Student Information reference guide

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How to log in and navigate

Log in to the system using your student number and single sign-on password. This will take you to a landing page where you can access your student information. There are a number of quick links on this page to commonly used services, such as Student Profile, My Records and Results, Moodle and your Google Calendar. All menu options can also be accessed via the Grid icon in the top left hand corner:

Click on the Grid icon and then on Banner to see the menus available to you:
Things to note

Module codes

Module codes are changing. New module codes will be made up of two parts – a Subject code and a Course code. The words Module and Course are used interchangeably in the Student Information system.

For example, U04500 Engineering Mathematics and Modelling I becomes ENGR 4001, where ENGR is the Subject code, denoting that it is an Engineering module, and 4001 is the Course code – the first digit indicates the level of the module.

Terms

In the Student Information system, the academic year is split into three Terms – Autumn, Spring and Summer, which equate to Semesters 1, 2 and 3 respectively.
Student menu

The **Student** menu allows you to view your profile, access online enrolment, register modules, request a transcript and submit online requests, among other options. All menu options are described below.

<table>
<thead>
<tr>
<th>My Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Profile</td>
</tr>
<tr>
<td>My Record &amp; Results</td>
</tr>
<tr>
<td>Online Enrolment</td>
</tr>
<tr>
<td>Module Registration</td>
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<tr>
<td>Module Search</td>
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<td>View Grades</td>
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<tr>
<td>Graduation Ceremony</td>
</tr>
<tr>
<td>Academic Transcript</td>
</tr>
<tr>
<td>Forms and Requests</td>
</tr>
<tr>
<td>Update Personal Information</td>
</tr>
</tbody>
</table>

**Student Profile**

Use the **Student Profile** link on the landing page, or the **Student Profile** option in the **Student** menu, to view your student profile.
Hello Mr Simon Training,

This is the entry page for Student Information. From here, you can navigate to the following pages using the menu on the header (Alt+M):

- My Records & Results
  - Student Profile
- Online Enrolment
- Forms and Requests
- Moodle
- My Calendar

If you are a taught student and have any questions, please email Student Central or telephone 01865 483455.

If you are a research student and have any questions, please email Research Enrolment or telephone 01865 483869 or 01865 484244.
<table>
<thead>
<tr>
<th></th>
<th>The Term for which your profile information is displayed. This will default to the current Term – click on the <strong>dropdown arrow</strong> to select a different Term.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student photograph – please note, if you have an ad blocker installed in your browser, your photograph will not be displayed.</td>
</tr>
<tr>
<td>3</td>
<td>Prior Education and Training – this section lists your entry qualifications.</td>
</tr>
<tr>
<td>4</td>
<td>Additional Links – Module Registration, Google Calendar, Academic Transcript (links to the Online Shop) and Moodle.</td>
</tr>
<tr>
<td>5</td>
<td>Student Information – this section contains your contact information, and general details about the type of course you are doing. It also displays your graduation applications, and the name of your Academic Adviser.</td>
</tr>
<tr>
<td>6</td>
<td>Notices – this is where you will find messages about your student status.</td>
</tr>
<tr>
<td>7</td>
<td>Holds – if there is a block placed on your account, for example, for non-payment of fees, this is where you will see details of why your account is blocked, and how to resolve it.</td>
</tr>
<tr>
<td>8</td>
<td>Curriculum – this is where you can see details of your programme. If you are studying more than one programme at the same time, all of your details will now be held under one student number. To see the details of your other course, click on the Secondary tab.</td>
</tr>
<tr>
<td>9</td>
<td>Registered Modules – this section will display the modules you have registered for the Term you selected from the dropdown list in the top left hand corner.</td>
</tr>
</tbody>
</table>
My Records and Results

Use the My Record and Results link on the landing page, or the My Record and Results option in the Student menu, to view your student profile.

