- Student completes the following application forms contained within the course information pack
  - Application for Foundation Degree and must enclose copies of their relevant qualifications.
  - ABDO membership application form
  - Payment form
  - Accommodation form (if required)
- 2 Above forms to be returned to ABDO College Operational Services by 28 July 2017.

- 7 Student will not be sent any coursework until their status is Unconditional and course fees are paid in full.
- 8 Block dates will be issued as soon as they are available. Any requests for change must be made in writing to the nominated member of the ABDO College Courses Team.

- 3 Letter of Conditional Acceptance issued along with the following documentation:
  - CCCU Student Information Form
  - Plagiarism Policy
  - Professional Indemnity Form
  - Supervisor Declaration Form
  - Student Learning Agreement Also enclosed: Invoice, syllabus, withdrawal form, book list and order form.
- 6 If any application has information outstanding, student will be contacted via letter to advise what is missing and given strict deadline to submit paperwork. Failure to do so could mean removal from Conditional Acceptance status.
- 9 Coursework is due to be despatched during the second week of September.
- 10 Course commences 4 September 2017 with the first assignment being due on 13 September 2017.

4 Student completes items in 3 marked with an •, returning them to ABDO College Operational Services.

5 Provided all documentation marked with • is received along with copies of qualifications, student will be issued with a Letter of Unconditional Acceptance.