

# BA (hons) degree enrolment form





# Enrolment Form

Please complete all sections of the form

## 1. Your Personal Details

Please enter **IN CAPITALS** your name and address

(name and address not needed if correctly stated above).

Title: Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Your daytime phone number: \_\_\_\_\_

Your evening / mobile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_ Male  Female

Occupation: \_\_\_\_\_

Please give details of any special needs: \_\_\_\_\_

\_\_\_\_\_

What, if any, previous OCA courses have you taken? \_\_\_\_\_

\_\_\_\_\_

Previous student number if known : \_\_\_\_\_

How did you first hear of us? \_\_\_\_\_

What prompted you to enrol? \_\_\_\_\_

\_\_\_\_\_

Please identify your ethnic origin from the list below:

- Asian
- Bangladeshi
- Black African
- Black Caribbean
- Black other
- Chinese
- Indian
- Pakistani
- White

Other (please specify) \_\_\_\_\_

If you cannot receive parcels at your home address please give another address where a delivery can be accepted. (See page 32 of the Guide to Courses, Section 1)

c/o Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Please tick the qualifications you have from the list below:

- 'O' levels/GCSEs
- 'A' levels
- S/NVQs
- GNVQs
- BTEC National Certificate/Diploma
- Other (please specify) \_\_\_\_\_
- BTEC Higher Certificate/Diploma
- Diploma
- Degree
- Post-Graduate
- Professional

To help students work together, may we tell other students (Please insert Y or N in each box):

your address?  day phone number?

evening / mobile?  e-mail address?

Enrol using your credit / debit card  
Freephone 0800 731 2116

or return to:  
Open College of the Arts  
Freepost SF10678  
Barnsley  
S75 1BR

or Fax us both sides of this form on:  
+44 (0)1226 730 838

## 2. Conditions & Signature

I have read the Conditions of Enrolment on page 33 of the Guide to Courses and agree to be bound by them.

If paying by instalments I undertake to pay the full sum. NB We are required by the Data Protection Act to obtain your 'informed consent' to hold your up-to-date details on our database. This will only be used for internal administration and to contact you about OCA matters.

Signature:

Date:

### 3. Course selection for Level 1 (HE4)

You need to select 3 of our Level 1 (HE4) accredited courses from the list below. If you wish to study Drawing, you must also study Drawing in Colour in order to obtain the required credit points. This will mean a difference in price. The assessment fees are included in the level costs.

Please consider any pre-requisite courses for the Level 2 (HE5) courses you may wish to study. A Degree Pathways Information Sheet is attached for you.

Below is a list of the possible courses you can select. Please note that if you do not start any face-to-face course now, we cannot guarantee tutor locations in the future.

| Course   | Postal Tuition | Face-to-face Tuition |
|--|----------------|----------------------|
| Composing Music 1                                  | ✓              | ✓                    |
| Drawing and Drawing in Colour                      | ✓              | x                    |
| Digital Arts 1: A Creative Approach                | ✓              | x                    |
| Painting 1: Watercolour                            | ✓              | ✓                    |
| Painting 1: Starting to Paint                      | ✓              | ✓                    |
| Printmaking 1: Introduction to Printmaking         | ✓              | x                    |
| Textiles 1: A Creative Approach                    | ✓              | ✓                    |
| Sculpture 1  | x              | ✓                    |
| Photography 1: The Art of Photography              | ✓              | x                    |
| Photography 1: Introduction to Digital Photography | ✓              | x                    |
| Understanding Art 1: Western Art                   | ✓              | x                    |
| Writing 1: Starting to Write                       | ✓              | x                    |
| Writing 1: Poetry                                  | ✓              | x                    |
| Writing 1: Lifelines – Imaginative Non-Fiction     | ✓              | x                    |
| Garden Design 1: The Art of Design                 | ✓              | ✓                    |
| Interior Design 1: Design for Living               | ✓              | ✓                    |

### Level 1 (HE4) course selection

| Course name | Tuition type (indicate if postal or face-to-face) | Preferred location (if face-to-face) |
|-------------|---|--------------------------------------|
| <b>1)</b>   |   |                                      |
| <b>2)</b>   |   |                                      |
| <b>3)</b>   |   |                                      |

## 4. Course selection for Level 2 (HE5)

You need to select 2 of our Level 2 (HE5) accredited courses from the list below. The assessment fees are included in the level costs. Upon successful assessment you will be eligible to claim 60 HE5 credits for each course. This will give you the required 120 credits at this level.

The options you select at Level 2 (HE5) must be in the same subjects as one of your Level 1 (HE4) choices. Please consider any pre-requisite courses for the Level 3 (HE6) courses you may wish to study. A Degree Pathways Information Sheet is attached for you.

Below is a list of the possible courses you can select. Please note that if you do not start any face-to-face course now, we cannot guarantee tutor locations in the future.

| Options   | Postal Tuition | Face-to-face Tuition |
|---|----------------|----------------------|
| Composing Music 2                                   | ✓              | ✓                    |
| Painting 2: Relating to Other Artists               | ✓              | ✓                    |
| Painting 2: Finding Your Way                        | ✓              | ✓                    |
| Textiles 2  | ✓              | ✓                    |
| Sculpture 2   | x              | ✓                    |
| Photography 2: Landscape                            | ✓              | x                    |
| Photography 2: Social Documentary                   | ✓              | x                    |
| Photography 2: Progressing With Digital Photography | ✓              | x                    |
| Understanding Art 2: African Art                    | ✓              | x                    |
| Writing 2: Experience of Poetry                     | ✓              | x                    |
| Writing 2: Making 'Magic' Happen                    | ✓              | x                    |
| Writing 2: Poetry - Form & Freedom                  | ✓              | x                    |
| Writing 2: Storylines                               | ✓              | x                    |
| Writing 2: I-Lines                                  | ✓              | x                    |
| Garden Design 2                                     | ✓              | ✓                    |

## Level 2 (HE5) course selection

| Course name | Tuition type (indicate if postal or face-to-face) | Preferred location (if face-to-face) |
|-------------|---|--------------------------------------|
| <b>1)</b>   |   |                                      |
| <b>2)</b>   |   |                                      |

## 5. Course selection for Level 3 (HE6)

You need to select 2 of our Level 3 (HE6) accredited courses from the list below. The assessment fees are included in the level costs. Upon successful assessment you will be eligible to claim 60 HE6 credits for each course. This will give you the required 120 credits at this level. Your final degree classification will be based upon the average result of the 2 course assessments at this level.

