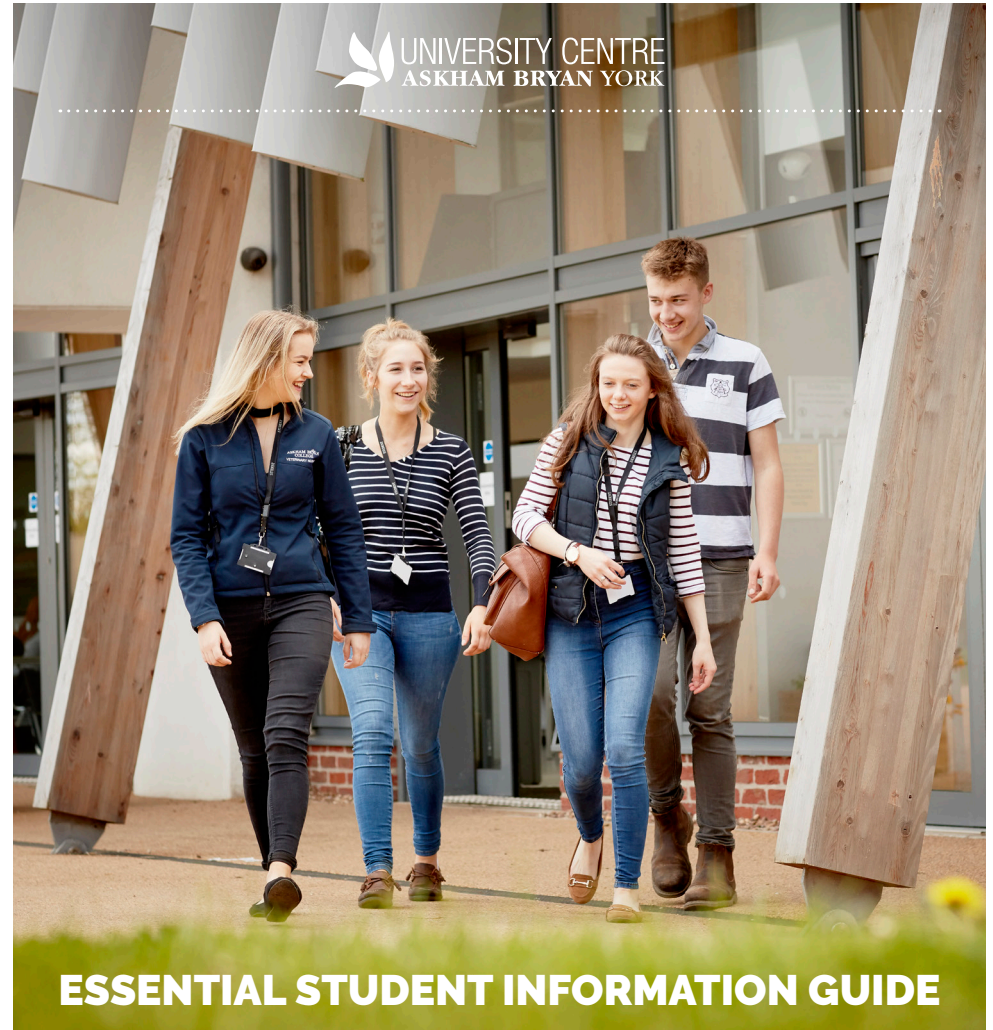


## USEFUL CONTACTS

Dr Deirdre Rooney – Director of Higher Education  
Amanda Clarkson – Head of Quality and Operations  
Rob Wilson – Academic Lead Curriculum and Students  
Dr Mark Hoyle – Academic Lead Research and Scholarship  
Karen Kendal - HE Registry Co-ordinator  
Charlotte McGrath – HE Administrator  
Sharon Wright – HE Administrator

**The above staff can be contactable from the HE Office in Main Building**

Reception	01904 772277
Student Services Manager	01904 772222
HE Office	01904 772358
HE Learning Support	01904 772339
Finance Office	01904 772224
Careers Advice and Guidance	01904 772445
Student Finance	01904 772358
Transport	01904 772225
Accommodation	01904 772246
Safeguarding Team	07773 312617
Student Union	studentunion@askham-bryan.ac.uk



## ESSENTIAL STUDENT INFORMATION GUIDE

### STUDENT SERVICES

University Centre Askham Bryan aim to provide you with information, advice and guidance on a wide range of issues relating to your overall experience. We can support you in many different ways from money issues, health and wellbeing matters, to needing extra help because of learning or physical difficulty.

