

«Forename» «Surname»  
«Address»  
«Address1»  
«Address2»  
«Address3»  
«Address4»  
«Postcode»

Our Ref: «**Student\_Ref**»

Dear «**Forename**»

Congratulations! We're delighted to that you have accepted your place on **BA (Hons) Ceramics & Glass** starting in September 2018.

Your first day at College will be **Monday 24 September** and you need to arrive by **08:45**, please go to reception where we will be on hand to meet you and show you to the Studio Theatre where you will be formally registered as a student. You can find your timetable for the first week on the reverse of this letter.

We will be sending you an email directing you to the new starters' section on our website; this has the details of your date and time of registration as well as some other useful information such as reading lists and timetable.

Towards the end of August, you will receive email inviting you to complete the enrolment process; this is an important part of the application process and will enable you to officially register with the college at the start of term.

If you have applied to Student Finance England for support to cover tuition fees and living costs whilst you are at college, you should have received a Financial Support Notification by now. The tuition fee will be paid direct to the college and the first instalment of any loan due to you is paid into your bank account between three and five days after you have completed the registration process. If you are still awaiting notification you may wish to call them on 0300 100 0607 to see how the application is progressing.

The College offers a cash bursary to Home and EU students, which you are automatically eligible for; further details are enclosed with the Terms and Conditions. A downloadable version can be found on the new starters' webpages.

We are fully committed to providing equal opportunities to all and we strive to make reasonable adjustments to ensure that your individual learning needs are met in the best way. If you require any additional support and haven't already been in touch, please contact one of the team on 01752 203434 ext 215 or 220.

We're really looking forward to welcoming you to Plymouth College of Art for the start of the new term but in the meantime if you have any questions at all, please don't hesitate to get in touch on 01752 203400 or email [admissions@pca.ac.uk](mailto:admissions@pca.ac.uk).

Yours sincerely,

Admissions Team

**BA (Hons) Ceramics & Glass**

First Year Summer Project

Micro Space

Completion date: 24 September 2018

We would like you to spend some time over the summer holidays preparing a miniature environment that can fit into a matchbox. The world can be made from whatever materials you like, it can represent your interests, aspirations, your history or your favourite artists work. We ask that you bring the completed matchbox with you at the start of the Induction Week.

Date/time	Activity	Location
Monday 24/09/2018 9.00	Welcome talk	Studio Theatre
Monday 24/09/2018 9.30	Programme welcome	Base room
Monday 24/09/2018 10.30	Registration	Studio Theatre
Monday 24/09/2018 11.00 - 11.30	Short Break	
Monday 24/09/2018 11.30	Library induction	Library
Monday 24/09/2018 13.00 - 16.00 (Lunch 12.00 - 13.00)	Programme Activities	Base Room
Tuesday 25/09/2018 10.00 - 11.30	Programme Activities	Base Room
Tuesday 25/09/2018 11.30	IT Induction	T2.2
Tuesday 25/09/2018 13.30 - 16.00 (Lunch 12.30-13.30)	Programme Activities	Base Room
Wednesday 26/09/2018 10.00-16.00 (Lunch 12.30-13.30)	Programme Activities	Base Room
Thursday 27/09/2018 10.00-16.00 (Lunch 12.30-13.30)	Programme activities	Base Room