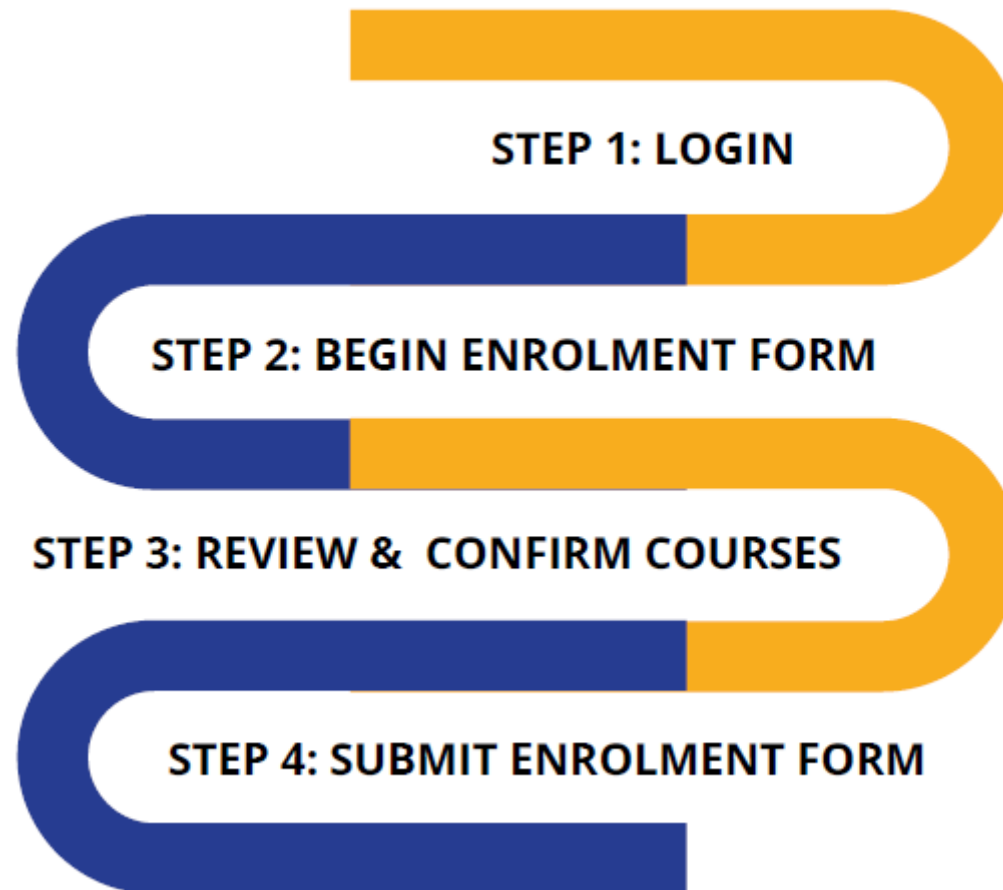


Student Enrolment Form

“How-To” Guide

Student Enrolment



Login

1

Go to our [Admissions+ portal](#)

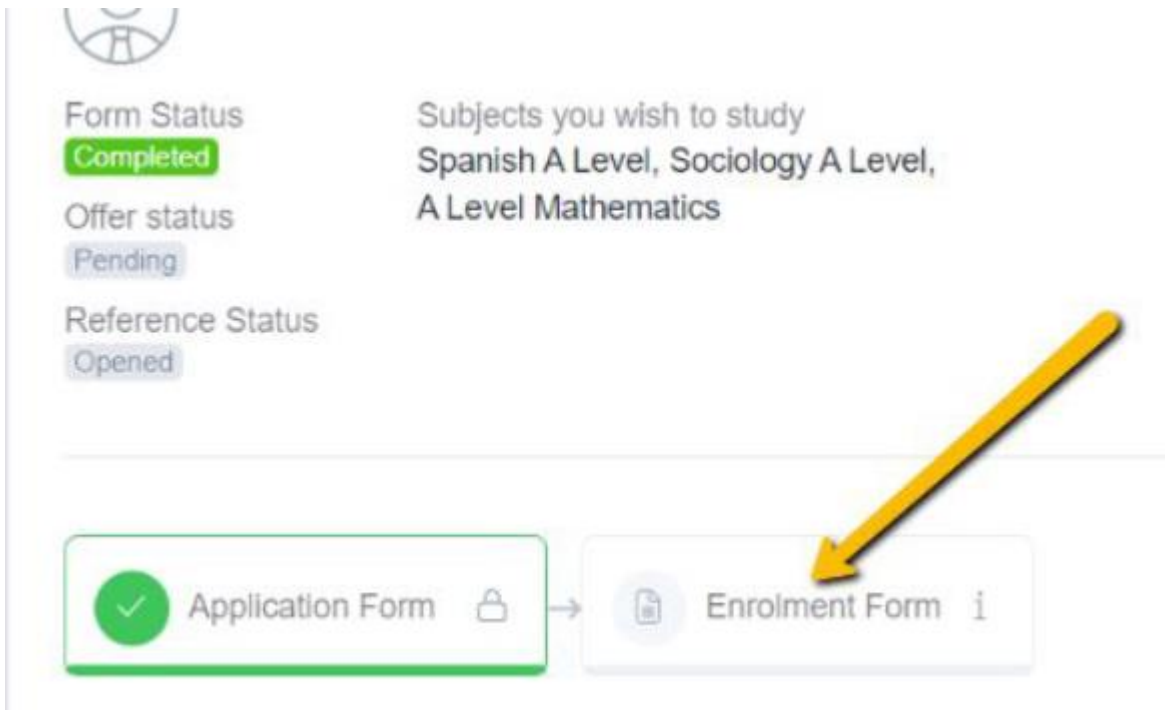
2

Login using your email address and password.

