

PEARSON
BUSINESS
SCHOOL

Our Handy Guide
For Applying

UNDERGRADUATE HOW TO APPLY GUIDE



Pearson College London

Your journey to becoming a Pearson Business School Student

Now that you've found out more about what we do and the courses we offer, you're probably ready to start thinking about how to apply. The process involves submitting a UCAS application, taking part in a Skype interview and attending our Professional Workshop (to get the tuition fee waiver) – there's no denying it can be a little stressful, which is why we've put together this handy guide to applying.

So, what do you need to know?

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Start your journey to success

We're looking for students with big aspirations and a passion to succeed in the world of business, law, marketing and accounting. If you're interested in our undergraduate degrees, here's how to apply: if you're predicted UCAS Tariff.



1

COME AND SEE WHAT WE DO

Visit our campus and experience first-hand what makes us special. Our Open Days and Taster Days are the perfect place to get all of your questions answered about the degrees, fees, finance and accommodation. Book your place at: pearsonbusinessschool.ac.uk/visitus

2

MAKE YOUR APPLICATION*

Apply online via UCAS (ucas.com) by 15th January. You can apply for up to five different courses and you should apply by the deadline so you have the best chance of receiving the right offers. You'll be able to track the progress of your application through UCAS Track after you've applied.

*There are different application deadlines for UCAS main scheme, UCAS Extra and UCAS Clearing. Please check ucas.com for the latest information.

3

SHINE DURING A SKYPE INTERVIEW

We do things a little differently and part of this is how we assess your application. The crucial thing for us is that you have the potential to succeed and thrive on your chosen course, which is why we interview all our students. It helps us to identify your potential in different ways and find out more about you – beyond your predicted grades and personal statement. Read more about interviews on page 9.

4

EXPERIENCE OUR TEACHING STYLE AT A PROFESSIONAL WORKSHOP.

To ensure you're fully prepared ahead of joining us, we invite all of our applicants to attend a Professional Workshop; they're short introductory sessions that give you a taste of our unique learning environment, and it's also your opportunity to show us what you're made of. By attending the Professional Workshop you'll be eligible for a tuition fee waiver. Read more about the fee waiver on page 12.

5

TICK–TOCK, TICK–TOCK

Waiting to find out if you've been offered a place can be nail-biting, but we promise to reply as soon as possible. We reply to everyone to let you know if we've offered you a place and we'll send over everything you need to apply for accommodation and student finance.

6

CONFIRM YOUR PLACE

Once you've received responses from all the universities you applied to, you'll be asked to make your firm and insurance choices. We hope to be your number one but if you can't decide and want to take another look around or chat to us – just get in touch.

7

AWAIT YOUR RESULTS.

We hand out two types of offers, conditional and unconditional. If you're lucky enough to get an unconditional place – you can start celebrating early. Most applicants will receive a conditional offer which means you'll need to achieve certain grades in your exams. We'll have our fingers crossed for you and if you meet the required grades we'll be in touch on A-level results day in August to confirm your place.

8

PREPARE TO BE AMAZED

In September an exciting journey awaits – the big city, unique experiences, new friends and the first step towards your future career! It starts with our welcome week where you'll meet your classmates, staff and tutors.

We hope to see you there!

Using UCAS

UCAS Codes

We're institution code P34, listed as Pearson College London

Course codes

• Business Management	4K22
• Business Management with Finance	4RW3
• Business Management with Global Industries	4J59
• Business Management with Law	1A54
• Business Management with Marketing	4U75
• Business Management with Entrepreneurship	N190
• Marketing	TBC
• LLB Law	M200 (LLB)
• MLaw Professional Legal Practice	M203 (MLaw)
• LLB Law with Accounting	M201
• LLB Law with Business Management	M206
• Professional Accounting in Business	N400

THE UCAS DEADLINE — 15TH JANUARY

All applications received before this date will have equal consideration.

WHAT HAPPENS IF I MISS THE DEADLINE?

If you don't submit your application by the equal consideration deadline, there are still options (depending on availability on your chosen course).

UCAS LATE APPLICATIONS

Any application made after 15th January will be classed as 'late'. This service can be used up until 1st July 2018.

UCAS EXTRA

This scheme opens on 25th February and is available to students who didn't receive any offers, and for students who want to reject their offers and re-apply. Students are allowed to apply for one 'extra' course at a time. This service is open until 4th July 2018.

