GUIDE TO
ONLINE ENROLMENT
USING YOUR STUDENT PERSONAL INFORMATION PORTAL (PIP)
ONLINE ENROLMENT

To complete online enrolment, you need to access your student Personal Information Portal (PIP) and complete the Academic and Financial Enrolment sections. You will need to have your student number and your Portal password ready.

LOGGING IN

On the PIP login page, enter your student number in the ‘Applicant/Personal, Student or Staff ID’ box e.g. 14141414, and Portal password in the ‘Password’ box.

*Please note that the password box is case sensitive, so make sure you are using the correct case (e.g. UPPER or lower) when entering your password.*

![Personal Information Portal Login](image)

HOW TO ACCESS ONLINE ENROLMENT

Once you have logged in to your PIP, click on the ‘My Enrolment & Accounts’ tab and then the ‘Online Enrolment’ link as shown below:

![My Enrolment & Accounts](image)
HOW TO USE ONLINE ENROLMENT

After clicking on the 'Online Enrolment' link, you will be taken to the Online Enrolment homepage:

To begin, click on the ‘Incomplete’ button in the Academic Enrolment section:

The first page you will need to check and update (where necessary) is the personal details page:
Check that the information shown in the different sections of the personal details page is accurate and up-to-date. Add or select from the drop-down menu choices the required information where necessary.

The * next to some of the headings indicates that the information is required and therefore the boxes cannot be left blank. Those without the * are optional. Whilst you can move from one page to another using the Home, Personal, Address, Contact and Completion tabs, you will not be able to move from a page if required information is missing.

Click on the ‘Next’ button when you have completed the personal details page.

The second page you will need to check and update (where necessary) is the address details page:

---

**Academic Enrolment**

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester / Term-time</td>
<td></td>
</tr>
<tr>
<td>accommodation type *</td>
<td></td>
</tr>
</tbody>
</table>

**Home Address**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 1</td>
<td>11 Make-believe Street</td>
</tr>
<tr>
<td>Street 2</td>
<td>Pretend Vale</td>
</tr>
<tr>
<td>Town / City</td>
<td>Pretendshire</td>
</tr>
<tr>
<td>County / State</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Country *</td>
<td>Uk</td>
</tr>
<tr>
<td>Postcode</td>
<td>OX4 4AD</td>
</tr>
<tr>
<td>Phone Number</td>
<td>01234-567890</td>
</tr>
</tbody>
</table>
Check that the information shown in the different sections of the address details page is accurate and up-to-date. To update your address details enter your postcode and click on the ‘Find Address’ button to quickly find your address.

If applicable, click in the check box at the bottom of the page to add alternative correspondence address details.

The * next to some of the headings indicates that the information is required and therefore the boxes cannot be left blank. Those without the * are optional. Whilst you can move from one section to another using the Home, Personal, Address, Contact and Completion tabs, you will not be able to move from a page if required information is missing.

Click on the ‘Next’ button when you have completed the address details page.
The third page you will need to check and update (where necessary) is the emergency contact details page:
It is important that the University has an emergency contact recorded for you on our system and that this information is accurate and up-to-date. To update the address details for an emergency contact enter their postcode and click on the ‘Find Address’ button to quickly find their address.

The * next to some of the headings indicates that the information is required and therefore the boxes cannot be left blank. Those without the * are optional. Whilst you can move from one section to another using the Home, Personal, Address, Contact and Completion tabs, you will not be able to move from a page if required information is missing.

Click on the ‘Next’ button when you have completed the emergency contact details page.

The final page of the Academic Enrolment section is the completion page. Read through the statement on this page and if you are confident that the information you have provided thus far is correct, click on the submit button:

![Academic Enrolment](image)

After clicking on the submit button, you will be returned to the Online Enrolment homepage. Your academic enrolment status will change to ‘complete’:

![Academic Enrolment Complete](image)

The next step is to arrange the payment of your course or module fees and this is done via the financial enrolment section.
You have now successfully completed the online academic enrolment process. The next step is to arrange the payment of your course or module fees. If you have any queries regarding the financial enrolment section of online enrolment contact: finance-fees@brookes.ac.uk or telephone: 01865 483088

Choose your fee status

The next stage of the enrolment process differs depending on your fee status.

UK (home) or EU student paying with a full tuition fee loan

go to page 9

UK (home) or EU student self financing / paying with a partial fee loan

go to page 11

Overseas (non-UK or EU) student

go to page 15
UK OR EU STUDENT PAYING WITH A FULL TUITION FEE LOAN

ARRANGING YOUR FEE PAYMENT

Paying by module

If you are taking one or more individual modules, rather than a whole course, you must enter details of how many modules you will be taking in each session (e.g., semester). You do this on the Course Fee Payment screen (as shown below). The online system will then calculate the fees for this academic year.

