

## Application Form

### Foundation Course 2019/20

Applications must be returned to [foundation@lmh.ox.ac.uk](mailto:foundation@lmh.ox.ac.uk)  
by **12.30 on February 20<sup>th</sup> 2019**.

**Please note that incomplete applications will not be considered. There are 13 sections to this application.**

Please complete all sections of the form using the interactive PDF. You can save the form to your computer and return to it multiple times. Once completed email it to [foundation@lmh.ox.ac.uk](mailto:foundation@lmh.ox.ac.uk)

#### PART 1: ABOUT YOU

First Name(s):			
Surname:			
Date of Birth: (DD/MM/YY)		Country of Birth:	
Date of entry to UK (if applicable):			
Nationality:		Sex:	
National Insurance number:			

Current Address		Contact Details
		Mobile Phone:
		Phone:
Town/City:		Email Address:
Postcode:		

<b>If you have already applied to university through UCAS, please tell us where you have applied to, and what subject(s) you have applied for</b>	
<b>University</b>	<b>Subject</b>

**This section is intentionally blank. Please turn to page 3 to continue with your application**

## PART 2: ABOUT YOUR SCHOOL

This part of the application form asks about the secondary school(s) or college(s) that you currently attend, or have attended.

School(s)/College(s) Attended	Date of attendance	
	From	To

Qualifications (please give full details of all examinations taken, whether passed or not)

GCSE Grades achieved		
Date	Subject	Grade

AS Level Grades (or school equivalent)			
Date	Subject	Exam Type (AS Level/School-set exam)	Grade Achieved

Predicted A Level Grades (or equivalent)

Date	Subject	Grade Predicted (or achieved)

### PART 3: WHAT DO YOU WANT TO STUDY IN THE FOUNDATION YEAR?

Which subject are you interested in studying in the Foundation Year? Please select one. Full subject descriptions are available on the website – **please note that we would expect you to choose a subject that you wish to go on to study at undergraduate level.**

Subjects available in 2019/20	Tick
Biology	<input type="checkbox"/>
Biochemistry	<input type="checkbox"/>
Classics and English	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
English	<input type="checkbox"/>
English and French	<input type="checkbox"/>
English and Spanish	<input type="checkbox"/>
French	<input type="checkbox"/>
Law	<input type="checkbox"/>
Maths	<input type="checkbox"/>
Maths and Statistics	<input type="checkbox"/>
Music	<input type="checkbox"/>
Philosophy, Politics and Economics (PPE)	<input type="checkbox"/>
Physics	<input type="checkbox"/>
Psychology	<input type="checkbox"/>
Spanish	<input type="checkbox"/>
Theology	<input type="checkbox"/>
Theology and Philosophy	<input type="checkbox"/>

#### PART 4: ADDITIONAL INFORMATION ABOUT YOU

If you do not have this information, your Head Teacher should be able give this information to you.

Are you eligible for free school meals?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you eligible for Pupil Premium?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you qualify for Special Educational Needs? (Optional)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a disability? (Optional)	Yes <input type="checkbox"/> No <input type="checkbox"/>

#### PART 5: CHILDREN IN CARE /ESTRANGED STUDENTS

Some applicants are in the care of their Local Authority e.g. foster children or separated children.

Are you currently the subject of a Local Authority Care Order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of a Local Authority Care Order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you estranged from your parents?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If **NO** please continue to complete the rest of this application form.

If **YES**, and you were in foster care or a children's home you do not need to complete PARTS 6, 7 and 8 of the application form nor provide any supporting financial documents. You must supply a letter from the local authority (e.g. your social worker) on local authority headed stationary detailing:(a) the date you were taken into the care (b) the amount of income and/or type of support that the local authority provided to you/your foster family in the last financial year.

#### PART 6: FAMILY DEPENDENTS

Please give details of dependents in your family (including yourself).

A dependent is: a sibling or foster child under the age of 18 years on 4<sup>th</sup> April 2019; **or** a sibling, foster child or parent over 18 years who is attending a full-time course at an education institution; **or** a sibling or foster child who is medically certified as permanently unfit to work; **or** your own child (if applicable).

Full Name	Date of Birth	Relationship to you	Attending School/College	Full Time Course?	Name of School/ College Attending
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	

## PART 7: ABOUT YOUR PARENT(S)/GUARDIAN(S)' JOB(S)

This part deals with your parents'/guardians' occupation(s), employment history and previous educational experience. **Please get their help to complete this part of the application form.** We ask about your parent(s)/guardian(s)' employment status because we need to determine what socio-economic group they are in.

