



South Gloucestershire
and Stroud College

ENROLMENT – Frequently Asked Questions

What do I need to do?

You need to complete an online pre-enrolment form; this has been emailed out to you.

Please ensure you check junk and spam mailboxes, as emails from can be diverted here.

Why do I need to click on the enrolment link and complete the enrolment form?

You need to click on the online pre-enrolment form and complete in preparation for your onsite enrolment meeting.

All the sections marked with a ^{*} are mandatory fields and need to be completed before submitting.

I cannot upload a photo, what should I do?

You do not need to upload a photo and can bypass this by on the online pre-enrolment form.

You will have an opportunity for you photo to be taken in college at your onsite enrolment day and receive a student ID card.

Is there a deadline date for the enrolment form to be completed?

We would advise that all students complete the online pre-enrolment link as soon as possible.

This will ensure you are ready for your onsite enrolment day.

Do I still complete the enrolment link if I do not think it is the correct course for me?

No, please contact Admissions at Admissions@sgscol.ac.uk before completing the online pre-enrolment form.

Do I need to use a certain application to click on the enrolment link and access the enrolment form?

Please ensure you are using Microsoft Edge or Google Chrome.

My enrolment form keeps timing out, what should I do?

You have 45 minutes to complete the online pre-enrolment form so please ensure you complete it once started.

Once I have submitted my enrolment link do I still have the opportunity to change courses?

You can transfer to a different course in the first six weeks of enrolment. You need to discuss any transfers with the tutor of the course you completed your enrolment with.

If I no longer wish to enrol who should I contact?

Please contact Admissions with your withdrawal information
Admissions@sgscol.ac.uk

When do I get my timetable?

Timetables will be provided by w/c 5 September. If you haven't had one by this point, please raise with your tutor.

How do I access financial support?

Please visit the link below to see the financial support available to you [Financial Support \(Money Management Service\) \(sgscol.ac.uk\)](#). You can also contact Money Management Services by emailing mms@sgscol.ac.uk

Can I have the term time dates?

Please follow this link to see the term dates for 22/23 [Term Dates \(sgscol.ac.uk\)](#)

I have not received my joining instructions, what should I do?

Please contact Admissions@sgscol.ac.uk we will be able to check your email address and send these straight to you.

When is my first day in college?

Your first day in college can be found on your joining instructions which will be sent to you early August – these can also be found on our website at [Induction and Enrolment \(sgscol.ac.uk\)](#)

I did not get the GCSE results I was predicted, what should I do?

Please do not worry, we will signpost you to a more appropriate level of course.

You can request a call from a course tutor on GCSE results day to get support and to ensure you are on the correct course.

I do not have my exam results, should I still complete my online enrolment form?

Yes, please complete your online pre-enrolment form for the course that you wish to start in August / September.

I don't want to bring my original photo ID in in case I lose it

If you have a passport or driving license or other photo ID and you are worried you may lose it, a copy of the document is fine.

I haven't got any Photo ID

Please do not worry, a birth certificate or another form of ID, for example a letter addressed to you, will suffice. Having no photo ID will not affect your place at SGS College.