If this does not apply to you, please skip to the ‘Who pays your fees?’ section, below.

Who pays your fees?

Whether you are taking individual modules, or a whole course, you must let us know how your fees will be paid.

On the Course Fee Payment screen (as shown below), check that the course or module fees are correct. Then select the box next to the statement ‘Yes, I have applied for a tuition fee loan/grant to cover the full amount’.

If your fees are not fully covered by the Student Loans Company, please go back to page eight and choose the option which best describes your situation.

---

Example of Course Fee Payment screen:

- Course to be studied: [Course Name]
- Fee per Module: [Amount]
- Fee Waiver/Discount: [Amount]
- Advance Payment: [Amount]
- Amount Due: [Amount]

Please enter the number of modules you will take per session (e.g., per semester) into these boxes.

---

Example of Who pays your fees section:

Have you applied for a loan or grant from the Student Loan Company (SLC) to pay for your tuition fees?

- Yes, I have applied for a tuition fee loan/grant to cover the full amount.
- Yes, I have applied for a tuition fee loan/grant to cover part of the amount.
- No, I have not applied for a tuition fee loan/grant.

Please choose the option which best describes your funding situation.
The Financial Enrolment Confirmation page (as shown below) will ask you to check and confirm the details of your course or module fees.

If the information is all correct, you can continue by clicking ‘Yes, these details are correct’.

If you notice a mistake, click on ‘No, I want to try again’ to amend your payment details.

Once you have confirmed that your financial information is correct, you will be taken to the Online Enrolment homepage where confirmation of your enrolment status will be displayed:
UK OR EU STUDENT SELF FINANCING / PAYING WITH A PARTIAL FEE LOAN

ARRANGING YOUR FEE PAYMENT

Paying by module

If you are taking one or more individual modules, rather than a whole course, you must enter details of how many modules you will be taking in each session (e.g., semester). You do this on the Course Fee Payment screen (as shown below). The online system will then calculate the fees for this academic year. If this does not apply to you, please skip to the ‘Who pays your fees?’ section, below.

Please enter the number of modules you will take per session (e.g., per semester) into these boxes.

Who pays your fees?

Whether you are taking individual modules, or a whole course, you must let us know how your fees will be paid. On the Course Fee Payment screen (as shown below), check that the course or module fees are correct, then select an option from the list.

Please choose the option which best describes your funding situation.
The following page will allow you to record the breakdown of who is paying your fees. They could be paid in part by yourself, a sponsor, or the Student Loan Company.

If you selected ‘No, I have not applied for a tuition fee loan/grant’ on the previous page, this field will show £0.00

If you are being sponsored by a company, please enter their details in this section

YOUR PAYMENT PLAN

The next page will allow you to choose the number of instalments in which you can pay your fees.

Select one option, then click ‘OK’

The following payment plan(s) are available to you. Please select the payment plan that you require and then click the OK button to proceed to the confirmation page. (Please note: Your fee will remain the same regardless of the number of instalments)

A 1 instalment due on 7th September 2015 or
B 2 instalments due on 7th September 2015, and 20th January 2016

Note: If the first payment date has passed, your first payment will be taken immediately.

Once you have chosen your payment plan, you will see the Financial Enrolment Confirmation screen. This screen will show details of your course or module fees.

Check the details on this screen carefully, and if they are accurate, click ‘Yes, these details are correct’.

If something needs to change, click ‘No, I want to try again’, and you can go back to the start of the financial enrolment process.
A page listing important facts about your financial enrolment will be displayed. Please read through these carefully.

Click on the ‘Payment Details’ button once you have read through the information on the screen and are ready to proceed.

PAYING YOUR FEES ONLINE

You will now be transferred to the payment screens to check the instalments you have arranged.

The next screen will ask for your credit/debit card information, along with your billing address. Fill in all the fields and press ‘Continue’ when complete.

Your ‘Summary of Payment’ screen will then be displayed. Check the details, and click ‘Confirm your Payment’ if everything is correct.
PAYMENT SUMMARY

You will now see a screen summarising your payment plan. You will also receive a confirmation email.

Please click ‘Finish’ at the bottom of the summary screen to complete your online enrolment.

You will be taken to the Online Enrolment homepage where confirmation of your enrolment status will be displayed:

- **Academic Enrolment Complete**
  For help please contact the Course and Student Administration Team.

- **Financial Enrolment Complete**
  For help please contact the Student Finance Office.
OVERSEAS (NON-UK OR EU) STUDENT

ARRANGING YOUR FEE PAYMENT

Paying by module

If you are taking one or more individual modules, rather than a whole course, you must enter details of how many modules you will be taking in each session (eg semester). You do this on the Course Fee Payment screen (as shown below). The online system will then calculate the fees for this academic year. If this does not apply to you, please skip to the ‘Who pays your fees?’ section, below.

