



Information and Advice at the Mary Ward Centre Summary for Students

What we offer:

- detailed information about all our courses
- advice on what course might suit you, and referral onward, if appropriate
- information about how to get help with the cost of doing a course at Mary Ward in hardship cases
- information on where to go for information and advice if we cannot help you.

How to get information and advice

You can consult our website: www.marywardcentre.ac.uk or contact the Centre by post, fax, email, phone or in person:

Mary Ward Centre
42 Queen Square London WC1N 3AQ
Tel: 020 7269 6000 Fax: 020 7269 6002
email: mwenquiries@marywardcentre.ac.uk

We are open to personal callers in term time for information and advice: Mon - Fri 09.30-20.30, Sat 09.30-16.30, and Sundays, 09.30 – 16.30, when the Centre is open. Outside term time, the reception desk is usually open during the day, but with shorter hours. Information about out- of -term time opening hours will be shown on the website, on the voicemail, and at the Centre. General information and advice about MWC courses is given by our Student Services staff. Information about courses at other local colleges is provided at Reception.

More detailed subject specific advice and guidance is given by our Heads of Department and their departmental administrators, and specialist tutors. Staff at Reception will contact these people for you.

Information and advice for students with disabilities and support needs is given by our Disability Support Officer, based in Reception.

A more in-depth, half hour guidance interview, to provide advice and guidance about education and careers can be arranged, via Reception. This service is impartial, confidential, and free of charge.

General information about the Centre, our courses, and being a student, is provided in the prospectus, the New Student leaflet, and the Student Handbook. Specific course information is in the Course descriptions and course leaflets. All these documents are available in print, on our website, and in other formats eg Braille.CD ROM, on request.

We have policies which cover all aspects of the student experience, which are available on the website, and in print from Reception.