

Important information and dates for New College Pontefract

The Student Services Team are on summer holiday until Monday 12 August. We have tried to give you the answers to most frequently asked questions and general information below. If after reading below your query is not answered, ring either 01977 702139 option 2 or email studentservices@nclt.ac.uk.

A-Levels & BTEC Level 3 Results + Times

- Thursday 15 August, 7:30am – 9:30am on the top floor of the Learning Resource Centre (LRC).
- 9.00am to 10.00am for Year 12 Criminology students.
- At 10:30am results will be available from Reception.

GCSE & BTEC Level 2 Results + Times

- Thursday 22 August, 9:00am – 9:45am in the LAE Building.

Results Collected by Another Person

If you want a friend/family member to collect your results, the person must bring a signed letter of permission from you (include your full name and date of birth) and this nominee must bring some form of self-identification (photo ID).

Enrolment Days – New Year 12 Students

- Thursday 22 August and Friday 23 August.
- If you want to change course you must wait until you come to enrol.
- If you do not have your official results slip from school, you **WILL NOT** be able to come in and enrol until you have them.
- If you want to withdraw your application please send an email to:
studentservices@ncpontefract.ac.uk.

Changing Enrolment Day – Away for Enrolment

If you cannot attend at all, please email studentservices@nclt.ac.uk of the dates of your holidays so we can arrange the date of your late enrolment. However, please read below:

- *The college feels strongly that students should attend their designated enrolment day as we have planned staffing around this. If this is not possible we have a late enrolment but a lot of courses will be full.*
- *If you get the GCSEs you require and are not wanting to change any subjects it should be still straight forward.*
- *However, if we need to make any changes at enrolment due to you changing your mind or not getting the results you need, we can't guarantee a place on the course if you don't attend your designated day.*

If we have already been notified that you cannot attend, you will be asked to come on Friday 30 August to a late enrolment and will be advised of your time slot via a letter home.

Late Progression Day (Year 12 to Year 13)

- Friday 30 August.
- Students will receive their time slot when to attend in a letter posted home.

Late Applications

You can still apply through the college website. We will be making a decision **after enrolment** if we are able to take any more students. We already have a waiting list and we advise you to keep your other options open. You will be contacted if a place becomes available.

Induction Day - Non-Attenders

- If you informed us that you could not attend Induction Day you will receive an enrolment letter.
- If you had not informed us and have now decided you want your place please email Student Services or ring after 12 August. We already have a waiting list and we advise you to keep your other options open. You will be contacted after 23 August if a place becomes available.

Start of Term Dates

Art Foundation	Monday 2 September
Year 1 + Year 12	Thursday 5 September
Year 13	Monday 9 September

Frequently Asked Questions:

1. I forgot or don't have money to pay my Enrolment Fee?
Come in anyway, you can pay for this at a later date but you will not receive your ID card or lanyard until this is received.
2. Don't have my results?
You must have them in order to enrol. You need to contact your school and get them before you come in.
3. I am sick and can't come into enrolment?
Ring Student Services on 01977 702139 option 2 or email studentservices@ncpontefract.ac.uk.
4. Missed my appointment?
Come in at any point between 10:00am and 2:00pm on the 22/23 of August. If you have missed either of these dates please call Student Services on 01977 702139 option 2 or studentservices@ncpontefract.ac.uk.
5. Can't find my enrolment letter with the time/date?
Ring after 12 August to check your date and time, please do not just turn up.
6. How do I apply for the Bursary?
You can download an application form from our website www.ncpontefract.ac.uk. Click on the tab Support and then Supporting You Financially.
7. When and how can I pay for my Bus Pass?
*You can pay at enrolment by cash, cheque (made payable to NCLT), or debit/credit card.
Alternatively ring (after 12 August) to pay over the phone you can leave a voicemail on 01977 702139 ext. 560 and the Finance Team will get back to you.*