Please enter the number of modules you will take per session (eg per semester) into these boxes.

Who pays your fees?

The Course Fee Payment screen (as shown below) will allow you to record the breakdown of who is paying the fees for your course or module(s); they could be paid by yourself, a sponsor, or a combination of the two.

Click ‘OK’ when you have completed all the required fields. If you do not have a sponsor (a company) to pay any part of your fees, leave the lower section of the form blank.
The following payment plan(s) are available to you. Please select the payment plan that you require and then click the OK button to proceed to the confirmation page.

(Please note: Your fee will remain the same regardless of the number of instalments)
- 1 installment due on 7th September 2015 or 20th January 2016
- 2 instalments due on 7th September 2015, and 20th January 2016

Note: If the first payment date has passed, your first payment will be taken immediately.

How do you wish to pay?
- online by credit or debit card (This is the University’s preferred payment method. However, if you do not have access to a credit or debit card we can accept payment by bank transfer)
- by bank transfer

Select your preferences, then click ‘OK’

# PAYING ONLINE

If you are paying your fees on-line, using a credit or debit card, please follow the instructions below. If you have opted to pay by bank transfer, please ignore this section and skip to ‘Paying by Bank Transfer’, on the next page (in the grey box).

Once you have chosen your payment plan, you will see the Financial Enrolment Confirmation screen. Check the details on this screen carefully.

- If the information is accurate, click ‘Yes, these details are correct’.
- If something needs to change, click ‘No, I want to try again’, and you can go back to the start of the financial enrolment process.

A page listing important facts about your financial enrolment will be displayed. Please read through these carefully.

Financial Enrolment Confirmation
For 119014191 APPLICANT FOR PIP: FEND

Thank you for choosing your instalment plan. By completing the financial enrolment process, you are confirming that:

- You understand that the fee quoted is calculated according to the information the University holds about your course, fee status and any discount applicable to your fee.
- You are aware that the University will invoice you only for the fees you must pay. You do not, with the agreement of the Student Finance Office, allow any additional payment arrangement (e.g. instalments) to be deferred.
- You understand that if you provide incorrect information to the University or enter an incorrect account number, your bank may transfer your payment to another account. You will not be reimbursed if this occurs.
- You understand that the information you provide is correct and that you understand the University Code of Procedures and that you understand the information above will be held and processed as described in the statement. You also agree to make payment in accordance with the University’s Terms and Conditions.
- You understand that if you do not pay your fees within the specified timeframe, your place will be withdrawn.

Please note: If your fee is late, your place will be withdrawn and fees will be deducted from your account and 7TH SEPTEMBER 2015

Please click on the Payment Details link at the bottom of the screen page where you can enter your payment details.

Click on the ‘Payment Details’ button once you have read through the information on the screen and are ready to proceed.

Skip to the ‘Paying Online (continued) section on the next page for instructions on how to pay online
PAYING BY BANK TRANSFER

We encourage all overseas students to pay online by credit or debit card. However, if this is not possible, fees may be paid by bank transfer. If you have selected this option, you will see a screen displaying the information needed to make a payment transfer to Oxford Brookes University.

Please use the information displayed on this screen to make your bank transfer, ensuring that you use your applicant/student number as the payment reference, along with your name and the phrase “for tuition fees”.

If possible, please also email a copy of your payment receipt to:

remittances@brookes.ac.uk

Thank you for agreeing to pay by bank transfer. Please arrange to transfer funds by the payment date to the University’s bank account details below. Your instalment plan is only provisionally complete. It will be fully completed once your payment arrives in the University’s bank account.

Name of Payee: Oxford Brookes University Direct Remittance Account
Account Number: 66723770
Sort Code: 20 65 18
BSI Code: BACO192
BSI number: GHSB13
Bank address: Barclays Bank Plc, PO Box 323, Oxford, OX1 3HS

Please ensure your name and student number, 119014101, are clearly marked and your payment is labelled as being for tuition fees.

Where possible please email a copy of your receipt of remittance advice to remittances@brookes.ac.uk.

PAYING ONLINE (CONTINUED)

You will be transferred to the online payment screens to check the instalments you have arranged.

Click to proceed to payment details
The next screen (see below) will ask for your credit/debit card information, along with your billing address.

Fill in all the fields and press ‘Continue’ when complete.

Your ‘Summary of Payment’ screen will then be displayed.

Check the details, and click ‘Confirm your Payment’ if everything is correct.

PAYMENT SUMMARY

You will now see a screen summarising your payment plan. You will also receive a confirmation email.

Please click ‘Finish’ at the bottom of the summary screen to complete your online enrolment.

You will be taken to the Online Enrolment homepage where confirmation of your enrolment status will be displayed:

---

Academic Enrolment Complete
For help please contact the Course and Student Administration Team.

Financial Enrolment Complete
For help please contact the Student Finance Office.