

## Welcome to Chichester College

Dear Student,

We are delighted to welcome your young person to Chichester College, and we look forward to seeing them in September for an induction followed by the start of their Course with us.

Get ready for an exciting journey filled with knowledge, growth, and countless opportunities to make a positive impact in your life and those around you.

*Please take time to read carefully through all of the information provided in your start letter:*

- ✓ *You will receive a letter from your course leader by post*
- ✓ *If you do not receive this by the 1st August, please contact us by email*
- ✓ *You can apply for Student Financial Support from 1st August*

Please take time to complete the paperwork enclosed with your Welcome Letter and return to us by the induction date via the pre-paid envelope. This should include an emergency contact details form, a data release form, trip consent form and photo consent form.

These forms are also available with this information page in the "Gateway Foundation Programme" folder, follow this link [CCG Online](#) and select the SEND Foundation programme box.

Further information about coming to college and preparing for the study programme can be found on [www.chichester.ac.uk](http://www.chichester.ac.uk). Please feel free to contact us with any questions you have of the information regarding your course, such as trips, kits or coursework and I will be happy to help.

Best wishes

*The Foundation Team*

TEL : +44 (0)1243 786321

Email: [FoundationLearningProgrammes@chichester.ac.uk](mailto:FoundationLearningProgrammes@chichester.ac.uk)



Seven colleges.  
25,000+ students.  
All for the greater good.

CCG | Chichester  
College  
Group

## Your First Day

Details of your first day are in your welcome letter. To ensure you are ready to start college:

- ✓ Please ensure you pack lunch and a bottle of water (refill fountains are available)
- ✓ You can bring a pencil case with pens and pencils for class (optional)  
Lunches are available at the canteen - please seek assistance if you have access to "school diners" at school/college

## Your Enrolment

Before you come to Chichester college and enrol onto the course, it's important to remember a few things that are necessary to complete before you start.

### Please ensure that when attending your enrolment:

1. Any school or college qualifications on the day of your induction.
2. £35 Payment (To give to your tutor) - see below for details.  
Passport or photographic ID (e.g. driving license or Citizenship Card).  
Should you not have these, or need further information email [enrolments@chichester.ac.uk](mailto:enrolments@chichester.ac.uk)

## PRE - ENROLMENT

If you have not yet 'Pre-enrolment' onto your courses using our Application Tracker website, it is essential that you now do so as soon as you receive a reminder. Search for a reminder email from Chichester College Group or log into your application tracker account.

## COMPULSORY FEES

There is a compulsory fee for your course of £35, which covers the cost of essential equipment or materials. Please reference your young person's name.

This "Enhancement fee for Foundation Programme" can be paid in one of three ways:

- ✓ By cash (please hand to Study programme Leader for a receipt)  
OR
- ✓ By a cheque made payable to Chichester College and with your student's name on the reverse (please hand to Study programme Leader for a receipt)  
Or
- ✓ By Card (At the Student Cash Office in College): 01243 786321 ext. 2301

## Getting Support at College

### The Learning Support Grant & Bursary

*We understand that financial matters are an important consideration for our students and that everyone's circumstances are different.*

We believe financial constraints alone should never be enough to prevent a student from studying and so we will work with you to find out what support you may be entitled to and help you to access any funding available. You can apply on-line (via on-line portal) for the Learning Support Grant. Applications will be available from the 1st August 2025 and are open throughout the year to assist you with courses expenses. To ensure you get the help you need, please apply before you start college in September.

We have tried to make applying as simple as possible, but it will involve filling in on-line forms, providing evidence and telling us about your financial situation. We will then make an assessment based on your personal circumstances.

### Contact

If you have any questions getting help to pay for costs, email [studentfinance@chigroup.ac.uk](mailto:studentfinance@chigroup.ac.uk)  
One of our team will be in touch to help.

### College Life

**At Chichester College, you will find plenty of ways to enrich your learning experience.**

All the information that you need about College Life, is available on the website.

### Timetables

The first few days of the course will be for induction and enrolment. You will be invited to attend an enrolment and an induction, and you **MUST** attend BOTH to start your course. If you need further guidance, please contact your course leader (details on page one).

[Timetables for your course will be given in your start letter](#)



KEY

	Main reception		Parking
	Toilets		Visitor parking
	Refreshments		Motorcycle parking
	Costa Coffee		Disabled parking
	Supplies shop		Cycle parking
	Train services		Smoking shelter*
	Bus services		Building entrance

Main access route through college  
(rear car park to front of college main reception)

\*We run a strict no smoking policy  
- smoking is only permitted at these shelters

	Main Entrance		Student Services
	Main reception		Student Centre
	A-levels		Coasters Food Hall
	Conference Hall		The Union
	Accommodation		Student Experience
	Woodlands Halls		Learning Resource
	Westgate Halls		Centre (E-Block East)
			Computing & IT
			E-Block East
			A-Block
			Travel & Tourism
			Well-Being Lounge
			C-Block
			International
			Maths & English
			Well-Being Lounge
			Engineering
			Motor Vehicle
			Welding
			Construction
			G-Block
			Sports Centre
			The Pavilion
			B-Block
			Hair & Beauty
			Sport & Public Services
			Business
			64 Restaurant & Bar
			Café 19
			Hair Salon
			Lee Stafford Academy
			Creative & Performing Arts
			Art, Design & Media (E-Block East)
			Performing Arts and Dance (D-Block)
			Photography (Image Centre)
			T Level Centre
			STEM & HE Centre