3

Please check your emails for your username & password or use the “forgot your password” link

Begin Enrolment Form



The screenshot displays the application progress interface. On the left, a sidebar shows the status of various application components: 'Form Status' is 'Completed' (highlighted in green), 'Offer status' is 'Pending', and 'Reference Status' is 'Opened'. To the right, the 'Subjects you wish to study' are listed as 'Spanish A Level, Sociology A Level, A Level Mathematics'. At the bottom, a horizontal flow shows two steps: 'Application Form' (marked with a green checkmark and a lock icon) and 'Enrolment Form' (marked with a document icon and an information icon). A large yellow arrow points from the text 'Click to begin the enrolment phase of your application' to the 'Enrolment Form' button.

Form Status
Completed

Offer status
Pending

Reference Status
Opened

Subjects you wish to study
Spanish A Level, Sociology A Level,
A Level Mathematics

Application Form → Enrolment Form i

Click to begin the enrolment
phase of your application

Confirm Your Achieved Grades

You will need to confirm your grades and make sure that you change them from “Predicted” to “Achieved”.

Type	Title	Grade	Status	Qualification Level	Received date
GCSE	Ancient History	9	Predicted		
GCSE	Arabic	7	Predicted		
GCSE	Art and Design (Fine Art, Photography, Graphics)	6	Predicted		
GCSE	Astronomy	8	Predicted		
GCSE	Bengali	9	Predicted		

[Add grade](#)

You will also need to upload a photo of your exam results statement on either School-headed paper/ exam board documentation

Upload documents here:
Copy of exam results
 No file chosen

Take a picture of your exam results sheet and attach it here by clicking "choose file"

Review & Confirm Courses (1)

1

Review and confirm the courses you have chosen to study (your offered courses will be at the top of the table)

2

If you would like to modify your choices, click the 'x' icon on the course you want to remove

Step 1 Education

Step 4 Courses

Previous

A Level Art and Design x A Level Business Studies x A Level Geography x

Finish

Subject to enrol

Your total learning hours **600**

✓ Minimum learning hours **600**

✓ Maximum learning hours **800**

✓ Maximum subjects to be selected **unlimited**

✓ Minimum subjects to be selected **1**

Select the course you are interested in:

SEARCH COURSES HERE

Type course title

Course	Block A	Block B	Block C	Block D	Block E
A Level Art and Design	✓ A Level Art and Design Deselect		A Level Art and Design x		
	A Level Biology	A Level Biology	A Level Biology		

Review & Confirm Courses (2)


1

Search for new courses – either scroll through the list of courses in the table, or use the search bar


2

Select the course you would like to study and click 'Finish' on the top right hand corner to submit the courses you would like to study

Select the course you are interested in:

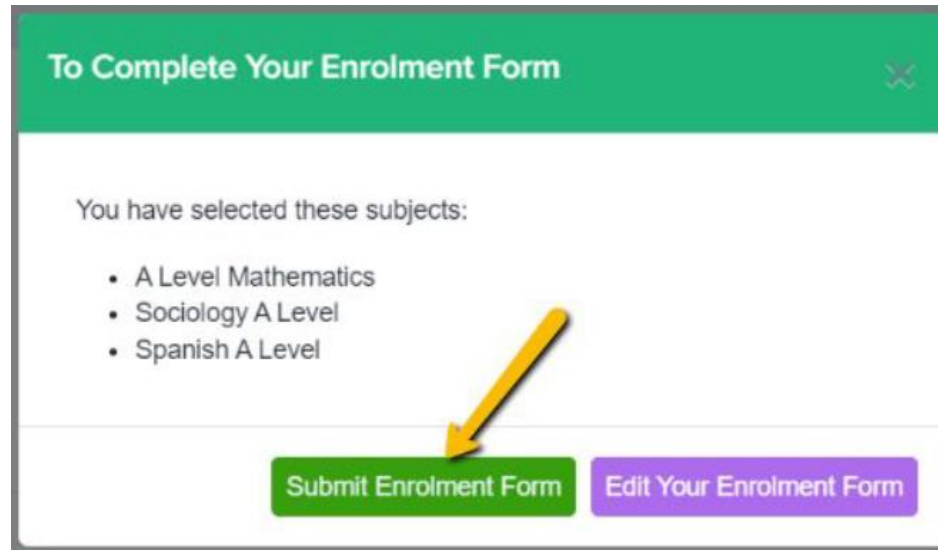


Course	Block A	Block B	Block C	Block D	Block E
A Level Art and Design	✓ A Level Art and Design Deselect		A Level Art and Design ⌕ ⓘ		
A Level Biology	A Level Biology ⌕ ⓘ	A Level Biology Select	A Level Biology Select		
A Level Business Studies				✓ A Level Business Studies Deselect	
A Level Chemistry		A Level Chemistry ⌕ ⓘ	A Level Chemistry Select	A Level Chemistry ⌕ ⓘ	
				A Level Computer Science	A Level Computer Science



Submit Enrolment Form

Click 'Submit Enrolment Form' to save your changes and submit the Enrolment Form to Camp Hill.



To Complete Your Enrolment Form

You have selected these subjects:

- A Level Mathematics
- Sociology A Level
- Spanish A Level

[Submit Enrolment Form](#) [Edit Your Enrolment Form](#)

Confirmation of Enrolment

Once we have had chance to process your enrolment form you will receive an email to confirm your enrolment. We hope to do this by lunchtime on Friday 22nd August at the latest.

Final steps:

If you are requesting a change in subjects from those you originally applied for, please ensure that you also email Dr Rose: j.rose@chg.kevibham.org as Applica+ doesn't automatically notify of this.