

Student Services would like to welcome you to our Ludlow College campus. These are your first steps in your journey to further education. Our friendly staff will be available in the LRC, on the first floor of the Harley Centre building. We are here to guide and support you throughout your time at college and we are always happy to help. Our Reception team can also help with questions about applications and admissions. Student Services can provide you with advice on transport, finance, careers, access to higher education, learning support and how to get the most out of your time at college.

During your time at College, we will deliver tutorials and wellbeing activities as well as raising awareness of citizenship campaigns. We will provide you with information regarding personal development and there will be a focus on the development of skills that you will need for your potential career path, whether that be with CV writing and mock interviews, choosing courses and applying to higher education, or with general information, advice and guidance.

We trust that you will find the information you need within this leaflet. Should you need any further information, please do not hesitate to contact us via phone or email:

#### **Student Services Officer:**

**Sally Cassels** – 01584 838863 (direct line) or 01584 872846 ext 323

Email: [casselss@hlcollege.ac.uk](mailto:casselss@hlcollege.ac.uk)

#### **Reception and Admissions:**

**Michelle Rogers** and **Heather Mason** – 01584 872846 Email: [enquiries@hlcollege.ac.uk](mailto:enquiries@hlcollege.ac.uk)

Throughout the Coronavirus pandemic the College has adapted to virtual learning with a variety of different technologies in use. As technologies improve and advance, those used by teaching and support staff may adapt or change as better solutions present themselves. At present the College uses Office365 Suite, including Microsoft Teams, SharePoint and Microsoft Stream to deliver online learning resources and tools. We also have a College Moodle page which is updated regularly with important information and learning resources. All these will be explained to you once you have enrolled with us.

If at any point during the application / interview / enrolment process you are unsure about your course choice, please speak to a member of the Student Services team who will be able to support you and arrange for a Careers appointment. Our Careers advisor can provide confidential and impartial information, advice and guidance to help you make the best decisions about your education and further career opportunities.

## **FINANCE AND BURSARIES**

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Bursary funds and financial assistance are available to help you while you are at college. These funds can support you with various expenses such as transport, additional course costs, childcare and free college meals, if you meet the criteria. There are various bursaries available to help you whilst you study. Please visit our website for up to date information:  
[www.ludlow-college.ac.uk/student-services/4ebbb3e9ea4e2/Financial-Support](http://www.ludlow-college.ac.uk/student-services/4ebbb3e9ea4e2/Financial-Support)

NB It is vital that you apply early (i.e. from June) and enclose all your financial documentation when applying for assistance through this fund. If you have any questions or queries regarding the bursary fund please contact [bursariesludlow@hinsc.ac.uk](mailto:bursariesludlow@hinsc.ac.uk)

All courses have additional course costs. The college bursary may be able to support you with these costs and these will be discussed with you at your interview. We do not advise you to purchase any equipment or PPE until you have discussed this with your tutor.

## TRANSPORT

Below is a list of the main transport routes into Ludlow, with a suggested first point of contact.

Student Services can also offer specific advice on travel to College, as options do vary in the surrounding areas. In some situations, it is more cost effective for parents who are not applying for a bursary to arrange travel direct with providers than through the various council schemes.

The Ludlow College website contains details of how to contact these companies:  
[www.ludlow-college.ac.uk/student-services/543d201ca00d3/Travel](http://www.ludlow-college.ac.uk/student-services/543d201ca00d3/Travel)

Bus No.	Area/Route	Main Contact & Provider
731	Tenbury Wells & North on A49	Yarranton Brothers
292	Kidderminster via Far Forest, Cleobury Mortimer, Clee Hill	Diamond Bus Or Shropshire Council
435	Shrewsbury & South to Ludlow 49	Shropshire Council or Minsterley Motors
	Chirbury, Bishops Castle, Clun	Ludlow College Student Services
740	Knighton via Leintwardine	Arriva West Midlands Buses
	Presteigne, Shobdon, Wigmore	Ludlow College Student Services
490	Leominster via Orleton	Herefordshire Council - Yeomans / Lugg Valley Travel
143	Stottesden, Cleobury North, and various stops to Ludlow	Caradoc Coaches Or Shropshire Council
155	Shipton & B4368 / B4365	Shropshire Council
724	Knowbury	Shropshire Council
711	Soudley	Shropshire Council
Train	Transport for Wales	Shropshire Council Or National 16-17 Railcard

NB If you need to apply for a travel pass through Shropshire Council, we strongly advise that you apply before the end of July 2021 and allow 28 working days for it to be issued to College ready for student's collection. Note that travel costs incurred whilst waiting for the issue of a travel pass cannot be reimbursed.

**Enrolment and future contact:** All information about the enrolment process will be sent to you using the email address that you have provided on your application form. If this changes, it is **extremely important** that you notify us, so that we can update our records and ensure that all relevant information reaches you. Following on from your interview and acceptance on your chosen course, we look forward to welcoming you to the college in September 2021.