



# CLEARING TOOLKIT

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03330 112 315  
[www.sae.edu/clearing](http://www.sae.edu/clearing)



# CLEARING TOOLKIT



Welcome to the clearing toolkit from SAE Institute UK, your guide to becoming a clearing guru!

In this guide we will:

1. Reveal all the basics of the clearing process
2. Prepare you for clearing before it begins
3. Give you practical tips on how to go through clearing successfully
4. Offer expert hints about what to do once you've completed clearing
5. Provide you with a 'clearing checklist' to use on August 13th

Our friendly clearing advisers are ready for your call on **03330 112 315** or e-mail: **ukadmissions@sae.edu**

## WHAT IS CLEARING?

From mid-July to September universities and colleges will be offering places on courses that they still have availability on, this process is called 'Clearing'.

The busiest day for clearing this year is 13th August as this is the day A Level results come out and universities confirm with applicants whether they have met the conditions of their offer.

## HOW CAN I TAKE PART IN CLEARING?

The easiest way to enter clearing is through UCAS. You can do this if you have applied through UCAS earlier this year and fit into one of these categories:

- You haven't received any offers from any university or college
- You've declined all your offers or not responded within the deadlines you have been given
- Your offers haven't been confirmed as the required conditions haven't been met (e.g. you haven't received the necessary grades)
- UCAS received your application after 30 June 2015

If you only made a single choice on your original application, you can pay a small amount to UCAS and apply to other universities and colleges through UCAS clearing. If you paid the full cost originally then there is no further cost to you.

You can still complete an application through UCAS until 20 September 2015. If you applied after 30 June you were automatically entered into clearing. UCAS course vacancies in clearing are published from mid- August until late-September.

Institutes like SAE [www.sae.edu/clearing](http://www.sae.edu/clearing), publish their clearing lists a lot earlier on their websites so that candidates can avoid the rush and try and find a place before the results come out.

Please note that if you missed your A level grades by a small margin or have extenuating circumstances, you may still get your place confirmed by your first choice university or college. The best thing to do is to give us a call to let us know about your situation as soon as you get your results. Lines may be busy, but keep trying, our opening times over clearing are as follows:

Thursday 13th August	8am - 8pm
Friday 14th August	8am - 8pm
Saturday and Sunday 15th - 16th August	10am - 4pm
Monday - Friday 17th - 21st August	9am - 5pm
Saturday and Sunday 22nd - 23rd August	10am - 4pm
Monday - Friday 24th - 28th August	9am - 5pm
Saturday and Sunday 29th - 30th August	10am - 4pm
Monday 31st August	Closed

## RESEARCH RESEARCH RESEARCH!

Research alternative courses and universities before you receive your results. Make sure you write down telephone numbers for universities and colleges and look through their prospectuses or on their websites to see what places are still being advertised.

Clearing is a good time to look around universities, meet staff and speak to students. Each SAE Campus (Liverpool, London, Oxford and Glasgow) have daily tours which you can book on to via our website: [www.sae.edu/clearing](http://www.sae.edu/clearing)

## DOCUMENTS

Have a copy of all your exam results to hand e.g. GCSE results, A Level, BTEC results and all other qualifications as it is likely you will be asked for detailed information. Make sure you have translated these results into UCAS tariff points as many universities will need to know how many 'points' you are holding. Write down some notes on why particular courses and universities interest you. Look at your personal statement and jot down a few ideas if you think it might help an admissions tutor accept you and don't forget to include notable achievements.

## AVAILABILITY

During clearing, you need to be available in person to speak with admission tutors and to make decisions. If possible, plan your summer so that you are at home when your exam results come out. Speak to universities and colleges that you are interested in. At SAE we are happy to let you know about courses with availability in advance – a full list can be found online: [www.sae.edu/clearing](http://www.sae.edu/clearing)

## OPTIONS

SAE Institute and other universities offer many different ways to study. One of our unique selling points is that our degrees can be completed in just two academic years – making SAE an incredibly economical choice. You could save in the region of £20,000 by not paying fees and accommodation costs for three years which will give you lower overall debt. Discuss your ideas with your family, friends, careers advisers and teachers as their advice could prove extremely valuable.

## TYPE OF QUALIFICATIONS

UCAS receives many exam results directly from the awarding organisations. You need to check if the exams you took are among these. If your qualification is listed on the UCAS website you don't need to send your results to UCAS or universities and colleges to let them know your grades as UCAS will send them directly. If your qualifications are not listed on UCAS then you are responsible for advising us of your results – the sooner, the better! Scans of your results can be sent to [ukadmissions@sae.edu](mailto:ukadmissions@sae.edu)

## CHECK YOUR PROGRESS ONLINE

Make sure you check Apply on the UCAS website to see if you're eligible to use clearing as UCAS will not send you any documents to let you know. If you are eligible an 'add clearing choice' button will appear on your Apply 'choices' screen which you can use to apply for a course. UCAS only makes this option available late in the day on Thursday 13th August. Last year the "Add a clearing choice" button was only made live at around 5pm.

Tariff points. UCAS tariff points help universities and colleges with equivalencies across a range of qualifications available to students across the UK when deciding on course entry requirements and making conditional offers. Entry requirements and conditional offers that use tariff points will often require a minimum level of achievement in a specified subject (for example '300 points to include grade A at A level Chemistry'). At the end of this guide there is a clearing checklist section which has the tariff points for A Level and AS Level grades.