**Employment status** is what your Mother/Father/Guardian(s) are doing **right now**.

Only tick **No Contact what so ever** if you have never had any contact with your parent/guardian. Only tick **Never worked** if your parent/guardian has never had a job.

If your parent/guardian works part-time or is on an employment scheme please tick **Working for payment or profit**.

**Tick the heading that best describes your parent(s)/guardian(s)' employment status:**

Employment Status	Parent/ Guardian 1	Parent/ Guardian 2
Working for Payment or Profit	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Never worked	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Looking after home/family	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Retired from employment	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Unable to work due to permanent sickness or disability	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Currently unemployed	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Deceased	YES <input type="checkbox"/>	YES <input type="checkbox"/>
No contact what so ever	YES <input type="checkbox"/>	YES <input type="checkbox"/>
<b>Other - Please specify:</b>		

**The following part of the form deals with your parents'/guardians' jobs. We ask you to give us information on their current/most recent job.**

If your parent/guardian is not working at present enter details from the last job that they held.

If your parent(s)/guardian(s) has (have) never worked do not complete this section and move on to complete section 8 of the form.

**Tick the type of employments your parent(s)/guardian(s) have or had in their current/most recent job:**

Type of Employment	Parent/ Guardian 1	Parent/ Guardian 2
Employee	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Self-Employed with no paid employees	YES <input type="checkbox"/>	YES <input type="checkbox"/>
Self-Employed with paid employees	YES <input type="checkbox"/>	YES <input type="checkbox"/>

**Parent/Guardian's Current or Most Recent Job Title:**

Write your parents'/guardians' job titles. You must give an accurate job title and do not use general terms like office administrator. **Use precise terms like secretary, receptionist or clerical assistant.**

**If your parent is has been unemployed for less than 12 months, please tell us their previous job**

Please also tell us how long they have been in their position. If they have moved companies but kept the same job title, please tell us how long they have had the same type of job.

	Job Title	In position since (year)
Parent/Guardian 1		
Parent/Guardian 2		

	If you have put 'unemployed', 'retired' or 'looking after home/family' what was their previous job title? (if none, state 'None')	Unemployed/retired/looking after home since (date):
Parent/Guardian 1		
Parent/Guardian 2		

**Parent/Guardian's Education**

Please tell us the highest level of education that each parent/guardian has, and the year that this was obtained (e.g. A Levels/undergraduate/graduate/NVQ etc.). Please include qualifications obtained overseas.

	Highest educational qualification	Date achieved
Parent/ Guardian 1		
Parent/ Guardian 2		

## PART 8: FAMILY FINANCIAL CIRCUMSTANCES

We need to calculate your total family income for the 2017/18 financial year. This section asks you to tell us who contributes to your family income. Your family income can come from: paid employment, social welfare, pensions, savings and investments (including rental property).

**Who contributed to your family income in 2017/18?**

Parent 1/Guardian 1	YES <input type="checkbox"/>	Other 1	YES <input type="checkbox"/>
Parent 2/Guardian 2	YES <input type="checkbox"/>	Other 2	YES <input type="checkbox"/>

**Please write the full name of all those who contributed to the family income 2017/18. This may include income from anybody who is not in full time education, and who contributes to your household finances – such as a grandparent, an aunt/uncle or an older sibling.**

Parent/Guardian 1: Full Name	
Parent/Guardian 2: Full Name	
Other 1: Full Name	
Other 2: Full Name	

**Please state your total household income. This should include income from anybody who is not in full time education, and who contributes to the household finances – e.g. a grandparent, an aunt/uncle or an older sibling. Please write the total amount for each type of income, and then add up this total at the end.**

Income type in 2017/18	Income amount in 2017/18	
Employment (including self-employed)	£	
Benefits payments	£	
Redundancy payment	£	
Private pension	£	
Child Maintenance	£	
Interest from investments/Savings	£	
Other	£	
<b>Total Household Income</b>	<b>£</b>	

**If anybody in the household received benefits (excluding Child benefits) in the 2017/18 tax year, please tick which one(s) they received:**

Universal Credit	<input type="checkbox"/>	Carer's Allowance	<input type="checkbox"/>
Jobseekers Allowance	<input type="checkbox"/>	State Retirement Pension	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	Severe Disablement Allowance	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>	Industrial Injuries Disablement Benefit	<input type="checkbox"/>
Personal Independence Benefit	<input type="checkbox"/>	Statutory Sick Pay	<input type="checkbox"/>
Employment and Support Allowance	<input type="checkbox"/>	Maternity Allowance	<input type="checkbox"/>
Working Tax Credit	<input type="checkbox"/>	Pension Credit	<input type="checkbox"/>



