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**Inspiring Excellence Programme 2019 – 20020**

**Nomination Process Guidance Sheet**

We are pleased to provide information regarding our programme of residential courses. There will be two closing dates for courses. The closing dates will be found on the individual course flyers. However if the closing date has already passed do please contact us as sometimes places become available due to withdrawals.

**Who are the courses for?**

* Courses are targeted at those students who have the potential to gain an A\* to B grade at A-level or equivalent
* The student should be planning to study the course subject at university
* We are committed to supporting students from less advantaged backgrounds, in particular those students who will be the first generation in their families to go to university and/or whose household income is less than £33,000. Priority is given to these students and a number of places on each course are reserved for them. The course fee is subsidised by the Trustees of Villiers Park Educational Trust and other generous donors.
* We accept **up to a maximum of 3 applications** from each school **per course**.

**What is the cost?**

* The **cost per student is £325**, this covers teaching, accommodation, meals and a trip (if applicable) from arrival to departure.
* We ask for **payment** of our courses within 30 days of the date of the invoice or immediately if the course takes place within 30 days.Payment in instalments may be available in certain circumstances – please contact us for details.
* There is a £30 administration chargeif a place is cancelled any time after the student has been accepted by us and the full fee is payable if cancellation occurs within 30 days of the course start date
* All course fees are **invoiced directly to schools/colleges**, it is then the school’s responsibility to cover this cost or pass it to the student in whichever manner best suits them.

**What are the advantages?**

As well as the academic, motivational and social advantages of attending a course students can also benefit from the course by:

* Listing a Villiers Park *Inspiring Excellence Programme* residential course on their UCAS application, we are recognised by UCAS and can be identified under *Additional Information/Activities in Preparation for HE.* The course can also be cited in a student’s personal statement and frequently gets picked up in interviews by admissions tutors.
* Using the course as the residential aspect of the Gold Duke of Edinburgh’s award. The course tutors and manager can complete the student’s record book during the course.