UCAS CLEARING

You are eligible for clearing if you already have your exam results but you have no offers, had conditional offers but your exam results didn't go to plan or you hadn't applied to university but have changed your mind. UCAS Clearing opens on 5th July until 20th September 2018.

Entry requirements

Entry requirements for our business, law, marketing and accounting degrees are 120 UCAS points or BBB at A-level, DDM at BTEC (or equivalent) and a Skype or face-to-face interview.

We look for passionate and committed students and encourage applications from students with a variety of backgrounds, experiences and perspectives. If you are not predicted to meet our entry requirements but can demonstrate the ability to succeed on the course we encourage you to still apply.

Assessment entry route

If you do not have the UCAS tariff points you need, or traditional entry qualifications, you can still apply through our assessment-based entry route. You'll be invited to a Professional Workshop, where you'll take part in four tasks (including an interview) to help us assess your suitability for the course. Your performance at the Workshop will determine whether we can offer you a place on our programmes.

Transferring

This is considered on a case by case basis and is not guaranteed. If you want to transfer into the second or third year of one of our programmes, you must first send our admissions team (admissions@pearson.com) your current programme specification, modules studied and marks achieved, and they will get back to you to let you know if you're eligible. If you are eligible, you can then apply via UCAS.

Business-minded admissions:

Skype interview and Professional Workshop

After applying through UCAS, if you're predicted to meet our tariff you'll be invited to take part in a Skype interview (you can also request a face-to-face interview if you wish). We like to interview all of our students beforehand to ensure you're the right fit for us, and that we're the right choice for you. Our tutors are friendly and will be interested to hear about your aspirations and the information included in your Personal Statement.

Top 5 tips for a Skype interview

PREPARATION

Read over your Personal Statement so you can anticipate any questions you might get asked

LOCATION

We'll let you know the time and day in advance, so try and arrange for the interview to be held in a quiet location where you won't get disturbed

APPEARANCE

Although you won't be meeting face-to-face, it's still important to dress professionally

PRACTICE

If you're new to Skype, it's a good idea to practice with family or friends before the actual interview

BACK-UP PLAN

Even with all of the practice beforehand, there's still a chance something might go wrong. If you're using a laptop, ensure your phone is ready in case it switches off (and vice versa) and have the interviewers contact details readily available in case you get disconnected.

What happens next?

If you pass the interview, you'll receive an offer that's usually conditional on you achieving your predicted tariff. You'll also receive an invitation to attend our Professional Workshop.

We're powered by industry and our students work closely with a range of companies and industry professionals on a regular basis whilst they study. We therefore ask all final stage applicants to attend Professional Workshop based inside Pearson Plc – one of the largest education companies in the world – which will make you eligible for our tuition fee waiver. This is a fun opportunity to find out more about us in a relaxed environment and gain real experience of life inside a FTSE 100 company. The Professional Workshop is a short introductory session that allows offer holders to experience our unique learning environment and give you a taste of what life is like studying at Pearson Business School.

SUCCESSFULLY COMPLETING A PROFESSIONAL WORKSHOP WILL ALLOW YOU TO;

- Be granted a partial tuition fee waiver so you save money on your university fees
- Automatically be considered for one of our scholarships
- Gain valuable experience of completing a graduate scheme assessment day
- If you have applied via our assessment-based entry route, your performance at the Workshop will determine whether we can offer you a place on our programmes.
- Get to know your tutors

HOW DO I BOOK?

Places on the Professional Workshop are by invitation, and you'll be invited to one either:

- A. After passing the interview (if you are predicted or have met tariff)
- B. After applying through UCAS (if you are not predicted or have not met tariff)

Professional Workshops usually take place on weekday afternoons. If you're not available on the date we invite you to, just let us know – we try our best to reschedule for a time or day that works better for you.

WHAT TO EXPECT ON THE DAY?

The day comprises a mixture of group and individual activities. It'll give you a real taste of life at Pearson Business School as you'll get to meet some of current students and take part in an exciting industry task just like our students do on their industry days.

I'VE FAILED THE PROFESSIONAL WORKSHOP BUT MEET THE ENTRY REQUIREMENTS

If you don't pass the Professional Workshop but have passed a Skype interview, you still have an offer to study with us but will not be eligible for the tuition fee waiver.