## SAFEGUARDING

There may be occasions during your time at the University Centre when you experience problems, feel under pressure, find it hard to cope or you just want to talk to someone. The Wellbeing Co-ordinators are there to listen to ALL your problems, no matter how big or small they may seem to you, for instance:

**Homesickness**

**Feeling different**

**Exam stress**

**Loneliness**

**Getting behind with your work**

**Drug and alcohol issues**

**Relationship problems**

**Eating disorders**

**Family/home**

**Self-harm**

**Bullying**

If there is something bothering you at home or at College or you are worried about a fellow student, you can contact the Safeguarding Team 24 hours a day or alternatively you can email them in confidence on [bsafe@askham-bryan.ac.uk](mailto:bsafe@askham-bryan.ac.uk) or call into Student Services and speak confidentially with our Safeguarding Officers.

York Safeguarding Team: 07773 312617

## STUDENT FINANCE

The HE Office can offer you support on Student Finance England related queries including course fees and maintenance loans. As part of the Access and Participation Agreement 2019/20 we are able to make available some bursaries, subject to eligibility. There are also some funds available for hardship cases subject to assessment. For information please contact [he@askham-bryan.ac.uk](mailto:he@askham-bryan.ac.uk)

## CAREERS ADVICE AND GUIDANCE

Through Student Services we can provide students with careers advice and guidance. Our advisers are able to provide advice and support to help prepare students for their next step whether it is further training, higher education, employment or self-employment.

Contact our Careers department for further information and advice on [hecareers@askham-bryan.ac.uk](mailto:hecareers@askham-bryan.ac.uk)

## STUDENT REPRESENTATIVES

In addition to the Student Union, we also have a strong Student Rep focus. These play a pivotal role in passing information, concerns between your fellow students and members of staff as well as sitting on a range of committees. These are identified following a democratic nomination and ballot process covering all HE programmes of study. More information will be made available during Induction Week and Group Tutorials.

## SUPPORT FOR STUDENTS WITH DIFFICULTIES/DISABILITIES

As a Higher Education student living in England, you can apply for DSA (Disabled Student Allowance) if you have a disability, long-term health condition, mental health condition or a specific learning difficulty (Dyslexia, Dyspraxia, Dyscalculia), Autistic

Spectrum Condition. The support you get depends on your individual needs and not on income. To apply log onto to your student finance account and tick the box do you want to apply for DSA, then following instructions. More information about DSA can be found on the Student Finance England website. If you are not eligible there is still study support available and specialist mentoring.

Any questions or further information can be provided by Ange Cousans [angela.cousans@askham-bryan.ac.uk](mailto:angela.cousans@askham-bryan.ac.uk)

## COMMUNICATIONS

Communications between you and University Centre Askham Bryan will be through your college email address and Text Magic. It is important that you check your college office 365 email account and that we have the most up to date mobile number for you to allow for clear communication from the HE office and your Course Manager.

## EMPLOYABILITY

Students will be required to undertake a structured external work placement with an external employer. The placement must be occupationally specific and focussed on developing the skills required in a profession or trade.

Any questions or further information can be provided by your Industry Skills module tutor or Course Manager.

## CLUBS AND SOCIETIES

The student experience is a big part of College life and the more you get involved the better off you'll be. Joining sporting activities and societies is a great way to enhance your skills, they are ideal for building your CV and above all to help you meet new people and grow in confidence.

For more information about activities that are available, talk to your Student Services team.

## ONLINE SHOP

The Online Store offers a convenient way for students to pay for services using a secure online payment system. The store can be accessed through the following link: [store.askham-bryan.ac.uk](http://store.askham-bryan.ac.uk).

For food card top-up payments, please visit the following website: [www.upay.co.uk](http://www.upay.co.uk).

## CAMPUS SHOP

Hoodies are available for students to purchase from the Student Shop on campus.

## ABSENCE

If you are ill or not able to attend because of a medical appointment, you should inform your Course Manager at the earliest opportunity on the first day of absence. You must inform your Course Manager of the reason for your absence together with the likely duration of your absence. For absences longer than seven days, you must also submit a medical certificate.