



# It's almost time to join us

## Joe Bloggs

We hope you're having a great summer so far and you're looking forward to joining us at Bishop Burton College to start your course in

**[insert course type]**

**We're so excited to welcome you onto campus in September!**

Over the summer we'll keep in touch with you via email, text and post with all the information you need to know before you start, so keep your eyes peeled for those all-important updates.

# When and how to enrol

Before you can start with us in September you have to enrol. Enrolment is the final stage of the application process to becoming a student.

## How do I enrol?

Enrolment is a two stage process this year

1

### Fill in your enrolment form online

We will send you an email with a unique link for this part of the process. We'll give you full instructions on how to complete this first stage of enrolment.

2

### Join us for Enrolment Day

To complete enrolment we'll invite you onto campus for a full day of activities. You will be here from 9.15am – 3.30pm and get to meet your new classmates and tutor. You'll also receive your timetable for Induction Week and find out which days you will be on campus for your course.



## Completing your enrolment

We've emailed you to explain the process and invite you to come onto campus to complete your enrolment. Your email details everything you will need to bring with you and what will happen. We also have details on our website if you want to double check anything.

### How will I get to college to enrol?

The college bus service will be running during enrolment on **Friday 23 August** and **Tuesday 27 August**, so you can get onto campus. Take a look at our website for our route locator and which bus you can access.



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## What happens if I can't make my enrolment date?

If you can't get onto campus for your specified enrolment completion date – don't worry. Our website has information on what to do if you can't attend and the alternative dates available.



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Take a look at the latest information on enrolment



# Getting your exam results

It's also almost time to get your results! It's bound to be nerve-wracking but whatever your results, rest assured you can talk to us about your options.

If your results are better than you were expecting, not quite what you were hoping for, or if you've had a change of heart and would like to study something different to what you applied for originally, don't worry.

**On Thursday 22 August, our staff will be available all day to talk to you about your results and next steps.**

You can drop in to campus, contact us over the telephone via **01964 553000** or you can email **enquiries@bishopburton.ac.uk**.

We are here to support you and give you the right information, advice and guidance to ensure you sign up for the course that's right for you.

## Induction Week - Your welcome to college!

**Week commencing 2 September**

Starting a new chapter of your life is always a bit daunting but we spend the first week helping you settle in. Known as Induction Week – it's the official start of your journey with us and your welcome to college life!

We'll have lots of activities to make you feel at home and make friends. We'll give you the lowdown on where everything is, from classrooms, to the Learning Resource Centre, places to eat and the toilets. You'll meet other people on your course and your tutors.

You'll find out on your Enrolment Day when you'll need to attend.

## Countdown to College

We know you're probably excited to enrol and get started in September and we can't wait to welcome you.

Hopefully, you've been able to join us for a Welcome Day to come onto campus, meet others who are also starting in September and get to know your tutors. Not to worry if you haven't been able to make a Welcome Day we'll cover off everything during Induction Week.

A few things will happen now before you start with us in September.

- 1 Get the lowdown on enrolment** | You should have already received a letter from us inviting you to come and enrol. If you haven't yet received this, please contact [admissions@bishopburton.ac.uk](mailto:admissions@bishopburton.ac.uk)
- 2 Get your results** | If your results are better than anticipated, if they're not what you were hoping for or you've changed your mind, you can chat to our team on **Thursday 22 August** about your options.
- 3 Complete your online enrolment form** | Use your unique enrolment link.
- 4 Enrolment Day** | Complete enrolment by joining us for a full day of activities.
- 5 Welcome to college** | Start with us officially week commencing **Monday 2 September!** You'll be given your start day when you come onto campus for your enrolment day.

If you have any questions about anything please contact the friendly Admissions team by emailing [admissions@bishopburton.ac.uk](mailto:admissions@bishopburton.ac.uk)

# Feeling at home on campus

We want your college experience to be an amazing one. Here are a few things you might want to know before you start in September.

## Lots of support on campus

We strive to support students by creating a healthy and happy community and building an environment that will help you achieve your full academic potential.

Our Health and Welfare team are based on campus to support you if and when you might need them.

Located in a calm and friendly office in the Student Services department, the team are always available during college hours. We understand things can become a little overwhelming at times and so there is support available for you to access - from a listening ear, to sexual health drop-ins and counselling services.

We know not everyone wants to meet face to face initially so we have our 'Need to talk' email address that you can use if you prefer to get in touch that way, or we're happy to chat with you on the phone or on Teams.

To get in touch with the Health and Welfare team email [needtotalk@bishopburton.ac.uk](mailto:needtotalk@bishopburton.ac.uk)



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Discover our student support



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Financial support



## Cashless campus

All our food outlets only take payment by card. If you don't want to use a debit or credit card whilst on campus you can register for a food card.

Our food card system is debitrak. Once you've enrolled you will need to take your Student ID card to the Finance Office to sign up to the scheme. Once your card has been added you'll need to register for an account with debitrak which will allow you to add funds to your card.



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Find your bus route

## Getting to College

Due to our fantastic location we're able to offer our students free parking on campus. However, many of our students choose to use our bus service to get to college. If you are on a full-time college level course then you can access our free transport network.

You can use our handy bus route locator on our website to find the closest bus route, by entering your postcode.



## Living on campus

If you're going to be living on campus, we have a fantastic team of wardens who are there to ensure you feel safe and help make you feel at home. They will host a range of activities for you to take part in during Induction Week, with more details being released closer to the time.

We'll be in touch to let you know about when you can move into your Ofsted Outstanding accommodation over the summer.

# Important contacts

We're always at the other end of the telephone or an email if you need to ask any questions. Here are the main teams you may want to talk to.

**Student  
Services:**

01964 553113  
enquiries@bishopburton.ac.uk



**Admissions:**

admissions@bishopburton.ac.uk



**Additional  
Learning  
Support:**

**Karen Ayres**  
karen.ayres@bishopburton.ac.uk  
01964 504122  
**Susan Harris**  
susan.harris@bishopburton.ac.uk  
01964 553134



**Health and  
Wellbeing:**

01964 553000  
needtotalk@bishopburton.ac.uk



## We can't wait to see you in September!

Have a fantastic summer and we wish  
you all the best with your exam results.

