

# SHREWSBURY COLLEGES GROUP

## Welsh Bridge Campus

Priory Road, Shrewsbury  
Shropshire, SY1 1RX  
01743 653 000

## English Bridge Campus

Abbey Foregate, Shrewsbury  
Shropshire, SY2 6AA  
01743 653 000

## London Road Campus

London Road, Shrewsbury  
Shropshire, SY2 6PR  
01743 653 000

If you want to book any of our courses, you can do so by going to our website or calling our Admissions Team on **01743 653 111** and speaking to our experts.



@ShrewsColGroup



@ShrewsburyCollege



@ShrewsburyCollegesGroup

Visit: [www.scg.ac.uk](http://www.scg.ac.uk)  
Email: [info@scg.ac.uk](mailto:info@scg.ac.uk)

# Applicant Handbook



Useful information  
to support your  
application for

**September  
2025**





## Welcome

I am delighted that you are applying to study a Higher Education (HE) course at Shrewsbury Colleges Group. We are the largest college in Shropshire and a critical part of our offer is our range of higher education courses to meet the needs of local students and employers.

We work in partnership with The University of Staffordshire and other professional bodies to ensure that our programmes have the rigour and focus essential in higher level study. There has never been a better time to study higher education at Shrewsbury Colleges Group. We were inspected in May 2018 by the QAA, the higher education inspectorate, and we were delighted to be awarded the highest possible result.

We have made significant investments in our higher education provision, investing £1.5 million in HE facilities, opening a dedicated Higher Education Centre at our London Road Campus with specialist classrooms, study space and a social space, enabling students to have a distinct experience. Our engineering facilities, designed in partnership with key local and regional employers and The Marches Local Enterprise Partnership, allows our students to use cutting-edge, industry-standard equipment.

Alongside our facilities, our teaching is of the highest quality, with respected practitioners

who draw on their industry experience. The small class sizes mean teaching is adapted to meet the individual needs of the student, ensuring all students are able to maximise their potential.

Higher education has huge personal and professional benefits, whether you are a student who has just completed an academic or vocational course at an advanced level, are in employment and looking to develop your skills to enhance your career prospects, or want to return to education. Whatever your circumstances, Shrewsbury Colleges Group offers local, affordable, high-quality higher education.

This handbook will help you find out about our courses and our college. We also host regular Advice Events and offer further opportunities to visit the college to learn about the courses. Please contact us if you need any further information or guidance.

Best wishes,  
**James Staniforth, Principal**

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## Who to contact

**Michelle Dawes** (Until end of Jan '25)  
**Director of Higher Education and Counselling**

Telephone: **01743 653 576**

Email: [michelled@scg.ac.uk](mailto:michelled@scg.ac.uk)

Michelle oversees the delivery of the higher education provision at Shrewsbury Colleges Group.

**Jane Owen** (from February '25 Jane will become the Director of Higher Education and Counselling)

**Learning Enhancement Lead**

Telephone: **01743 653 459**

Email: [janeo@shrewsbury.ac.uk](mailto:janeo@shrewsbury.ac.uk)

**Helen Marsh**  
**Student Support Tutor for HE**

Telephone: **01743 653 526**

Email: [helenma@shrewsbury.ac.uk](mailto:helenma@shrewsbury.ac.uk)

Helen delivers a study skills programme and provides support to higher education students with additional learning needs.

**Admissions Team**

Telephone: **01743 653 111**

Email: [admissions@scg.ac.uk](mailto:admissions@scg.ac.uk)

If you have any queries about your application to study with us, please contact the Admissions Team.



## Key Dates for your diary

### June 2025

#### **Preparation for HE Programme 2025**

The programme aims to support students with the transition into HE level study and assist them with identifying and developing the key academic skills required for successful HE level study. Booking details will be sent after Easter to students with an offer.

**Your future starts here!**

### Wednesday 3 September

#### **Induction / Enrolment Evening**

London Road Campus &  
English Bridge Campus.

You will receive all the  
information you need to  
get started and meet your  
tutors and fellow students.

## Our campus Discover our facilities

We are creating the **best student campus experience**. As part of a **multimillion-pound investment**, the campuses provide fantastic training and teaching facilities for our students and tutors.

### **Higher Education Centre**

Our HE Centre at London Road Campus was created in response to student feedback. It includes teaching and learning spaces as well as indoor and outdoor social areas.

### **Learning Resource Centres**

Each campus has an LRC, open daily, with a broad range of print and online resources, as recommended by your course reading lists. There are also quiet study areas.

### **Other facilities include:**

- Dedicated HE resources
- Performing Arts Theatre
- The Agency - a student resource aimed at employability skills
- Origins restaurant
- Bridges Café - student lounge and eating/social space
- A sports centre with 3G floodlit full-size sports pitch.







## Learning Support for HE Students

### Additional Learning Support

Additional Learning Support is available to students who require further help to reach their potential. If you are a prospective student with additional learning support needs, please advise us early on in the application process.

