

Dear

**Re: BSc (Hons) Health Care Practice**

(Adult, Child or Mental Health Nursing, Cancer Care, Cancer and Palliative Care, Intensive Care, Cardiothoracic Care, Cardiac Care, Accident and Emergency Care, Orthopaedic Care, Stroke Care, Acute Respiratory and Respiratory Care)

Thank you for your interest in the above course and we have pleasure in enclosing an application pack containing an application form, reference forms and an authorisation for the payment of fees form.

Please complete the application form as fully and clearly as possible. "Guidelines on how to complete the application form" have been enclosed for your perusal. **It is important that you provide specific details of your Professional Qualifications e.g. RGN with your NMC Pin No: Degree or Diploma with Level and relevant Credits/CATs points gained. Please enclose photocopies of all the Professional and Academic qualifications.**

You will note that if the place on the course is being funded directly by the NHS Trust/employer or through funds allocated by NHS London as part of the contract or under another educational scheme, the appropriate named Signatory for the Trust (not your ward manager) must sign the **Authorisation for the Payment of Tuition Fees** form. If you are self funding you will need to tick the appropriate box on this form to confirm that you will be paying your own fees. Applications without the funding details will delay the processing, including access to the University's learning resources. It is important that you keep a copy of the completed application form before sending it to your Trust signatory.

**If you are self funding, there may be the possibility of making payments in instalments, please discuss this with the Course Administrator on the number below.**

All these forms should be completed and returned to us before your application can be processed. Please also ensure that the entry requirements are met prior to returning the forms.

If we can be of any further help, please do not hesitate to contact the **Course Administrator** on 01494 522 141 ext. 2801. You may also find the following website useful [www.bucks.ac.uk/cpd](http://www.bucks.ac.uk/cpd)

Yours sincerely,



Vicki Williams  
Marketing and Recruitment Officer

Enclosure:  
Application form  
Reference forms  
Course Information  
Authorisation for Payment of Fees form