## WELLBEING AND ADVICE

Try to stay calm and relaxed. Talk to a careers or Connexions adviser at your school, college or local careers service about your options. If you are feeling worried about anything it may also be useful to call the National Exam Results Helpline on **0808 100 8000** or talk to an SAE Academic or clearing adviser on **03330 112 315**

## VACANCIES

Find out which courses have vacancies. Official vacancy lists are published on the UCAS website and in the national media following the publication of exam results in August. Some universities already have them on their websites, including SAE. You don't have to stick to the subject choices you made originally; there may be other areas which might suit you better.

There is no guarantee that places will be available on any particular course. At the same time, a course that is full may have vacancies later and lists are constantly updated. Check vacancy lists online to see the latest information.

Should the course you are looking for be full up, SAE offers a range of start dates during the year including January and May starts, so all is not lost! If the course you want is full up, we will offer you the next available start date.

## ADJUSTMENT

UCAS introduced 'adjustment' a few years ago and many universities, including SAE, welcome applicants who wish to enter through this process. If your exam results are better than you expected, and you meet and exceed the conditions of your conditional firm course choice, you now have the option to reconsider where and what you want to study within a set five day period.

To register for 'adjustment', you must log into UCAS Track, and click on 'Register for adjustment'. You then have 120 hours or five days to find, apply and accept an 'adjustment' place. 'Adjustment' runs from Thursday 13 August until 1 September 2015. If you wait for long, you may miss out on a place as they fill up fast.

## KNOW YOUR CLEARING NUMBER

Your clearing number is displayed on the UCAS 'welcome' and 'choices' pages in Apply. When you contact a university they will ask for your clearing number to confirm that you are eligible to enter clearing. The university will then view your complete application immediately on a secure online system.

## ADDING A CLEARING CHOICE

If a university or college provisionally offers you a place in clearing, they will normally give you a date by which you must enter their course details on UCAS Apply. If you want to be formally considered, you need to click on the 'add clearing choice' button and enter the course details and university code. You can only enter details for one choice, for example for SAE you would need to add S05.

Only enter a clearing choice if SAE has provisionally offered you a place on the course and you want over the telephone. If you enter a clearing choice without discussing it with us, this may delay the progress of your application.

## ACCEPTING AN OFFER

When you are speaking to different universities and colleges, you may be informally offered several places. You will need to decide which one offer you wish to submit an application for through UCAS Apply.

## CONFIRMATION

UCAS will let the university you have applied to know that you have entered their details on UCAS Apply. If the university accepts you, the acceptance will be displayed in the 'choices' section of Apply and UCAS will send you a letter to let you know that your place is confirmed. This letter, known as a Confirmation Letter, will explain whether there is anything you need to do now. Once you receive this letter, you will have officially gained a place. If you are not accepted, the 'add clearing choice' link in Track will be reactivated so that you can apply to another choice.

By taking up a place you accept the university or college's terms and conditions, so ask them where they are available to view (often this can be found in their prospectus). This in turn means you cannot apply to another university or college in the UCAS application cycle for 2015 entry.

## ACCOMMODATION

Once you have secured a place you will need to start thinking about where to live. SAE will put you in touch with other new students via social media groups so you can find likeminded students to share accommodation. Before you take the plunge and move into your new home, it's a good idea to visit the local area to get a feel for the neighbourhood. Is the accommodation an easy distance from the campus and lecture halls?

## BANKING AND TRANSPORT

If you plan on visiting friends and family during your time at SAE, check out local transport links and the cost of a return ticket. To manage your money and make the most of student life, take some time to investigate the student bank accounts available. They may also come with added benefits such as a student railcard or discounted books.

# TARIFF POINTS

The complete UCAS tariff table, including BTEC qualifications which are welcomed by SAE, can be found here: [www.ucas.ac.uk/students/ucas\\_tariff/tariffables](http://www.ucas.ac.uk/students/ucas_tariff/tariffables) Please note that not all courses are covered by UCAS (e.g. apprenticeships or Access) so you will need to contact universities directly if this affects you. We have included the A Level and AS Level tariff points below as an example.

## GCE and A Level tariff points

A*	140
A	120
B	100
C	80
D	60
E	40

## AS levels tariff points:

A	60
B	50
C	40
D	30
E	20

# USEFUL LINKS AND NUMBERS

### [www.ucas.ac.uk](http://www.ucas.ac.uk)

UCAS is the organisation responsible for managing applications to higher education courses in the UK. They aim to help students make informed choices about higher education, guiding them, their parents and advisers through the application process.

### [www.direct.gov.uk](http://www.direct.gov.uk)

The 'Education and Learning' section of DirectGov there is a clearing page with useful information about what to do if you don't meet your grades and how to process your student loan.

### [www.nus.org.uk](http://www.nus.org.uk)

The NUS (National Union of Students) represents the interests of more than seven million students and their mission is to promote, defend and extend the rights of students.

### [www.thestudentroom.co.uk](http://www.thestudentroom.co.uk)

The Student Room is one of the world's biggest online student community websites. You can seek professional advice, post comments in forums and access a range of student guides.

National Exam Results Helpline **0808 100 8000**

SAE Clearing Hotline **03330 112 315**

# CLEARING CHECKLIST

Collecting university/college contact details is essential in giving you the edge on getting the best places available in clearing, so fill in the table below if you want to act quickly.

UCAS ID: \_\_\_\_\_

Clearing Number: \_\_\_\_\_

Do you have:

Personal Statement  GCSE or equivalent qualifications

Your results:

Subject	Grade	Subject	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you have any questions, please contact us on:

**03330 112 315**

**ukadmissions@sae.edu**

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Thanks to: UCAS online for the information contained in this toolkit.