Your Record and Results page is divided into several sections. The top section displays your programme details, including your entry date, expected completion date, current stage and mode of study. You can also view your enrolment and visa status here, and see details of your Academic Adviser, Subject Coordinator and Programme Lead:
Further down the page are the modules that you have already taken, as well as the modules you have registered on your programme for the current/coming academic year. You can also click to go to Module Registration, and to look up module details in the Module Catalogue.
Online Enrolment

As part of your online enrolment you will need to complete all of the following:

1. Academic Enrolment
2. Financial Enrolment
3. Photo Upload

Your online enrolment is not finished until all of these sections are complete.
For example, if your academic enrolment is incomplete, you will see **Start Academic Enrolment** button within this section:

![Start Academic Enrolment](image)

Once your academic enrolment has been completed, you will see a confirmatory message:

![Confirmatory Message](image)

Please see “Enrolment” chapter of this manual for guidance on how to complete your online enrolment.

**Module Registration**

The first time that this system will be used to register your modules will be in September 2019. Instruction on how to register your modules will be provided in due course. Check the [Student Information page](#) for more details.
Module Search

Use the Module Search option in the Student menu to look up timetable information for any module.

First, specify the Term for which you would like to view a module’s timetable information using the dropdown list:
You can then specify your search terms on the following page. **You must pick a Subject, either by selecting from the dropdown list, or by typing in the Subject field.** You can narrow down the number of results you see by specifying a Course Number or keyword. A percentage mark (%) can be used as a wild card. Once you have defined your search terms, click on **Search**:
For example, searching for Engineering in the Subject field, and 4% in the Course Number field yields a list of all Level 4 Engineering modules. Timetable information is in the Meeting Times column:

**View Grades**

Use the **View Grades** option in the **Student** menu, to view your marks for individual modules.
First, specify the Term for which you would like to view your marks using the dropdown list. To view available marks for all of your courses, select All Terms:
Then, select a Course Level using the dropdown list:

Finally, select a Study Path using the dropdown list. To view your marks for all of your courses, select All Courses:

Once you have specified the Term, Level and Study Path details, you will see a list of modules. Click on the Components button to see your marks for individual assessment components when they are available:
Graduation Ceremony

The first time that this system will be used to register for a graduation ceremony will be for the June 2020 ceremonies. Registration will open in March 2020, and instructions on how to register will be provided in due course. Check the Student Information page for more details.

Academic Transcript

Use the Academic Transcript option in the Student menu to request a transcript via the Online Shop. Please note, charges may apply.
Forms and Requests

A number of student requests will now be processed via the Student Requests menu option. These include requesting council tax and attendance letters, subject changes and exceptional circumstances. Further information will be provided in due course. Check the Student Information page for more details.
Update Personal Information

Use the Update Personal Information option in the Student menu to amend your personal details, including your address, phone number and emergency contact details:

Check the details that are currently recorded for you in each tab, and make updates as necessary. Fields marked with * are mandatory:
Once you have made all updates, click on the **Completion** tab and click **Submit**.

**Terms and Conditions**

Please tick all boxes

- I agree to abide by the University's rules, regulations, policies and guidance notes, and any subsequent amendments, here
- I agree to abide by the University standards of personal behaviour, as described in the Academic and Student Conduct Regulations here
- I have read the summary on Use of Students' Information and agree to my personal data being held and processed as described in that statement

[Submit]
Enrolment

As part of your online enrolment you will need to complete all of the following:

1. Academic Enrolment
2. Financial Enrolment
3. Photo Upload

Your online enrolment is not finished until all of these sections are complete.

There is no need to complete your enrolment in one sitting. You could complete each section separately.

Academic Enrolment

Use the Online Enrolment option in the Student menu to access your enrolment page. Then click on the Start Academic Enrolment button.

As part of academic enrolment you will need to update:

✓ Personal information
✓ Address
✓ Emergency contact(s)
✓ Employability information
New students will additionally need to update:

✔ Qualifications

Some of the information will be pre-populated from your application form (for new students) / existing student record (for continuing students). Please confirm whether this information is correct and update it, where necessary.