The options you select at Level 3 (HE6) **must** be in the same subjects as studied at Level 2 (HE5) coices. At this level there are 'unstructured' and 'structured' courses. Your options **must include** one 'Advanced' and one 'Your Own Exhibition/Portfolio/Pathways into Specialism'. A Degree Pathways Information Sheet is attached for you.

Below is a list of the possible courses you can select. Please note that if you do not start any face-to-face course now, we cannot guarantee tutor locations in the future.

| Options                                       | Postal Tuition | Face-to-face Tuition |
|---|----------------|----------------------|
| Composing Music 3: Advanced                   | ✓              | ✓                    |
| Painting 3: Advanced                          | ✓              | ✓                    |
| Painting 3: Your Own Exhibition               | ✓              | ✓                    |
| Textiles 3: Advanced                          | ✓              | ✓                    |
| Textiles 3: Your Own Exhibition               | ✓              | ✓                    |
| Photography 3: Advanced                       | ✓              | ✗                    |
| Photography 3: Your Own Exhibition            | ✓              | ✗                    |
| Understanding Art 3: Pathways into Specialism | ✓              | ✗                    |
| Writing 3: Advanced                           | ✓              | ✗                    |
| Writing 3: Your Own Portfolio                 | ✓              | ✗                    |

## Level 3 (HE6) course selection

| Course name | Tuition type (indicate if postal or face-to-face) | Preferred location (if face-to-face) |
|-------------|---|--------------------------------------|
| <b>1)</b>   |   |                                      |
| <b>2)</b>   |   |                                      |

## 6. Amended Conditions of Enrolment

The fee includes the provision of courses, tuition and your first assessments, but other activities, such as extra tuition, re-assessment of work, attachment of credit, workshops, will involve an additional cost. OCA tries to provide courses for all who send in an Enrolment Form, but this may not be possible if a course is full. Correctly completed applications will be dealt with in the order in which they are received.

We reserve the right to decline an enrolment or to terminate tuition when, in the opinion of the Director, this is in the best interests of the student, or college as a whole.

Please note if you are an overseas student in a country outside of the EU, OCA has no financial liability for any additional costs that may be levied by the Customs offices of your country. They may require additional payment from you in order to release your course materials, assessment submissions or returned assignments.

**Money Back Guarantee:** If OCA materials do not meet your requirements, return the package in full, securely packed, by recorded delivery to arrive at OCA within 7 days of receipt. We will refund your payment in full minus £12 packing and dispatch charge, or credit your account providing the following condition is met: the materials arrive at OCA in perfect condition. (We regret this guarantee does not apply to overseas orders.)

Once you have enrolled, after the 7 days have elapsed, the materials belong to you and are non-returnable. If you wish to withdraw within 30 days of the receipt of materials, we will refund course fees, less the amount of the deposit in the price list. Beyond 30 days no refunds can be made and all outstanding fees must be paid within agreed timescales.

If for any reason we cannot provide tuition, we will refund you in full on the return of your course materials, or in part if you retain the materials.

Beyond 30 days and up to 18 months from receipt of course materials, you may, on written request, defer your course once for a period of up to one year. When you resume, a charge will be made to cover the extra administrative costs. Students are expected to complete the course within 2 years.

We reserve the right to use any student work or reproduction thereof for our promotional purposes.

If you choose to receive the additional courses before you are ready to start them, you understand that the course could be updated before you are ready to start. In this case you would not be able to obtain any newer revised edition of course materials. OCA will also assume you have started the course and your 2 years in which to complete each course will begin when the materials are dispatched to you.

## 7. What it costs

The cost of a full degree is £3999. This includes the 7 assessment fees.

No instalment option is available when paying for a full Level.

A delivery supplement will apply if you live outside of the UK mainland.

This is £48 if you live within the EU and £80 if you live outside of the EU.

A) Cost

B) Delivery supplement if applicable

C) Total to pay (A + B)

## 8. Delivery of courses

There are two methods of course delivery, the first method involves having all the level 2 materials sent to you in one go. With this method, you have 2 years in which to complete both courses, starting from the date of your enrolment. The second method allows you to have the dispatch of your courses staggered, enabling you to take up to 2 years per course.

Please tick as appropriate:

Please send me all the course materials once my payment has been processed.

Please send me each course when I request them.

## 9. How to pay

(Students from the Europe/Rest of World, when paying by cheque, may use sterling/euros)

I authorise you to debit my Delta/Switch/Access/Visa/Mastercard card for the Total Amount to Pay now.

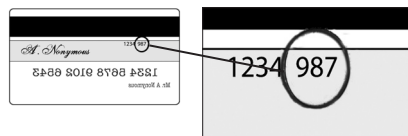
My card number is:

From To

Valid:

Issue number:  (Debit cards only)

3-digit Card Security number:



If you are not the cardholder, please give the cardholder's name & address below:

---

---

---

---

---

Or

I enclose a cheque or postal order payable to 'Open College of the Arts' for the Total Amount to Pay.