Accelerating

Accelerated study means you could complete your undergraduate degree in just two years and high performing students at Pearson Business School may be offered the opportunity to accelerate their degree at the end of the first year.

A typical full-time degree takes three years to complete and you have a break over the summer. In an accelerated degree, you study for two years without a long summer break. You complete the same modules but in a shorter time frame.

Accelerated study is popular with students who are eager to start their career or great for those who have taken a career break to study. It also means that you save money on your tuition fees and living costs.

Accelerating: A student perspective

Pearson Business School Alumni Jess Armitage started studying our Business Management with Global Industries degree in September 2014 and graduated in October 2016 – a year ahead of her peers because of our accelerated option.

How does accelerating work? (How did you make up the extra time?)

Accelerating your degree* entitles students to complete a three year degree in two years, and you work on three modules throughout the summer; essentially putting you ahead a term. The first summer allows you to still have some time off to relax, whereas the second is a lot more intense (but that is to be expected when you are writing a dissertation).

Why is it beneficial for students to accelerate?

From a financial viewpoint, I have saved a year of accommodation and living expenses compared to completing a three year course and I am a graduate at the age of 20! Accelerating has made my time at Pearson College London highly beneficial towards my next steps towards my future career path due to the personal skills developed and the academic reward.

Did you still get to take part in an internship?

Because accelerating means working through the summer, I was only able to do a three week internship compared to others who had the chance to intern for 6 weeks, but it is possible to complete a longer internship within the first summer when you will have more free time.

Was the workload manageable?

The final semester of studying was obviously stressful, the workload is at the highest and it can be overwhelming at times. However, with good time-management skills and tutor support it is definitely manageable. In essence, the pressure of the work has helped to developed my skills in problem solving and prioritising workloads.

*Subject to academic approval and minimum cohort numbers

Student Finance

Our standard fees are £9,000 per year (before the partial tuition fee waiver has been applied). All applicants who pass the Professional Workshop will be offered a partial fee waiver towards these fees.

FEE WAIVER

As we are committed to ensuring that talented students with potential have the opportunity to undertake our degrees, we give a partial fee waiver to all successful applicants who pass a Professional Workshop to match the difference between our fees and the tuition fee loan available.

STUDENT LOANS

We currently hold designation for all our undergraduate programmes, which means you're entitled to apply for Government funding for your tuition fees and a maintenance loan. If you are an English student you are able to check what you may be able to borrow here: www.gov.uk/student-finance-calculator.

Because our designation is reviewed every year, you'll have to apply for student finance a little later in the year than everyone else – but don't worry, there'll be plenty of time to apply before the deadline in May.

TUITION FEE LOANS

Students studying in England do not have to pay the tuition fee up front. The UK Government provides students with a tuition fee loan to cover the full cost of the fee for the duration of your undergraduate programme. You do not have to start repaying the loan until you have graduated from your course and you are earning over £21,000 per year.

These are loans from the Student Loans Company, (the student finance company for England, Wales, Scotland and Northern Ireland) and the money will be sent directly to us to pay your tuition fees. As a full-time student, you can borrow up to £9,000 (per year) to pay your tuition fees at a publicly funded university or college, or up to £6,165 (per year) for a privately-funded one like Pearson Business School.