On the left hand side of the screen you will find a summary of key information. Please check that this information is correct. If there are any discrepancies in these details, please contact Student Central (Tel: +44 (0)1865 483455; Email: studentcentral@brookes.ac.uk)

On the main part of the screen your details will be organised under several tabs:

- **Personal** – personal information;
- **Address** – home and term-time address details;
● **Contact** – emergency contact(s);

● **Qualifications** – achieved Level 3 qualifications (for new students only);

● **Career** – employability information;

● **Completion** – consent to abide by University standards and regulations.

### Mandatory fields

Mandatory fields are marked with an asterisk.

| Email Address * | example@example.j |
| Mobile Phone no * | 12345 |

Please populate all mandatory fields on each tab. You will not be able to complete your academic enrolment until all mandatory fields are populated.

### Navigation

Start by updating information on the **Personal** tab. You will then be able to proceed by clicking on the **Next** button at the bottom of the page.
Each time you open a new tab, information that you entered/updated on the previous tab will be saved. You will see a notification in the top right corner of the screen to confirm this.

If you see an error message in the top right corner, this may mean that you have not filled one of the mandatory fields. This field will be highlighted in red. You will not be able to move on to the following tab until you populate all mandatory fields.

Please note: You will need to progress through the tabs in sequential order using the Next button.
Personal tab

Personal details, such as your email address, mobile number, information about your ethnicity, gender and any disabilities will need to be entered on the Personal tab.

Below you will find additional information about some of the fields on the form.

<table>
<thead>
<tr>
<th>Field name</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred First Name</td>
<td>Please enter the name that you would like to be known by. This may be the same as your given name, or it may be different. This name will be used for informal communications. However, all official documents (e.g. transcript) will quote your legal name.</td>
</tr>
<tr>
<td>Do you have any care commitments that may affect your timetable?</td>
<td>If you answer Yes, this information will be reviewed and taken into consideration when scheduling teaching events.</td>
</tr>
<tr>
<td>Are you a Care leaver or have you ever been in Care or looked after?</td>
<td>Please answer Yes if you have been looked after by your local authority instead of your parents (e.g. Foster Care or Children’s Home). Oxford Brookes University provides related support as and when needed. Your answer to this question might help you to access the transition from Care bursary of up to £2000 a year.</td>
</tr>
<tr>
<td>Are you irreconcilably estranged from your parents?</td>
<td>Please answer Yes if have had no contact with your parents for at least 12 months and this is unlikely to change, or if you have been assessed as independent by Student Finance England or by a local authority. Your answer to this question might help you access the £2000 a year estranged students bursary.</td>
</tr>
</tbody>
</table>
| Would you like us to sign you up to the Electoral Register? (Subject to Eligibility) | **Please note:** If you are eligible to vote in UK elections you need to complete your initial registration individually with your local authority so that you can vote.  

If you answer Yes to this question, we will share information about your local address with Oxford City Council. Together with your local
address we will pass on your National Insurance Number (if you have one) and your personal email address (Oxford City Council may use your personal email to contact you).

If you answer **Yes**, you will notice an additional field appear on the **Personal** tab, asking you to enter your National Insurance Number.

<table>
<thead>
<tr>
<th>National Insurance No</th>
<th>This field appears on the form only if you answer <strong>Yes</strong> to the previous question (“Would you like us to sign you up to the Electoral Register?”). Your National Insurance Number information will only be used for the purposes of signing you up to the local electoral register, <strong>if you wish to do so</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please enter your National Insurance Number using the official format (e.g. QQ123456C).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disabilities</th>
<th>In this field you will be able to enter multiple values, if needed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Click inside the field;</td>
</tr>
<tr>
<td></td>
<td>2. Select any option that applies to you from the list;</td>
</tr>
<tr>
<td>To add more values:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Click inside the field;</td>
</tr>
<tr>
<td></td>
<td>4. Select any option that applies to you from the list;</td>
</tr>
<tr>
<td></td>
<td>5. Repeat steps 3 and 4 as many times as necessary.</td>
</tr>
<tr>
<td></td>
<td>If you declare a disability, you will notice an additional field appear on the form. You will be asked whether you receive disability allowance.</td>
</tr>
<tr>
<td></td>
<td>If you do not have a disability, please select <strong>No disability – no support required</strong> from the list.</td>
</tr>
<tr>
<td></td>
<td>If you would prefer not to disclose this information, please select <strong>I</strong></td>
</tr>
</tbody>
</table>

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prefer not to say from the list.