### Student Support Tutor

We have a Student Support Tutor who is available to assist students with Additional Learning Support needs and determine what support may be required.

Students with specific learning difficulties, mental health conditions, long-term medical conditions or physical disabilities who declare their support needs will have the opportunity to access general academic study skills support from the college's Student Support Tutor.

Furthermore, if your course is eligible, students with additional learning support needs can apply for **Disabled Students' Allowance (DSA)**, which could then provide the funding for more specific support such as specialist equipment, assistive technology and non-medical support such as a mentor or note taker etc. The Student Support Tutor can provide further guidance on DSA and also assist with the application process.

### Academic Study Skills

All HE students have the opportunity to access support to develop their academic study skills. Academic study skills lessons cover a range of skills such as academic referencing, effective research, note-taking, time management and essay planning.

### Preparation for HE courses

For students commencing their higher education level studies with us next academic year we will, towards the end of the current academic year, be running a **Preparation for HE course**.

This has been developed to allow new students the opportunity to begin to learn, or refresh, some of the key study skills required for studying at HE level. Applicants will be sent further details on this and an invitation to attend.

Study skills lessons with the Student Support Tutor are also available in class at the request of lecturers and on a one-to-one or small group basis through Tutor referral or self-referral.

### Learning Resource Centres

The Learning Resource Centres offer subject collections of both print and online resources as recommended by your reading lists, and experienced staff on hand to deal with your enquiries. Computers in the LRCs give you access to the internet for research, Moodle for your course materials and Office 365 for Microsoft Office applications and cloud storage. All student computers have the My Study Bar program installed.

The LRCs are Wi-Fi enabled for you to use your own device.

LRC staff can also help HE students with study skills and information searching skills.



# Disabled Students' Allowance

Students with a physical disability, long-term health condition, mental health condition or specific learning difficulty are eligible to apply for a Disabled Students' Allowance (DSA). This is funding from the government to help pay for any extra equipment and support that you may need as a direct result of your physical disability, ongoing health condition, mental health condition or specific learning difficulty. The Disabled Students' Allowance can for example, help with the cost of having a non-medical helper, specialist equipment and the cost of travel.

## Eligibility

To show that you qualify for a Disabled Students' Allowance you will need to provide evidence that you have a physical disability, mental health condition, long-term medical condition, or specific learning difficulty which affects your ability to study.

You may need to pay for any tests or letters to prove that you qualify. We would encourage you to submit your application for this as early as possible, as it can take some time for it to be processed. You do not have to wait until you have a confirmed place at college, although you can apply at any stage of your application or course.

### Further information can be found here:

**DirectGov:** <https://www.gov.uk/disabled-students-allowances-dsa>

**UCAS:** <https://www.ucas.com/student-finance-england/disabled-students-allowance>

**Student Finance Wales:** <https://www.studentfinancewales.co.uk/undergraduate-finance/full-time/welsh-student/what-s-available/disabled-students-allowance/>



When completing an online application form for Student Finance, indicate that you want to apply for DSA and follow the guidance. If you have applied by post or have not applied for maintenance or tuition fees then you will need to download a form from Student Finance.

**Student Finance England:** <https://www.gov.uk/disabled-students-allowance-dsa/eligibility>

**Student Finance Wales:** <https://www.gov.uk/disabled-students-allowances-assessment-centre>

You will need to wait for an approval letter from your DSA Funding Provider before you arrange a DSA Needs Assessment. They will look at your application and let you know whether you qualify for support. A Study Needs Assessment is a meeting between the

student and an experienced Study Needs Assessor. It helps identify what support the student requires based on their individual needs.

After you receive the approval letter, you can arrange your Needs Assessment at a location that suits you. The DSA Needs Assessment Directory can be found at <https://www.gov.uk/disabled-students-allowances-assessment-centre>. You should do this as soon as possible after receiving DSA approval. You must reapply for DSA every academic year, and follow the guidance from Student Finance England/Wales.

If you apply for DSA or if you think you are eligible and would like further support and information please contact the Student Support Tutor, Helen Marsh at:

**[helenma@shrewsbury.ac.uk](mailto:helenma@shrewsbury.ac.uk)**



# Financial Support

Shrewsbury Colleges Group is proud to be able to offer higher-level, cost-effective learning opportunities locally. Our fees are significantly lower than many of our competitors and Tuition Fee Loans are generally available to help fund your studies, depending on your circumstances.

## Higher education fees

### University of Staffordshire/BTEC EDEXCEL

The fee charged in the first full year of a course will be the fee charged for all subsequent years, unless the year is only a part year when a reduced fee will apply.

Our prices for 25/26 are £7,425 full-time or £3,713 part-time. Please refer to the individual fact sheets and course specifications on the website to determine how many credits you will be studying and the full cost.

Applications for funding for these courses are made to Student Finance England/Wales.

## Diplomas

The cost depends on the awarding body. Please refer to the individual fact sheet for your course to determine the cost.

