



Registration Guide

2024/25

Hello! This booklet will help you to prepare for Registration

It has been designed to explain what to expect when you begin your studies with University Centre Colchester. We hope you find it helpful and we look forward to working with you as you start your journey into Higher Education.

What will happen?

If you are a new student, you will receive a details confirming the date and time of your induction for your particular course. Details of where to report will be included, but if you are unsure of where to go please report to Main Reception.

You will be met by your tutor, who will give you information about your course.

You will receive an email prior to your induction day with details of how to register online for your programme.



Registration

Registration is when you will formally enrol onto your programme of study.

Autumn registration will take place **online** and you will receive an email explaining how to do this prior to **Thursday 19th September 2024**. In addition to your online enrolment you may also be asked to provide the following:

- Your original examination certificates and a copy (if requested)
- Student Loan Company Support Notification (if applicable),
Employer Authorisation Form or other payment method

What ID will be required?

It is an essential part of the registration criteria that students upload some form of identification.

You will be asked to upload evidence of your Passport/National ID Card **or any one** form of ID required from the following:

- Driving Licence
- Birth Certificate
- National Insurance Card or letter
- Student Loan Company Letter relating to 2024/25 loan

Please note that students who are non-UK/EEA nationals must provide a passport.

You will also be asked to upload a photograph of yourself which will be printed on your University Centre Colchester ID Card. This should be an appropriate photograph similar to what you would use for a passport or driving license application. Further details will be provided in your registration email.

Tuition Fees and Finance

Tuition Fees for New Students

Full-time undergraduate students who are new entrants to University Centre Colchester in 2024/25 will be charged tuition fees of £8,750 for the academic year 2024/25 (excluding HNC/HND programmes which will be charged at £6,750). Part-time students are charged pro-rata rates dependent on the length of their qualification. A full listing of course fees can be found in Appendix A of the **UCC Fee Policy 2024/25**, which is available at: www.colchester.ac.uk/ucc/ucc-policies-and-procedures

All students should read the UCC Fee Policy 2024/25 prior to registration to familiarise themselves with payment options, rules and liabilities.

Loans and Bursaries

UK and EU undergraduate students commencing their first Higher Education course can apply for a tuition fee loan. This can cover either full or partial course fees, dependent on individual circumstances. Applications should be made to Student Finance England online at: www.direct.gov.uk/studentfinance

If your circumstances change after you've applied for student finance, you'll need to tell Student Finance England. You can update many of your details online, such as your course, university, bank or address.

Students will be notified of their outcome by receiving a Support Notification, which will be required at registration. If you have any queries regarding the level of support you may be entitled to, or require help completing the online form, please contact UCC's Student Finance Adviser on **(01206) 712446**.

It is expected that students looking to apply for a student loan would have completed their application prior to registration. Information regarding what to do if you have not yet applied by the time of registration can be found in the **UCC Fee Policy 2024/25**.

Payment of Fees

Student Loan Payment

If you have submitted everything required to Student Finance England and your loan has been approved, but you are yet to receive your support notification, you will still be able to register at enrolment.

If you have not yet applied for your loan by the time of registration and intend to pay via this method you will continue to be liable for your fees and will be required to arrange a payment plan until you provide your support notification to the Registry department. Payment plans must be approved by the Colchester Institute finance department and be in place by the 4th October 2024.

Further details can be found in the **UCC Fee Policy 2024/25**.

Sponsor/Employer Payment

If a sponsor or employer is paying your fees, you will need to provide a completed sponsor/employer form. This form details the Terms and Conditions for fee payment and must be provided along with a 25% payment by Friday 4th October 2024. You can access a sponsor/employer form at: www.colchester.ac.uk/ucc/higher-education-finance

Or you may request a sponsor/employer form by emailing:
registry@colchester.ac.uk

Self Payment

If you will be paying for your tuition fees yourself and you wish to pay by monthly instalments you will be required to agree a payment plan with the Colchester Institute finance department by the 4th October 2024. Once agreed instalment payments will be taken automatically through a recurring payment system. Fees for the academic year are required to be paid in full within 10 months of commencing the course.

Students Accessing Postgraduate Loans

Students who intend to pay for a postgraduate programme of study by utilising the new Postgraduate Loans System will be deemed as self-payers and be required to make arrangements for a payment plan with the Colchester Institute finance department.