Information that you provide will be stored confidentially in the student record system, and it is only accessible to authorised members of staff. This information might be followed up by Disability Services if it highlights a support need which has not been addressed yet.

Mandatory fields:
Mandatory fields are marked with an asterisk.

<table>
<thead>
<tr>
<th>Email Address *</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:example@example.j">example@example.j</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile Phone no *</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
</tr>
</tbody>
</table>

Please complete all mandatory fields on the tab before clicking on Next.

If you see an error message in the top right corner, this may mean that you have not filled one of the mandatory fields. This field will be highlighted in red. You will not be able to move on to the following tab until you populate all mandatory fields.
Navigation

Start by updating information on the **Personal** tab. You will then be able to proceed by clicking on the **Next** button at the bottom of the page. Each time you open a new tab, information that you entered/updated on the previous tab will be saved. You will see a notification in the top right corner of the screen to confirm this.

![Saved information notification]

**Please note**: You will need to progress through the tabs in sequential order, using the **Next** button.

**Address tab**

On the Address tab you will need to update information relating to your home and term-time address. You will also have the option to enter a separate correspondence address, if required.

Start by identifying your area of permanent residence and the type of your semester/term-time accommodation. Please select one of the values from each list. You could type in the first letter of a value to jump to the relevant section of the list.
Home Address

Enter your home address in this part of the form.

If it is a UK address, you could:

1. Type the postcode into the search field;

2. Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

3. Click on the “Please select your address list” line that appears under the search field;
4. Select your address from the list by clicking on it.

Alternatively, enter your address details in the relevant fields on the page.

**Please note:** You will need to make sure that the postcode field is populated.
If your home address is going to change in the near future, check the “Tick here if your home address is going to change in the near future” box.

Once you do that, you will see additional fields to enter your future home address, as well as, the date when you are going to move there.

Please note: You will need to make sure that the postcode field is populated.

Semester / Term-time address

For students who are already signed up for university rented accommodation or halls of residence, the address will be pre-populated. Please check that it is correct.
If you have other type of term-time accommodation, please enter the address.

If it is a UK address, you could:

1. Type the postcode into the search field;

2. Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

3. Click on the “Please select your address list” line that appears under the search field;
4. Select your address from the list by clicking on it.

Alternatively, enter your address details into the relevant fields below.

**Please note:** You will need to make sure that the postcode field is populated.
If your term-time address is going to change in the near future, check the “Tick here if your semester/term address is going to change in the near future” box.

Once you do that, you will see additional fields to enter your future term-time address, as well as, the date when you are going to move there.

**Correspondence Address**

If your correspondence address is going to be different from your term-time or home address:

1. Check the “Tick here if you require mail to be sent to a different address” box;
2. Enter address in the additional address fields that appear.

**Please note:** You will need to make sure that the postcode field is populated.

Proceed to the following tab by clicking the **Next** button at the bottom of the page.

**Contact tab**

This tab contains your emergency contact details. You will be required to enter at least one emergency contact.

Additionally, you will have an option to enter a secondary emergency contact, if you wish.
If you are entering a UK address for your emergency contact, you could:

1. Type the postcode into the search field;

![Home Address search](image)

2. Press Enter on your keyboard (or click on the magnifying glass icon in the left corner of the search field);

3. Click on the “Please select your address list” line that appears under the search field;

![Home Address search](image)

4. Select your address from the list by clicking on it.

![Home Address search](image)

Alternatively, enter your address details into the relevant fields on the page.