Applications for an Advanced Learner Loan can be made provided you are over 24 to [www.gov.uk/student-finance](http://www.gov.uk/student-finance) or [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan).

## Payment methods

At enrolment you will be required to advise us how you intend to pay your fees. At this point, fees will be subject to the terms and

conditions within our Fees Policy (the Fees Policy is available on the fees section in the website). If you need any information, advice or guidance about applying for funding please contact our Student Services Team on **01743 653 200** who will assist you through the process.

### Tuition Fee Loans – Foundation Degrees/HNC/HND

If you are successful in obtaining a Tuition Fee Loan, the financial notification letter (with bar code) needs to be produced at enrolment to enable the funding to be released to the college.

If you are entitled to a Tuition Fee Loan to cover the entire cost of your studies, you will not need to pay your fees upfront. You begin to repay fees after graduation and only when you are earning above the government stipulated threshold which changes on the 6 April every year.

If you have previously taken out funding from Student Finance England/Wales or have already studied at HE level, this may influence how much you are allowed to borrow.

If you are studying part-time or full-time you may also be able to apply for a maintenance loan to help with your living costs.

### Payment in full

If you intend to pay your fees in full, payment will be due at enrolment. Payment can be made by cash, cheque, debit card or credit card.

### Payment by instalments

Payment can also be made by direct debit - usually in four instalments. The first payment (25%) will be due at enrolment and further payment dates will be agreed upon at this point.

### Payment by your employer

If you are being sponsored by your employer, fees can be invoiced to your employer directly (provided you produce a letter at enrolment confirming the arrangement). Employer-sponsored student fees must be paid within 14 days of receipt of invoice. If the fee is not received you will become liable for the fee.

### Withdrawal

If you decide to withdraw from your studies the following fees would be due:

First two weeks	No charge
Term 1	25% of total fees
Term 2	50% of total fees
Term 3	Full total of fees

### Taking a break (Intermit)

If you request the opportunity to take a break from your studies (and this is agreed) you will remain on the same fee package that you signed up to at the start of your course.

If, however you choose to withdraw and then reapply to return to the same or different course, you would then be subject to the tuition fee in place at that time.

Intermitting fees for University of Staffordshire and BTEC students would be due as follows:

Term 1	50%
Term 2	75%
Term 3	Full total of fees

### Other financial help

Other financial help may be available to you, including from the Radbrook Foundation. The Foundation is an educational charity which supports our students where possible.

Alternatively, you can apply to the Helena Kennedy Foundation which offers bursaries to disadvantaged students wishing to progress from FE into higher level studies. **More information can be found at [www.hkf.org.uk](http://www.hkf.org.uk)**

Applications are not means tested, but are assessed on need. You can apply to the Foundation even if you are also applying to the college's Student Bursary and Hardship Fund. Please speak to Student Services to obtain an application form.

### Mature students

If you're a mature student and you need to apply for financial help, refer to the following:

- **Turn2us.org.uk** matches individual applications to charitable trusts
- **Educational Grants Advisory Service** ([www.egas-online.org.uk](http://www.egas-online.org.uk)).

Please note, if you're a student who lives in Wales but studies in Shrewsbury, different arrangements for some of the above schemes will operate.

# Travelling to college

## Cycling to college

Cycling helps you stay fit and healthy and is a cheaper way to travel to college. There are secure places to lock your bike, but remember to bring your own bike lock. If you are cycling into college, we would always recommend you have lights, a helmet and high visibility clothing.

Visit [www.travelshropshire.co.uk](http://www.travelshropshire.co.uk) for information on cycle routes.

## Travelling by train

Many of our students travel to and from college using the train. Use 'Plan Your Journey' on [www.nationalrail.co.uk](http://www.nationalrail.co.uk) to plan your own journey to college.

## Useful websites

Visit these websites to find out how you might be able to travel for less:

- [www.travelinemidlands.co.uk](http://www.travelinemidlands.co.uk)  
The Traveline West Midlands website provides information to help plan your journey
- [www.traveline.cymru](http://www.traveline.cymru)  
The Traveline Cymru website provides travel information for journeys from Wales
- [www.travelshropshire.co.uk](http://www.travelshropshire.co.uk)  
This is also a useful source of travel timetables and up-to-date information on travel.

## Travelling by car

Students using their cars to come to London Road Campus are required to purchase a car parking permit at £38 per year. However, some HE courses are exempt. Advice on this will be given at enrolment. The college encourages car sharing amongst students. **Students who are able to prove they car share will be able to park at the College for free.**

## Shrewsbury Park and Ride

Park and Ride in Shrewsbury operates from:

- Oxon Business Park
- Meole Brace Retail Park
- Harlescott, near Tesco

Students of Shrewsbury Colleges Group are eligible for a 50% discount Monday - Friday during term time. The return fair is currently £1 for students aged 16 or over on production of a valid student ID card. You don't need to have a car to qualify for the park and ride services.

For more information, please visit: <https://shropshire.gov.uk/public-transport/park-and-ride>