The Colchester Institute finance department can be contacted on:

finance@colchester.ac.uk



UCC Information

Accommodation

If you require student accommodation, or have any other queries regarding this, please contact our UCC Academic Services team by emailing:

uccacademicservices@colchester.ac.uk or calling **(01206) 712613**.

Disability and Additional Learning Support

We are committed to meeting the requirements of all our students. We offer services to support our students with additional support needs, disabilities, learning difficulties and medical conditions.

If you require support or would like further information about extra support that may be available, please email uccsupport@colchester.ac.uk or contact UCC Academic Services on **(01206) 712013**.

Criminal Convictions

All new students will be asked to disclose if they have any criminal convictions or pending prosecutions. This is unlikely to affect your registration but you may be asked to provide us with additional information.

This information is only required to assist us to fulfil our responsibilities to assess any potential risk to the large number of young students in the college and will be treated in strict confidence.

Please note: if you fail to disclose a criminal conviction at the point of registration and we are subsequently informed of this, you may be subject to disciplinary action or removal from the course.

Car Parking

University Centre Colchester offers limited onsite parking in the student car park. Since September 2021 we have operated a cashless campus, with the JustPark app used for pay-and-display parking and car parks managed by ANPR barriers. Please go to the Apple App Store or Android Play Store to download the JustPark app and add your details prior to parking on campus. You will be registered for the duration of your course. Without registration you are not authorised to park onsite and will not be able to gain access.

You will be required to purchase a pay-and-display ticket which can be paid for online or by phone. For 2024/25 the daily charge has been set at £2.50. Please note that there is no guarantee of an onsite parking space.

Alternative Parking and Travel Arrangements

Due to the limited onsite parking, it is recommended that students try and use alternative methods such as walking, cycling, or public transport wherever possible. The campus is easily accessible by public transport, with the mainline railway station approximately 10 minutes' walk away. Those who wish to cycle to University Centre Colchester can benefit from Colchester's network of cycle ways and a secure onsite bike shed.

Where car parking is required, there are several other public car parks close to the campus. University Centre Colchester also benefits from being just 10 minutes away from the Middleborough bus stop, which is included in Colchester's Park-and-Ride scheme.

Semester Dates

Registration and induction activities will take place on **Thursday 19th September 2024**. Your first week of taught classes will be week commencing **23rd September 2024**.

Full details of dates on which you will be required to attend during your first few weeks will be included in your registration letter. Your timetable will be issued either with your registration letter or on your first day.

Below are some other important dates for your diary:

Semester One	23 rd September 2024 - 17 th January 2025
Reading Week	28 th October 2024 - 1 st November 2024
Christmas Break	23 rd December 2024 - 3 rd January 2025
Semester One Restart: Assessment/Tutorials/Examinations	6 th January 2025 - 17 th January 2025
Inter-Semester Break	20 th January 2025 - 31 st January 2025
Semester Two	3 rd February 2025 - 30 th May 2025
Reading Week	17 th February 2025 - 21 st February 2025
Easter	7 th April 2025 - 18 th April 2025
Semester Two Restart	22 nd April 2025 - 16 th May 2025
Assessments/Tutorials/Examinations	19 th May 2025 - 31 st May 2025
Semester Two Ends	30 th May 2025

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The University Centre Colchester Academic Services Team

The University Centre Colchester Academic Services team provides a one-stop information service for enrolled students covering all aspects of your learning experience.

If we don't hold the information you need, we will find it for you.

We can help with any questions you have about your course such as where, when, and how to submit coursework, what to do if you cannot complete work on time, the help available if you have a problem, and what to do if you need to take a break in study.

You can contact us through the following methods:

- **In person:** Come find us in room HE103 in the University Centre Colchester building
- **By phone:** (01206) 712613
- **By email:** uccacademicservices@colchester.ac.uk

The University Centre Colchester Academic Services Office is open between **10.00am and 2.30pm (Monday to Friday)**. A virtual service is available outside of these times from **9.00am to 4.30pm (Monday to Friday)**. The virtual service can be accessed by emailing uccacademicservices@colchester.ac.uk

Contact Numbers

Below is a list of useful numbers that you may need:

- **UCC Admissions:** 01206 712432
- **UCC Academic Services:** 01206 712613
- **Registry:** 01206 712555

Disclaimer:

This guide is accurate at time of publication but is for guidance only and forms no part of a contract.