**Please note:** You will need to make sure that the postcode field is populated.
If you wish to record a secondary emergency contact:

1. Check the “Tick here if you wish to add a second emergency contact” box;
2. Enter details in the additional address fields that appear.

Proceed to the following tab by clicking the Next button at the bottom of the page.

**Qualifications tab**

Information about qualifications will need to be entered by new students on the Qualifications tab. Continuing students will not see this tab.

Start by answering two mandatory questions at the top of the page.

Further below you will see a list of Level 3 qualifications that you entered on your application form.
If you notice that any of your Level 3 qualifications are missing, you will be able to add qualifications.

Please note: You will only be able to add Level 3 qualifications (i.e. above GCSE level, but below higher education level). For information about qualification levels, please go to: https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

If you do not have any additional Level 3 qualifications, then you do not need to add any qualifications.
1. Check the “Add new qualification to above table” box;
2. Select your subject area from the drop down list in the Subject field;
3. Specify the type of your qualification in the Type field;
   
   Please note: A-Levels appear as 'GCE A-Levels' on the drop down list.
4. Specify the time of year when exams/assessments were sat for the qualification in the Sitting field. The options are: Summer, Winter or Unknown. Unknown should be selected if you cannot remember when a qualification was sat.
5. Specify the year when your qualification was awarded;
6. Select your grade from the drop down list in the Grade field.
7. Click Add.

The added qualification will appear on the Qualifications list.

Please note: You will need to populate all fields in order to add a qualification. The Add button will not work until all fields are populated.

Proceed to the following tab by clicking the Next button at the bottom of the page.

Career tab

Information relating to career readiness and employability experience will need to be entered by all students on the Career tab.
Oxford Brookes University Careers team are interested in the responses you give in this section as they are keen to develop help and support that targets your situation as closely as possible. The answers you give are confidential. Information that you provide will not be used to assess you in any way.

There are three sections on this tab. You will need to select all statements that apply to you (at least one statement) in each section by checking the relevant boxes.

**Career Readiness**

In this section you will need to indicate how you are planning to build up your employability, beyond your programme of study.

For example, if your programme does not include a placement and you select “I want to do a placement as part of my degree”, this will **not** automatically enrol you onto a placement module. You will still be required to approach your Subject Support Coordinator or Academic Advisor, should you wish to add a placement module to your degree.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

*Career Readiness: Please select those of the following statements which you feel apply to your current situation*

- I want to gain relevant work experience while I study
- I want to do a placement as part of my degree
- I am in final year & plan to apply for graduate level roles
- I want to or have started to run my own business
- I plan to go onto further study after completing this course
- Other

If neither of the statements apply to you, you will need to:

1. Select the **Other** option;
2. Enter details in the free text box that appears.

Employability Experience

In this section you will need to provide information about any work or voluntary experience undertaken in the previous year.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

If neither of the statements apply to you, you will need to:

1. Select the **Other** option;

2. Enter details in the free text box that appears.
Employability Experience: Have you undertaken any of the following in the previous year. Please select those statements that apply to you

- A placement year
- A summer internship
- Volunteering/position of responsibility in club or society
- Part time job alongside my studies
- No work of any type or voluntary experience

☐ Other
   Please add any comments or further information here

Career Decision Making Support

In this section please indicate where you will look for help and advice in relation to your career.

Please select all statements that apply to you by checking the relevant boxes. You will need to select at least one statement in this section.

Career Decision Making Support. Where will you look for help and advice related to your next steps. Please select those statements that apply to you

- Family / friends
- Academic staff
- Academic Advisor
- Oxford Brookes Careers Service
- Online
- Other

If neither of the statements apply to you, you will need to:

1. Select the Other option;

2. Enter details in the free text box that appears.
You could proceed to the final part of the form by clicking the **Next** button at the bottom of the page.
Completion tab

On the **Completion** tab you will be required to state your agreement to the University’s rules, regulations, policies, guidance notes and standards of personal behaviour. You will also need to agree to the storage and processing of your personal data.

