades
DETAILS OF RELEVANT EMPLOYMENT AND EXPERIENCE				
Dates	Occupation	Name of employer	Skills used	

IT requirements

For all of our courses, a laptop computer and good working knowledge of IT will be a necessity. This is for tasks such as project research, the production of presentation materials and sourcing. Our courses also include training in the use of CAD software as part of the programme. Students will mostly be working with their own laptop computers, but also with the desktop computers situated at our Chelsea Harbour studios. Consequently, prospective students should ensure that they understand the operation of their own laptops and can confidently carry out certain basic tasks indicated below as minimum. Please indicate that best describes your current IT skills or knowledge.

Computer feature	Basic or above skills	No skills or knowledge
Digital file management		
Word processing		
Web browsing		
Spreadsheets		
CAD and 3D modelling		

PROFICIENCY IN ENGLISH (For those whose first language is not English)

Applicants must provide proficiency of English language unless English is their first language. We typically require at least CEFR level B2 (i.e. minimum 6.5 in Academic IELTS for UKVI) for all programmes unless you fall in exempt category defined by UKVI. If you require student visa, you must prove your English proficiency by taking UKVI approved English test unless exempt.

Please indicate from the following that best describes your circumstances:

☐   I require student visa to study and already meeting language requirement.

☐   I require student visa to study but currently not meeting language requirement.

☐   I do not require student visa to study and already meeting language requirement.

☐   I do not require student visa to study and not meeting language requirement.

PERSONAL STATEMENT

In approximately 300-400 words, please provide a reflective statement which describes your background and why you would like to study with us. Please give us a little detail of roles which you have recently worked/undertaken an internship/work experience/work shadowing. Explain how you worked with others, how you developed within your role, your achievements, coping under pressure, your skills/competences (for example: time management, communication etc.) and how these skills may transfer to the learning environment of your chosen course. If there is insufficient space to complete your answer, please continue on a separate sheet of paper. Please provide additional details if suitable to support your application.

REFERENCES (Professional or Academic) Download the reference form <u>here.</u>	
Please arrange for two referees to complete and return the confidential referee forms **direct to the college** as soon as possible. **A delay in Admissions receiving the references can delay the assessment of your application.**	
Name of referee 1:	
Address:	
Telephone/mobile:	
Email:	
Name of referee 2:	
Address:	
Telephone/mobile:	
Email:	

Where did you hear about this programme at West Dean?			
West Dean College website		Word of Mouth	
Internet search		Professional recommendation	
Social Media		Advertisement (please specify)	
College eNewsletters		Other website (please specify)	
West Dean Open Day		Other (please give details)	

APPLICATION CHECKLIST **Please make sure you include the following (please tick)**	
One passport size photo attached to the space provided on the front of the application form	
Copy of passport (All UK and overseas students must provide a copy of their passport)	
Copy of transcripts/education qualification certificates	
English Language Certificate (if applicable)	
E portfolio of work related to application (if specified on your course)	
Creative project (if specified on your course)	

	I confirm that I have read and understand the College's Student Terms and Conditions (https://www.westdean.ac.uk/degrees-and-diplomas/terms)

I declare that to the best of my knowledge the information given in this form is correct.

By completing this application form I authorise West Dean College to process my application through UCAS as necessary.

Signature _____   Date _____

Send your completed application form and supporting documents to: admissions@westdean.ac.uk