EU STUDENTS

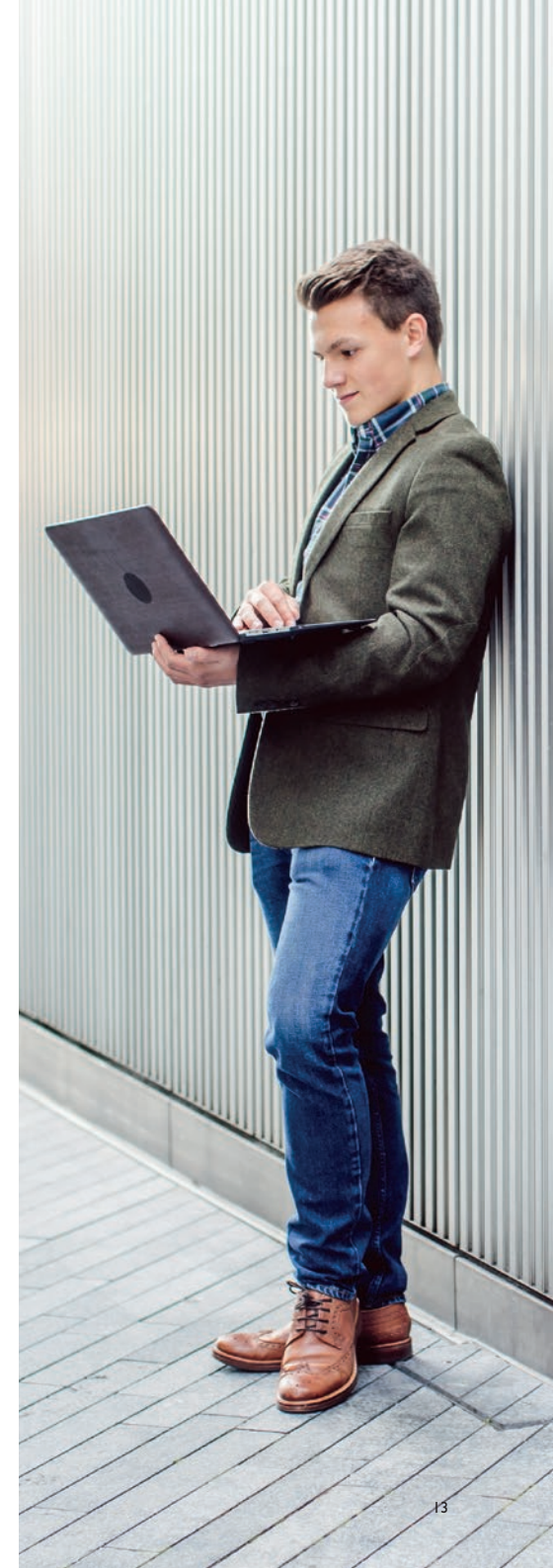
If you are a new EU student studying an undergraduate course in England, you can apply for a tuition fee loan to help you pay for your course.

ELIGIBILITY

Where you live – you must have been 'ordinarily resident' in the EEA or Switzerland for the three years before the start of your course. There's more information about the residency requirements on the Government website www.gov.uk/studentfinance

Your nationality – you must be an EU national, or the family member of an EU national.

Previous study – you will not normally be able to get a tuition fee loan if you already hold a qualification equal to or higher than the one you are studying for.



Maintenance loans for Living Costs

If you're applying to study full-time, you may also get a maintenance loan* to help with your living costs. You can apply for this when you apply for a tuition fee loan and you may have to give details of your household income. The loan is paid directly into your bank account at the start of term.

How much can you receive

FULL-TIME STUDENT

LOAN FOR THE 2017 TO 2018 ACADEMIC YEAR

Living at home

Up to £7,097

Living away from home, outside London

Up to £8,430

Living away from home, in London

Up to £11,002

You spend a year of a UK course studying abroad

Up to £9,654

Extra Funding

You may be entitled to extra funding if you're from a low-income household, you have children or adult dependants, you have a disability or you're a carer. You can check if you're eligible here: www.gov.uk/apply-for-student-finance/household-income

*Maintenance loans are only available to students who lived in the UK for more than 5 years before the first day of the first academic year of your course.

Government Loans

You won't start paying your tuition fee loan or maintenance loan back until the April after your degree finishes, and only if you earn above £21,000 a year. If you're employed, your repayments will be calculated by your employer and taken directly from your salary, then, at the end of the tax year, they'll be sent to HM Revenue and Customs (HMRC). employer and taken directly from your salary, then, at the end of the tax year, they'll be sent to HM Revenue and Customs (HMRC).

How much will you pay back

YOUR INCOME PER YEAR

MONTHLY REPAYMENTS

£21,000 and under

£0

£25,000

£30

£30,000

£67

£50,000

£217

Find out more about repaying your Loan here:

www.gov.uk/repaying-your-student-loan/what-you-pay

"If you have any questions about the student finance application process, our admissions team will be able to help you through the process. You can contact us at admissions@pearsoncollegelondon.ac.uk"



RICHARD EASEMAN
Admissions Manager

Pearson Business School Scholarships

We want to make sure that talented students with potential can succeed on our degrees, regardless of their financial situation which is why we offer a great range of scholarships. All scholarships are provided as a tuition fee waiver and any offer will be conditional on you accepting us as 'Conditional Firm' or 'Unconditional Firm' if applying through UCAS.

