



Confirmation for advisers

For entry to conservatoires in 2008



Confirmation

Exam results

Confirmation of conservatoire places takes place following the release of summer examination results. Confirmation letters (CU12) are sent to applicants when conservatoires have received examination results and confirmed to CUKAS that the results are acceptable. The receipt of results and sending of the letters will be dependent on the examinations taken. For SQA and GCE examinations, the letters will be sent from:

SQA examinations	Monday 4 August
GCE A level and AS examinations	Wednesday 13 August

You should reassure your students that non-receipt of a Confirmation letter on either 5 August or 14 August does not necessarily mean that they have been unsuccessful. The conservatoire may not have made their decision in time for us to send a letter, or the postal service may be slow.

Students who receive a Confirmation letter cannot assume that they have achieved the examination results to meet the conditions of their offers. In some instances, they may not have obtained the grades or Tariff points needed to meet the conditions, but the conservatoire will still have been able to confirm their place.

We will send the majority of applicants' results to the conservatoires. It is, therefore, essential that applicants have provided us with accurate and full examination information. They should give us full details of any changes: for example, change of examination board, subject or level. Institutions may contact applicants direct for results if necessary.

Conditions of offer have been met

CUKAS applicants who have met the conditions of their Guaranteed Conditional First (GC1) choice, will be placed there. We will send these applicants a Confirmation letter confirming their place. The letter includes an email address for the applicant to use to confirm whether or not they intend to take up the place.

CUKAS applicants who are not confirmed at their Guaranteed Conditional First (GC1) choice cannot proceed any further in the 2008 entry application cycle.

CUKAS Reserve offers (VU or VC)

Conservatoires will only confirm a place for a Reserve Unconditional (VU) or Reserve Conditional (VC) offer if they have a vacancy for a guaranteed place. If there is no vacancy then the applicant will become unsuccessful for that choice. Applicants who have accepted reserve offers will know by 30 August whether their reserve choice has been confirmed or unsuccessful.

Conditions of offer have not been met

CUKAS applicants who have failed to meet the conditions may be made a changed course or year offer. The conservatoire will contact them directly to discuss this. If the applicant accepts this change they will be sent a Confirmation letter as explained previously.

Unsuccessful applicants

CUKAS applicants who are unsuccessful cannot apply to any other conservatoires in the 2008 entry application cycle.

Commitments at Confirmation

Applicants are expected to honour their commitments at Confirmation. If they are placed at a conservatoire in the CUKAS application system, they must take up that place or withdraw completely from this year's application cycle. Applicants do not have the right to turn down the offer and deal with any other conservatoire which recruits through CUKAS.

Applicants should contact the conservatoire direct about a change of course, date of entry or point of entry.

Track during Confirmation

Applicants can access their records on Track. Track is updated several times during the day so applicants can see changes to the status of their applications. Please see the table of important dates for restrictions to the Track service.

Contacting the conservatoires

Staff in admissions offices work extremely hard to process a vast number of Confirmation decisions quickly. Please encourage your students to:

- Use Track wherever possible. It may prevent the need to telephone the conservatoire. Make sure they have their username and password available. Applicants who have forgotten their username and password can request these on Track.
- If they know they have met the conditions of the offer – there is no need to ring.
- If they have narrowly missed the conditions – ring the conservatoire but be prepared to be patient.
- If they have lodged an appeal against a result – ring the conservatoire immediately; do not wait for the outcome of the appeal.

International students

The Confirmation procedures outlined in this leaflet apply equally to international students. International applicants are encouraged to use Track as much as possible.

Advice for applicants

Changes of address

Applicants must inform us of address changes immediately. Applicants should change their address on Track or call our Customer Service Unit on 0871 468 0 470. This is particularly important for applicants returning home from boarding schools in the summer.

Some general tips

Applicants should not be away on holiday when the results are issued. They should be available in person to handle whatever situation may arise.

Please tell applicants what advice facilities are available during August and September. We hope that schools and colleges will provide support for their applicants during this period. Please also make them aware of the services offered by careers offices.

THE HELPLINE FOR STAFF OF SCHOOLS, COLLEGES AND CAREERS OFFICES IS 0845 123 8001.

This number must not be given to applicants as it is a priority number for you only. If you have problems during Confirmation please ring us.

Our helplines will be busy, but applicants can ring us if necessary - our opening hours are shown in this leaflet.

Important: When you call, please have the correct application number available so that we can access our records quickly.

CUKAS important dates

Mid-July onwards	publication of BTEC results
30 July – 5 August am	Track frozen*
5 August	publication of SQA results
8 – 14 August am	Track frozen**
14 August	publication of GCE AS and A level results
31 August	last date for receipt of applications at CUKAS

* Track records are not updated. Applicants are not able to reply to offers until 5 August. Applicants should contact the CUKAS Customer Service Unit to make their replies.

** Track records are not updated. Applicants are not able to reply to offers until 14 August. Applicants should contact the CUKAS Customer Service Unit to make their replies.

Financial support

Applicants should already have applied for financial help towards tuition fees and living costs. If not, they should do so now. More information can be found on the following websites:

If you live in England
www.studentfinancedirect.co.uk

If you live in Northern Ireland
www.studentfinancenir.co.uk

If you live in Scotland
www.saas.gov.uk

If you live in Wales
www.studentfinancewales.co.uk

If you live elsewhere in the European Union or Switzerland
www.direct.gov.uk/studentfinance-eu

Our helpline

Applicants should use Track on the CUKAS website – www.cukas.ac.uk – to check the status of their application.

If they need to phone us, they should have their application number ready.

CUKAS HELPLINE
0871 468 0 470

UK BT landline calls will cost no more than 9p per minute.
Calls from mobiles and other networks may vary.

The CUKAS helpline services will be available at the following times:

Monday 11 August – Wednesday 13 August	8.30am – 6pm
Thursday 14 August and Friday 15 August	8am – 8pm
Saturday 16 August	9am – 5pm
Sunday 17 August	10am – 5pm
Monday 18 August – Friday 22 August	8.30am – 6pm
Saturday 23 August	10am – 2pm
Sunday 24 August	Closed
Monday 25 August (Bank Holiday)	10am – 2pm
Tuesday 26 August onwards	8.30am – 6pm

Want to help your students?

Make sure they use Track

The quickest and easiest way for them to:

- check the conditions of their offers
- check if their place has been confirmed
- update address details

Conservatoires UK
ADMISSIONS SERVICE

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COPIES OF THIS LEAFLET CAN BE DOWNLOADED FROM WWW.CUKAS.AC.UK

FURTHER INFORMATION ABOUT THE CUKAS APPLICATION PROCESS
T: +44 (0)845 123 8001 F: +44 (0)1242 544 961

CALLS TO THE 0845 NUMBER QUOTED ABOVE FROM BT LAND LINES WITHIN THE UK WILL COST NO MORE THAN 4P PER MINUTE. CALLS FROM MOBILES AND OTHER NETWORKS MAY VARY.

UCAS QUALITY AWARDS

