

Student Registration and Records

NOTES FOR APPLICANTS, PART-TIME PROFESSIONAL COURSES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE ENROLMENT FORM

You should retain these notes for reference after completing the application details overleaf.

The University encourages postal and personal applications in order to provide a flexible service for all students. A pre-paid envelope is included for your convenience.

1. Before completing the enrolment form you should read the specific course brochure for details of the qualifications necessary for admission and the days and times of classes.
NB *If you do not hold the necessary qualifications please refer carefully to note 5 below.*

2. You must complete ALL sections of the enrolment form using CAPITAL LETTERS and sign the declaration at the end. **If you do not complete relevant sections (e.g. date of birth, postcode) your enrolment form will be returned to you without being processed.**

3. **You should post the following items to the University in the pre-paid envelope provided:**
 - a) **your completed enrolment form**
 - b) **your fees (in accordance with notes 7-8). Cheques should be crossed and made payable to 'London Metropolitan University'. A request for the University to invoice an employer for the cost of a student's fee must:**
 - i) **be in the form of a purchase order,**
 - ii) **state clearly to which student/s and to which course/s and course dates the order refers,**
 - iii) **state clearly to whom the invoice should be sent and to which address,**
 - iv) **be signed by an authorised member of staff. The job title of the signatory must be stated.**
 - c) **a stamped self-addressed envelope, A4 size.**
 - d) **one passport photograph.**

4. Due to the sheer quantity of applicants, it is regretted that information relating to the progress of an application cannot be given by telephone.

5. Please note that it is your responsibility to comply with the requirements of any appropriate professional body and to ensure that you possess the minimum qualifications as stated in the University's course literature. If you do not hold the necessary academic qualifications, you must indicate this in the declaration section of the enrolment form AND enclose a covering letter which should state:
 - a) full details of all educational qualifications held,
 - b) the reasons for applying for the particular course,
 - c) details of any relevant work experience which may be acceptable in lieu of formal qualifications.

NB *Any enquiries regarding your eligibility to register with a professional body should be addressed to the body concerned and NOT the University.*

6. If the University offers you a place it will return to you documentation indicating the class(es) for which you have been accepted, together with your student identity card.
 In order to issue a student identity card the University requires you to submit one passport sized photograph of yourself along with your enrolment form. Your student identity card (which will also be a library card) together with a confirmation letter, will be posted in the envelope that you provide.
 All students and staff are required to carry a University identity card to enter University premises.
 Unfortunately classes that attract only a small number of enrolments are subject to cancellation. If this occurs your tuition fees will either be refunded in full, or contribute to another course.

TUITION FEES

7. Please read the relevant course literature to establish the appropriate amount of fees payable for your classes. If you are in any doubt, please contact the part-time professional courses student records team at Calcutta House. **If you are paying your tuition fees yourself, please complete and return the enclosed Enrolment Fee Record Form. Cheques should be made payable to London Metropolitan University.**

For students who have resided outside the UK/EU, if you have restrictions on length of stay in the UK or have resided outside the UK/EU in the last three years then you will be charged the higher level of tuition fees. Evidence of your status may be required and you may be asked to complete a fee status questionnaire. You must ensure that you possess appropriate home office documentation which permits you to study as a student for the duration of the course.

NB You will not be fully enrolled and gain a place on the course until you have paid the correct tuition fee in full for the current academic year or provided a sponsor letter on original headed paper.

8. Domicile (country of usual permanent residence) – In order to be considered domiciled in the UK/European Union (EU)/European Economic Area (EEA) you must fulfil the criteria defined by the Education (Student Support) Regulations, for the current year, and you may be asked for evidence of your status. Students not fulfilling these criteria may be considered to be domiciled outside the country stated and charged the higher tuition fee.

9. Hardship

The University may be able to offer some modest assistance with meeting fees in cases of severe financial hardship. Students should discuss this matter with our Student Services Department.

APPLICATION DETAILS

Please complete the following section and retain this document to remind you of the subjects and times that you have applied for.

COURSE TITLE:						
SUBJECT TITLES:	DAY	AM	PM	EVE	START	FINISH
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
ALTERNATIVE SUBJECTS:						

EQUAL OPPORTUNITIES

10. London Metropolitan University has a policy of promoting equal opportunities and avoiding discrimination on grounds such as gender, race, background, disability or learning difficulties. The University produces statistical information on all these areas to help ensure that the policy is working. In addition the DfES requires the University to collect this information. To assist in these endeavours you are asked to complete all data on the enrolment form. This information will be dealt with in confidence at both local and national level.

If you do not complete the sections identified below a default code will be used as follows:

Ethnicity codes: 98 – Information refused (default code)

Disability Codes: 0 – No disability – (default code)

UNIVERSITY REGULATIONS

11. Signing the enrolment form confirms that you have read, understood and unconditionally accepted the following points.
12. As an enrolled student you are subject to the Laws and Regulations of the University. These are set out in the student handbook and are available from the Department of Academic Administration. The University's Academic Regulations or those parts relevant to the course are also applicable.

All approved courses and programmes of study leading to the University's Awards have Course Specific Regulations, copies of which are normally published in a Course Handbook and given to new students at the time of enrolment.
13. **Fees must be paid in advance and in full. They are not normally refunded or transferable. The University reserves the right to revise fees at any time.**
14. Your name and date of birth as shown on the enrolment form signed by you will be used by the University for all purposes. These include preparation of certificates and other documents. The University reserves the right to inspect documents, e.g. passports, birth certificates, etc. to ensure that your name is consistent with official documentation.
15. It is a condition of enrolment that you thereby agree:
 - a) to take reasonable care of the health and safety of yourself and of the other persons who may be affected by your acts or omissions;
 - b) to co-operate with all members of the University staff in maintaining the requirements of the Health and Safety at Work (1974) Act;
 - c) not to interfere with, intentionally or recklessly, or misuse anything provided in the interests of health, safety or welfare in the University;
 - d) that your personal data can be held in the University's Administrative Computer systems. The University holds personal data on all applicants and enrolled students on computer systems. These systems have been registered in accordance with the Data Protection Act 1998. Information relating to regulations and University practice in this area are contained in the student handbook;
 - e) that the University may use your relevant personal information to obtain examination results from professional bodies;
 - f) that you can accept the terms of the following statement:

I hereby give my consent for London Metropolitan University to process information related to myself, including CCTV and audio monitoring service for security reasons within the University premises. I understand that this essential processing is necessary for the administration of my studies and this might include the publication of the pass lists on notice boards. I give my consent to pass some of my personal information to HESA as I understand that this is the University's obligation to the funding councils. I also give my consent to the provision of information to third parties, for example progress information required by sponsors, references to potential employers, the Home Office for visa applications, and information to external examining bodies (e.g. BTEC, CGLI) where necessary. My right to opt out of the website e-mail directory has not been affected by this declaration.
16. In any academic session, the University may from time to time have to make adjustments to the availability, duration, date, time or location of a tuition programme, within the declared dates of that session. Although every effort is made to keep this to a minimum, these adjustments may take place after enrolment has been completed.