



HECert/BA Mission and Ministry

HOW TO APPLY – A guide for applicants

(Entry Sept. 2018)

1. Read the course pages on our website

Our website, www.cliffcollege.ac.uk, outlines the various undergraduate, postgraduate and non-accredited courses offered by the Cliff College. Information deals with how to apply for the Mission and Ministry courses. If you want to be considered for postgraduate study, please visit the postgraduate section of our website or contact Admissions on admissions@cliffcollege.ac.uk.

2. Consider your finances

Cliff is a Bible College validated by the University of Manchester. Students at Cliff College are eligible for all the normal range of funding from Student Finance England and other sources.

The fees are chargeable for each year that a student is on the programme; the fees for 2018–19 are:

	UK & EU fee	International fee*
Full-time tuition fee:	£5990	£10,500
Part-time tuition fee:	£2995	N/A
Accommodation:	£185*	£185**

*The international fee is applicable to nationals of those countries identified by the World Bank as ‘high income economies’ – please see the [World Bank website](#) for details.

**The accommodation fee is dependent on the accommodation package agreed (i.e. students can be residential all year round or just for teaching weeks). For those who are residential only for teaching weeks, the fee is £185 per teaching week (Mon am to Fri lunch) and is inclusive of all meals during that time. For other residential options, please contact the College.

The College has a bursary scheme where we are able to consider making a modest contribution towards tuition fees, subject to a student’s individual needs and the availability of resources in the bursary fund. If you feel you need a bursary application form please contact the Finance Department – telephone 01246 584223, or e-mail: finance@cliffcollege.ac.uk.

Possible sources of funding include employment during holidays, personal savings, family and friends, your home church or denomination, as well as charitable trusts and mission agencies. It is better to start exploring the possibilities earlier rather than later. Before you panic, please remember that where God calls, he also equips. We believe that if God is calling you to be a student at Cliff College, then he will provide the resources for this to happen. Please do not hesitate to talk to us about issues relating to financing the course.

3. Full-time study applications to multiple institutions

If you are applying for a full-time course at more than one institution then we recommend that you complete the Universities and Colleges Admissions Service (UCAS) application form, before 30 June 2018; applications after this date must be directly to the College – see section 4 below. Applications can be made directly through the [UCAS website](#). Please also complete the Cliff College [BAMM UCAS supplementary application form](#). This provides us with additional information about you that the UCAS form does not cover. Please send this to admissions@cliffcollege.ac.uk. Once we receive this we will be in contact with you.

You will need the following information when completing your UCAS application:

	Institution	Institution code	Course code	Course level
Degree course*	CLIFC	C72	BAMM	6 (BA)

If we receive details of your UCAS application before receiving your Cliff College supplementary application form, we will send one to you; this supplements the UCAS process. *If you wish to apply for the CertHE 1 year course, you should specify this on your supplementary application form.

Part-time programme:

Please download the [application form](#) and the [reference form](#) from our website. Please send the reference form to your two chosen referees (one of whom would normally be your minister/pastor, the other someone who can vouch for you academically or in your work) and ask them to complete it and send it directly to the College (admissions@cliffcollege.ac.uk). Please note that we are unable to accept references from relatives or any which come via the applicant themselves.

References

We require two references, one of which will be included with your UCAS application (full-time applications only). If you are likely to seek College accommodation and you attend a church, one of your referees should be your church minister/pastor; if you do not attend a church then your second reference may be from some other individual of good standing who knows you well. We will send you a reference form to forward to your second referee when we receive your application; alternatively you may download it directly from the website page linked above. Please ask this second referee to send their reference directly to the admissions email address (above).

4. Part-time applications, or applications made directly to Cliff College

If you wish to apply for the part-time route, or do not wish to make multiple applications and only wish to be considered by Cliff College, or you are applying after the 30 June deadline for receipt of full-time applications by UCAS, you will need to contact the College to request a full Cliff College Application Form (or download one from the course website page).

a. Cliff College full application form

The application form is available in electronic format (PDF) and is downloadable from the website. This form is relatively simple; however the following points may provide some clarification:

- i. Once you have saved the form to your own computer, you can type your responses to each section directly into the form and save it.
- ii. The first page asks for your personal details. Please complete each section giving all the required details. Please ensure that you provide accurate contact details, including an email address or telephone number, as well as your correct postal address. If any of the details change after you submit your application, please notify the College at once (admissions@cliffcollege.ac.uk).
- iii. Point 6 asks you to outline whether there are special needs or support which would be required for you to be a student at the College. Please provide as much detail as possible.
- iv. The third page, points 7 and 8, provide opportunity for you to give a personal statement about your own faith commitment, your reasons for applying to Cliff College and also about your own church links. If you do

not have a personal faith, you are still eligible to come to Cliff College but please indicate why you wish to do so.

- v. On the final page, we ask you for information concerning your ability to pay the required fees, as outlined above. Please fill this in prayerfully. Please note (UK students) that if you intend to apply for a Student Loan, you should let us know this by completing the relevant section.
- vi. Point 10 asks for two references – if you attend church then one normally should be from your minister or pastor and the other from someone known to you – a family friend, employer or similar. If you do not attend church then one should be from a teacher or employer and the other from an individual of good standing who knows you well. Neither referee should be related to you. Please download the reference form from our website and send it to your chosen referees as soon as possible so as not to delay your application. Please ask them to return it to admissions@cliffcollege.ac.uk.
- vii. Section 11 concerns your acceptance to follow the guidelines and discipline of the College. The Academic Registrar will be happy to provide you with a guidebook to student life at Cliff if you wish to see this before completing this section of the form. However, the booklet will be distributed to all students before the beginning of the academic year.
- viii. We must verify the identity of every applicant, to this end please ensure that you include with your application a copy of your passport (identity pages); you may use a copy of your birth certificate if you do not hold a current valid British passport. You will be required to bring your original document with you when you enrol, if your application is successful.
- ix. As this programme requires you to undertake some regular engagement with an aspect of your chosen ministry, please include a copy of your current valid DBS for that role with your application. You will be required to bring your original document with you when you enrol, if your application is successful.
- x. Send the completed application form to Cliff College to admissions@cliffcollege.ac.uk. If you need to post the form, please send it to Admissions (BAMM), Cliff College, Cliff Lane, Calver, Hope Valley, S32 3XG.

5. Students who require a visa (full-time applications only)

Please contact the College to discuss this process. If you are not sure whether or not you would need a visa, please see the '[Check if you need a visa](#)' guidance provided by UK Visas and Immigration. Full details on general student visa (Tier 4) requirements can be found on the UK Visas and Immigration website: <https://www.gov.uk/tier-4-general-visa>. Please note that it is not possible to obtain a visa for part-time study.

6. Application process

Once you have submitted your application form and two references, the entire application will be reviewed and the applicant will be contacted. If the applicant meets the academic eligibility criteria, no interview will be required, though we will always invite applicants to visit the college to experience what it would be like to study with us.

An applicant who does not meet the academic eligibility criteria may be invited to continue with their application via our non-standard entry route – this will allow an applicant in whom we see potential to be further assessed as to their likely capability to successfully complete a

degree programme. The non-standard entry admissions route will require the applicant to submit a piece of work (full details will be provided) which will be assessed against published criteria. If deemed of sufficient quality, the applicant will then be invited for interview.

We look forward to receiving your application materials, discerning with you whether Cliff College is the place for you to study, and welcoming you as part of our College community.

Rev Ashley Cooper
Principal