You will find links to the related documents within each statement. Please ensure that you understand these documents before stating your agreement. This information constitutes terms and conditions of your enrolment at Oxford Brookes University.

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**Terms and Conditions**

**Please tick all boxes**

- [ ] I agree to abide by the University’s rules, regulations, policies and guidance notes, and any subsequent amendments [here](#).
- [ ] I agree to abide by the University standards of personal behaviour, as described in the Academic and Student Conduct Regulations [here](#).
- [ ] I have read the summary on [Use of Students’ Information](#) and agree to my personal data being held and processed as described in that statement.

Submit

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To complete your academic enrolment:

1. Review the linked documents on the **Completion** tab;
2. Check boxes against all three statements to declare your agreement;
3. Click on **Submit**;
4. Check if there are any error notifications in the top right corner of the screen.
Provided that there are no any error notifications, your academic enrolment is now complete. You should be able to see the confirmation message on your Online Enrolment page:

You will now be able to progress to financial enrolment.

Please note: Once you click Submit, you will not be able to go back and review your details. Outside the enrolment period, you will be able to update your personal information in the system (see “Student menu” chapter of this guide).

IMPORTANT: You will need to complete all of the following:

1. Academic Enrolment
2. Financial Enrolment

3. Photo Upload

Your online enrolment is not finished until all of these sections are completed.
Financial Enrolment

General Guidance

As part of financial enrolment all students will need to:

✔ Review account summary;
✔ Provide funding details;
✔ Consent to the payment of tuition fees.

Financial Enrolment details are spread over three pages:

● Account Summary – summary of transactions and key details;
● Funding details – sources of funding and amounts;
● Consent – consent to pay the tuition fees.

Start by reviewing information on the Account Summary page. You will then be able to proceed by clicking on Next in the bottom right corner of the screen.

Account Summary

This page is for information only. You will be able to check details relating to the calculation of your tuition fees and transactions on your account.

In the My Programme Fee section you will see:

● Your Programme;
● Mode of Study;
● Fees for the coming year.

This information is included on the page, as it informed the calculation of your fees.
Further down, you will see your **Fees** for the coming year.

In the **My Account Summary** section you will find a list of all transactions on your account in a table format. The list will include both charges (for the coming year) and payments on your account.

To see additional description relating to a column title, hover your mouse over the **i** sign.
<table>
<thead>
<tr>
<th>Column title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>The Semester which your transaction relates to.</td>
</tr>
<tr>
<td></td>
<td>● Autumn – Semester 1;</td>
</tr>
<tr>
<td></td>
<td>● Spring – Semester 2;</td>
</tr>
<tr>
<td></td>
<td>● Summer – Semester 3.</td>
</tr>
<tr>
<td>Date</td>
<td>Date of your transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the charge, payment or credit on your account.</td>
</tr>
<tr>
<td>Charge</td>
<td>The amount of any charges (i.e. tuition fees)</td>
</tr>
<tr>
<td>Payment</td>
<td>The amount of any payment or discounts added to your account.</td>
</tr>
<tr>
<td>Balance</td>
<td>The amount outstanding and due for payment.</td>
</tr>
<tr>
<td>Due Date</td>
<td>The date that the payment must be received by.</td>
</tr>
</tbody>
</table>

1. Check that the displayed information is correct;

2. Click on **Next** in the bottom right corner of the screen to proceed.

**Please note:** If you have queries relating to charges or payments on your account, please contact Student Finance (Tel: +44 (0)1865 483088; Email: financefees@brookes.ac.uk).

**Funding Details**

On this page you will need to provide information about your sources of funding.
To see description of each funding option, hover your mouse over the information sign.