Disability Living Allowance	<input type="checkbox"/>	War Disablement Allowance	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	War Widow's Pension	<input type="checkbox"/>
Widowed Parent's Allowance	<input type="checkbox"/>	Widow's Benefits	<input type="checkbox"/>
Bereavement Allowance	<input type="checkbox"/>	Bereavement Payment	<input type="checkbox"/>

If you are shortlisted, you will be asked to provide evidence of your household income. Evidence can take time to obtain, and so **we strongly advise you to start gathering your supporting documents together as soon as you send in your application.** We will contact you in March 2019 to let you know what documents are required, and these must be submitted to [foundation@lmh.ox.ac.uk](mailto:foundation@lmh.ox.ac.uk) by the date specified in order for your application to proceed. For details of where to obtain the relevant supporting documents see Page 15 of the Application guidebook.

## PART 9: FURTHER INFORMATION

Where did you find out about the course? (Please tick one)

School visit	<input type="checkbox"/>	Social Mobility Foundation	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
Friends	<input type="checkbox"/>	If social media, please state what:	<input type="text"/>
Family	<input type="checkbox"/>	Other (Please state)	<input type="text"/>

## PART 10: A SHORT ESSAY ABOUT YOU

Please include an essay of at least one page outlining why you are interested in the Foundation Course, and what you hope to achieve by participating on the course.

- Write or type your essay in a separate document
- Write a minimum of 600 and a maximum of 1000 words.
- Please ensure that you cover the following points in your essay:
  - Why have you chosen the particular subject?
  - What do you hope to achieve by participating in the Foundation Year?
  - What do you think makes you a suitable candidate for the Foundation Year?
  - What do you feel you will find most difficult at university?
  - What significant influences have there been in your life?
  - You may also include information about anything that you think has negatively affected your education.

**Further guidance on what is expected in the essay can be found on page 13 of the Guidebook.** Your essay should be typed using font size 12. It should be saved as YOUR NAME Foundation Year Essay, and sent in the same email as your application form to [foundation@lmh.ox.ac.uk](mailto:foundation@lmh.ox.ac.uk)

## PART 11: REFEREES

Please provide the name, email addresses and school of your referees. We ask for this information so that if we have not received your references before the application deadline we can contact the referees directly.

<b>Referee 1:</b>	
Name	
School	
Role (e.g. subject teacher/head of sixth/head teacher)	
Email address	

<b>Referee 2:</b>	
Name	
School	
Role (e.g. subject teacher/head of sixth/head teacher)	
Email address	

## PART 12: CHECKLIST

I have completed all parts of the application form	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have given two reference forms to teachers or year heads for completion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have included a short essay about myself	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have included a photograph of myself	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have included my UCAS Personal Statement for the 2018 application cycle (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## PART 13: TERMS AND CONDITIONS

If you agree with all the statements listed below please tick all the boxes and sign your name.

Unsigned applications are considered incomplete.

I certify that the information supplied in this application form is complete and correct.	Yes <input type="checkbox"/>
I agree that my financial details and supporting documents may be reviewed by an independent financial advisor and that they will be treated confidentially.	Yes <input type="checkbox"/>
I agree that my details can be reviewed at Lady Margaret Hall by all those who are involved in the selection process.	Yes <input type="checkbox"/>
I understand that if I am accepted onto the Foundation Year, I will need to be released from any previously accepted offer at another University for 2019. I am aware that this offer may not be repeated should I reapply for 2019 entry.	Yes <input type="checkbox"/>
I understand that some of the details on my application may be used for research purposes, but that my name will never be used unless I give express permission.	Yes <input type="checkbox"/>
I understand that to remain on the Foundation Year I must comply with the terms and conditions in the Foundation student contract and the regulations and bye-laws of Lady Margaret Hall.	Yes <input type="checkbox"/>
I understand that any of the information supplied as part of my Foundation Year application may be subject to verification. I understand that if I have misrepresented myself and/or am found to have given false declaration, I may be deemed ineligible for the course. I understand that, if I start the Foundation Year and am subsequently found to have provided inaccurate information regarding school career, household income, parental/guardian occupation and/or education, I may be liable to pay the full cost of the Foundation Year.	Yes <input type="checkbox"/>
I understand that acceptance on to the Foundation Course is <b>NOT</b> an offer of a place for an undergraduate degree at the University of Oxford. I understand that I will have to apply through UCAS application to the University of Oxford in October 2019, and that I <b>may or may not be</b> successful in that application.	Yes <input type="checkbox"/>
<p><b>Signature of Applicant:</b> _____</p> <p><b>Date:</b> _____</p>	

