MORE STUDENT INFORMATION

On the second sheet of the green form, there is a number of multiple choice fields for the student to complete. This information helps us to build a clear picture of the student body at Oxford Brookes, and students should be encouraged to complete it in as much detail as possible.

Also on this page, students have space to enter previous qualifications.

If the student has completed part of the enrolment online, their enrolment form may be one page long only, meaning we already have this information and they are not required to supply it again.

Student ID Cards

Students must upload photographs online prior to face-to-face enrolment to receive an Oxford Brookes student ID card.

Please ensure that your new students understand the importance of uploading a photograph.

Students will be issued with a Portal password along with their student ID card when the enrolment process has been completed.

If you need more advice on enrolling new students, please contact

STUDENT CENTRAL

csa@brookes.ac.uk

ext. 3451

ENROLLING NEW STUDENTS

Student Central
GUIDE TO ENROLLING NEW STUDENTS

The enrolment form

All new students must complete an enrolment form, this is held by the university as proof that the student agreed to join the course detailed on the form. Some sections should be checked and completed by the student, and some by a member of staff.

The first sheet of the form looks like this:

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**FOR STAFF USE ONLY**

- **Course position**: Foundation Degree in Business, Management &
- **Award aim**: Foundation Degree
- **Speciality code, if applicable**: 
- **Residence**: H
- **Group**: 
- **CPOS code**: A B 2 1 A
- **Award**: Foundation Degree
- **Specialties**: 
- **Entry date**: 01 09 14

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**Additional Information**

Before signing the ‘admitted by’ section, please make sure you have checked any documents needed for enrolment on the course in question, such documents may include:

- Security clearances (eg CRB records)
- Proof of arrangements for fees
- Previous qualifications
- Passport photographs
- Identification

**Paying Fees**

Students should complete their financial enrolment online via their PIP prior to their enrolment day. In order to be fully enrolled onto their course, students are required to pay the first semester tuition fees or provide evidence of funding, such as a tuition fee loan from Student Finance England or sponsorship from an employer.

Where financial enrolment is not completed online, students will be temporarily enrolled onto their course and advised to contact Student Finance immediately to make arrangements for fees to be paid over the telephone. Students providing evidence of sponsorship on their enrolment day will be fully enrolled.