1. Select all applicable options by checking the relevant boxes;

<table>
<thead>
<tr>
<th>Option title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td>Select this option if you, your family or friends will be paying your fees/part of your fees.</td>
</tr>
<tr>
<td>Student Loans Company</td>
<td>Select this option if you are using a student loan to pay your fees/part of your fees. This option relates to tuition fee loans that students apply for via Student Finance England/Wales/Northern Ireland or SAAS.</td>
</tr>
<tr>
<td>Discount or Scholarship</td>
<td>Select this option if you have a discount or scholarship.</td>
</tr>
</tbody>
</table>
Sponsor

Select this option if your fees/part of your fees are being paid by a company or an institution that the University must send an invoice to.

**Please note:** If a friend or family member are paying fees on your behalf, please select the Self option instead.

2. Enter amounts for each option that you selected;

```
Balance due for payment: £ 9,250.00

☑ Self  Amount £ 1000

☐ Student Loans Company  Amount £ 

☐ Discount or Scholarship  Amount £ 

☑ Sponsor  Amount £ 8250

Total Amount £ 9,250.00
```
3. Ensure that the **Total Amount** (at the top of the page) is equal to the **Balance due for payment** (at the bottom of the page);

4. If you selected the **Discount or Scholarship** or **Sponsor** options, enter further details in the fields that appear on the right side of the screen.
5. Click on **Next** to proceed.
**Please note:** you will not be able to proceed until you populate all mandatory fields (marked with an asterisk), or if the **Total Amount** is not equal to the displayed **Balance due for payment** (see step 3 above).

If you would like to return to previous page, click on the **Back** button in bottom left corner of the screen.

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**Consent**

On this page you will need to declare your responsibility for the payment of your tuition fees in the absence or withdrawal of a loan, sponsorship or award.

**My Consent**

- [ ] I understand that I am personally responsible for the payment of my tuition fees in the absence or withdrawal of a loan, sponsorship or award

If you would like to return to previous page, click the **Back** button located in bottom left corner of the screen.
To complete your financial enrolment:

1. Check the box to state your agreement with the statement;
2. Press the **Submit** button in the bottom right corner of the screen.

Your financial enrolment is now complete. You should be able to see the confirmation message on your **Online Enrolment** page:
You will now be able to upload your photo.

**Please note:** Once you click on **Submit**, you will not be able to go back and review your details. Please contact Student Finance (Tel: +44 (0)1865 483088; Email: financefees@brookes.ac.uk), if you have any queries relating to your fees.

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**IMPORTANT:** You will need to complete all of the following:

1. Academic Enrolment
2. Financial Enrolment
3. Photo Upload

Your online enrolment is not finished until all of these sections are completed.
Photo Upload

All students will need to upload their recent passport style photo as part of enrolment. Photo upload functionality will appear at the bottom of the Online Enrolment page only after the Academic Enrolment and Financial Enrolment sections have been completed. The uploaded photo will appear on your student profile.

To upload your photo:
1. Scroll to the bottom of the Online Enrolment page to see the photo upload functionality;
2. Press the Upload Photo button;
3. Select a file from your computer;
4. Adjust the photo:
   
a. Use grey buttons to rotate the photo;
   
   ![Image of rotating photo]

   b. Drag edges of the blue frame to crop the photo;
   
   ![Image of cropping photo]
c. Press **Cancel** if you would like to select another photo instead.

5. Press **Upload** to save the photo.
Please note: Once you press Upload, you will not be able to go back and change the photo. Outside the enrolment period, you will be able to update your photo in the system.

As soon as you upload and save your photo, you will see a message at the bottom of the page confirming that your online enrolment is complete. This message will also include a link to information for new students.

If you have any questions about enrolment, please contact the following teams:

- **Student Central** – for queries about academic enrolment
  
  Tel: +44 (0)1865 483455
  
  studentcentral@brookes.ac.uk

- **Student Finance** – for queries about financial enrolment
  
  Tel: +44 (0)1865 483088
  
  financefees@brookes.ac.uk

- **Student Support Coordinators** – for any further support or assistance.
  
  https://www.brookes.ac.uk/hpc/courses/new-students/student-support-coordinators/