



Thank you for your interest in Bucks New University. Please find attached an application pack and further information about the programme. You can also find all of this information and any additional forms on our faculty microsite bucks.ac.uk/cpd

To help you with the application process, we've created a step by step guide detailing how to apply. So, here are the next steps:

Step 1: Application

To apply for the course, you will need to complete the enclosed application form and return it to the address on the back of the form. We have also included guidance notes to help with completing the form.

Step 2: Funding

Whether you are self funding or your employer is sponsoring you to do the course, you will need to complete the 'Authorisation of Payment of Tuition Fees' form, and return it with your application to avoid any unnecessary delays. There are guidance notes on the back of the form to assist you. Depending on the length of your course, there may be an option to pay in instalments.

*If you are being funded directly by an NHS Trust/employer or through funds allocated by NHS London as part of the contract, or under any other educational scheme, the appropriate named Signatory for the Trust (not your Ward Manager) must sign the 'Authorisation for the Payment of Tuition Fees' form.

Step 3: References and Additional Forms

Please add your name (or the name of the candidate), the referees name and the course title on each form, then pass these to your referees to complete and return to us directly. The return address is on the bottom of each form. Please complete any additional forms that are enclosed, ensuring that they are signed by the correct person, and return these with your application.

Step 4: Reviewing the application

Once we receive your application, we will send you a postcard acknowledgement so you know that we have received your form. If your application is successful, we will then send you further details about enrolment, or possibly an interview, depending on the course.

If you require any additional information or need any help completing your application, please don't hesitate to contact us on 01494 603 171 or at ask@bucks.ac.uk, that's what we're here for!

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Owen Lord", written in a cursive style.

Owen Lord
Marketing & Recruitment Administrator