**Certificate in Arboriculture Level 2 and 4 Checklist**

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| **Have you** | **Yes/No** | **Action and Information** |
| Met your Conditions? |  | If you are still in receipt of a Conditional Offer please refer back to your offer letter and ensure you have taken the action needed to meet your conditions.  You will **not be able to progress** onto further checks until this has been done and you are in receipt of an Unconditional Offer. |
| Accepted your Offer? |  | If you are in receipt of an Unconditional Offer, please ensure you have logged onto [MyPage](https://mypage.myerscough.ac.uk/) and accepted the offer as instructed to do so in your offer letter.  You will **not be able to progress** onto further checks until this step has been completed. |
| Returned Fee Agreement Form? |  | You must complete the form and return it to the address as instructed. If your employer is paying for any part of the course, then Appendix B must also be completed.  **Access the form**  [PDF version of the form](http://www.myerscough.ac.uk/media/2383/fe-fee-form.pdf)  [Word (editable) version of the form](http://www.myerscough.ac.uk/media/2382/fe-fee-form.docx)  You will not be eligible to enrol until we have received this information. |
| Accessed Microsoft Office 365 and  your Myerscough College Email Account? |  | To support you on your course, you can now access your Microsoft Office 365 Account. You can access this online at any time or download the programs to your device.  [Select this link for instructions on how to access this free service.](http://www.myerscough.ac.uk/my-application/office-365-account/) |