

How to enrol on part-time courses

We have made the enrolment process as easy as possible. You can choose to enrol...

By Phone

Call our Direct Enrolment Line on **01225 35 00 35**. Make sure you have the course code(s) and your credit/debit card details when you call.


We will register your enrolment and send you the partly completed enrolment form to complete and sign. You then have 5 days to return the form in a prepaid envelope for your enrolment to be valid.

The Direct Enrolment line is open:

Mon-Fri 9.00am - 7.30pm (4.30pm Fri) during the period 1-25 Sep 2009 & 4-15 Jan 2010

Mon-Fri 9.00am - 5.00pm (4.30pm Fri) at all other times

NB: The Direct Enrolment line is not available for the following:

- Those enrolling on a course that requires an interview 
- Higher Education courses (course codes with 'H' or 'X' as the last letter)
- Those on a income-based benefit wanting to claim a fee concession
- Those wanting to pay by instalments
- Those without a credit/debit card
- Those whose employer is to be invoiced for course fees.

In Person

You can enrol for any course at any centre. Please allow 15 minutes to complete the enrolment process.

By Post

You'll find an enrolment form in the centre of the Part-time Course Directory. You can also download and print an enrolment form from [here](#). You can also email to request an enrolment form to be sent to you in the post by sending your address to our Information Centre - info@wiltshire.ac.uk.

NB: You can use one form to list all the courses you choose.

Please complete all sections of the form and sign it before sending it, with your payment (a cheque made payable to Wiltshire College to the Enrolment Office at Trowbridge. Click [here](#) for addresses).

Courses with this symbol denotes interview required

Please complete the enrolment form in the usual way and send to The Enrolment Office, Wiltshire College Trowbridge, but make no payment. The Tutor or Enrolment Officer will then contact you to arrange an interview. The Tutor who interviews you will verify that you are suitable for the course and sign your enrolment form. You should then return the form to the Enrolment Office with your payment to reserve a place on the course.

NB: The Tutor's signature on the form does not guarantee a place on the course. This only occurs once you have returned the form to the Enrolment Office together with your payment.

Enrolling on Higher Education courses (course codes with 'H' or 'X' as the last letter)

Please contact the college and request a Part-time Higher Education Application Form and send it to Wiltshire College Lackham. All HE course applications are processed centrally and all applicants will be interviewed on the campus at which the course is delivered.

Leisure courses continuing through the year (codes ending in L0, L1 or L2)

Many leisure courses starting in September run for 2 or 3 terms and you will cover additional topics and gain more knowledge and skill as the year develops. A place on succeeding terms is guaranteed provided you enrol by 27 November 2009 for the spring term and 12 March 2010 for the summer term.

New students may join these courses - identified as 'Termly' in the Directory - in the Spring and Summer terms if places are available. However for you to benefit from joining some courses mid year - identified as 'Progressive' in the Directory - we need to ensure that you have the appropriate previous experience; this may involve a discussion with the tutor.

New students wanting to enrol on these courses can do so from 14 December 2009 for courses starting in January 2010, and from 29 March for those courses starting in April 2010 (subject to availability).