We have three scholarships available to exceptional applicants who excel in being innovative both inside and outside of school, college or work, who collaborate and encourage teamwork and who have an entrepreneurial mindset.



Hailing from some of the best education institutions and most successful businesses and organisations in the UK and the world, our Pearson Business School tutors have not only been behind some of the best new talent in their field, but have an impressive array of achievements from their time practicing what they preach – many of our enterprising academics have their own companies! Entrepreneurship is at the heart of everything we do, from supporting students in setting up their own businesses to housing a business incubator within the College, this is why we're looking for students with an entrepreneurial spirit.



We are as serious about our student's futures as we are about our future students. Technology acts as an enabler, creating opportunities to make learning more affordable, accessible, flexible and effective. Our students are the focus and the fuel for everything we do and they inspire the innovation and creativity at the heart of what we teach today and how we will teach tomorrow. Innovation can come in many different forms, and we're excited to hear your innovative ideas.



Our commitment to academia and industry is most prevalent in our course delivery. Our students don't just learn about their area of study, they gain experience from, and get access to, the best of the best in their chosen business world in the classroom and in our partner companies – it's the only way to learn.

The scholarships

One winner (per scholarship) will receive the first year of their tuition fees paid in full.

Applying and the selection process

Everyone who attends a Professional Workshop by the end of February will be considered, there is no need to apply separately. Three students will be shortlisted (per scholarship) and will be considered based on; ability to work in a team, communication skills and ability to excel on the degree programme.

What will the winners receive?

Applicants will be shortlisted in March and will be required to write a 500 word blog* about a potential future development for Pearson Business School which relates to entrepreneurship, innovation or industry engagement. The blogs will be read by our ed-tech start up company The Access Platform and the winners will be selected by the end of March. *The blogs will be used for internal and external marketing activity by Pearson College London.

Budgeting in London

Before starting university, it's important to think about the cost of accommodation and other living expenses. How much you spend as a student is up to you – but the length of your course will also affect your spending.

An academic year at Pearson College London is 35 weeks, so when budgeting you should think in terms of the following example.

Approximate living costs guide

Accommodation (based on Tufnell House – 43 week contract)	£9,847
Food at £40 per week	£1,225
Personal toiletries and laundry	£175
Clothes	£245
Zone 1–2 student Oyster Card (£22.10 per week)	£791
Leisure, social activities and sport at £35 per week	£1,225
Health costs (contact lenses, dentist, prescriptions)	£100
Emergencies and unexpected expenses	£380
Total without accommodation	£4,141
Total with accommodation	£13,988

*Correct at the time of going to print (November 2017)

Budgeting Tips

Being able to budget whilst living in London is really important; so one of our current alumni, Hayley Hewitt, has put together some handy tips for being a savvy student in London.

1. Use your Student Loan wisely.

We have found that the best thing to do is to keep to a strict budget during the first few weeks after a loan instalments. Our favourite budget app to use is 'Spending' – it allows you to set goals for each category of expense e.g. you could set a limit of £30 per month to spend on clothes. Spending is available free from the App Store.

2. Make your own lunch.

When living in London, it can be tempting to spend your loan on all the delicious food around you. However, spending £5 on lunch everyday can soon add up. We enjoy making lunch the night before; my favourite thing to make is a prawn and avocado sandwich. If you don't have time to prepare lunch then check out Sainsbury's or Boot's meal deals which offer value for money – as well as Ecco Pizza bar on Drury Lane where you can get a delicious Pizza for £3.90!

3. Shopping Discounts.

You can buy NUS extra for £12 or you can download the app UNIdays, both provide great discounts to your favourite shops such as Topshop, ASOS and Itsu – but be sure not to spend the savings you have made!

4. Get discounts on travel.

This is the discount that people miss the most when they leave university. In London, after you've enrolled in University at induction, you can pick up an 18+ oyster card, which knocks off a 1/3 off your travel costs. If you also have a 16–25 (or potentially a 26–30) Railcard, you can add the discount to your 18+ Student Oyster photocard to get a 34% discount on off-peak pay as you go fares and off-peak daily caps on Tube, DLR, London Overground, TfL Rail and most National Rail services in London.

5. Ditch the brands.

You may be food shopping on your own for the first time and it can be easy to pay unnecessary prices for goods. We advise sticking to own brands items for the basic food items and only splashing out on your favourite treats. I love buying a galaxy chocolate bar to get me through a long day.



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