

HOW TO... APPLY FOR A COURSE ONLINE

If you are interested in applying for a course but are unsure where to begin then please follow the guidelines below:-

1

WE ENCOURAGE ALL APPLICANTS TO APPLY USING OUR ONLINE APPLICATION FORM, PLEASE VISIT THE COLLEGE HOMEPAGE AT:
WWW.HOWCOLLEGE.AC.UK

2

There are two ways to find a course:-

- If you know which course you would like to apply for please use the Course Finder which is displayed at the top of the home page. Enter the key words of the course name in the box below i.e. to search for all of our Art courses enter the word 'Art', then jump to stage 4.

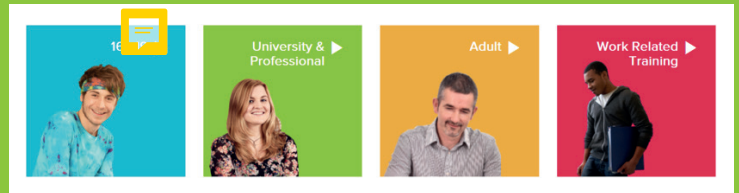
Find a course for you...



- If you are unsure and would like to browse all of our courses we offer please select the category which best suits your needs:-

3

This will take you to our course catalogue which looks like the one shown below, you can then select the area which you are interested in:



Art and Design



Automotive Technical Training






Business and Enterprise

Continued
overleaf...

4

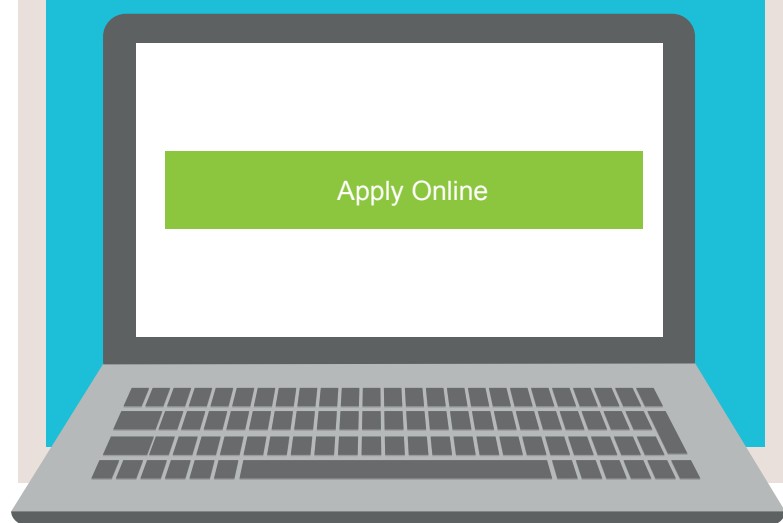
You will be taken to a list of courses which meet your search criteria:

If you are unable to find the course you are looking for or would just like someone from the college to contact you with further information, please give us a call on 01527 570020, 01905 725555 or make a website enquiry using our online enquiry form.

Diploma in Art & Design, Level 2		Level: Level 2 Location: Multiple Locations Start Date: Sep 2019
Extended Diploma in Art & Design, Level 3		Level: Level 3 Location: Multiple Locations Start Date: Sep 2019
Foundation Diploma in Art & Design, Level 3/4		Level: Level 3 Location: Bromsgrove Campus Start Date: Sep 2019

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The course you are looking for should appear in the list, if you click on the title of the course this will take you to the course overview section - here you will find more in depth information regarding the course content, entry requirements and future options. If you would like to go ahead and apply, select the apply online button which can be found on the right hand side of the page:-



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If the course is offered at multiple locations then a pop up box will appear prompting you to select the campus you wish to study at. It is important that you select the correct campus. Once you have made your selection you will be asked to create an account before you can start the application process. You can select up to two course choices per application to keep your options open.

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When completing your application please be sure to answer all of the questions asked as missing information could result in a delay when processing your form.

You can track the status of your application by selecting Quicklinks/My Applications from the College homepage. If you need any help with your application please contact our Admissions Team on:-

Admissions Worcester - 01905 743456

Admissions Redditch & Bromsgrove - 01527 572822/572857

WWW.HOWCOLLEGE.AC.UK
08448 802500

How to apply online/V2/Oct18



HEART OF
**WORCESTERSHIRE
COLLEGE**