

Student Guide

Online Enrolment

Last updated: 21 March 2025



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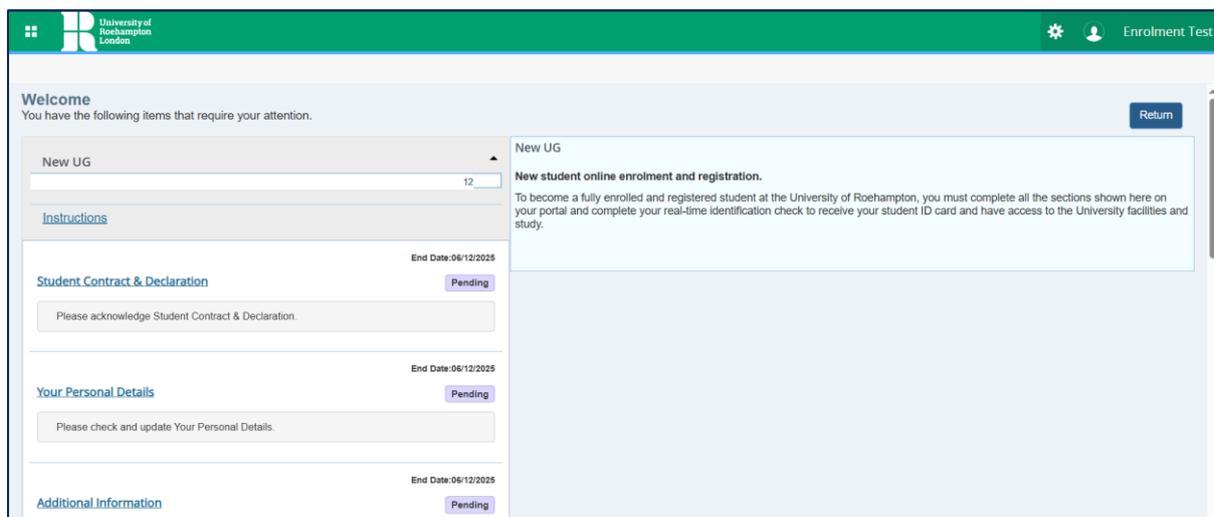
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Introduction

In this guide, we will show you how to complete your online enrolment. If you are a new student at the University of Roehampton, you will receive emails with a link to complete your online enrolment, and your Roehampton email address and password for logging in. If you are a continuing student, you will receive an invitation to enrol that will allow you to log in using your existing Roehampton email and password.

Online Enrolment

Once you have logged in, you will be presented with a series of tasks on the left hand side. You are required to finish every one of these tasks in order to complete Online Enrolment.

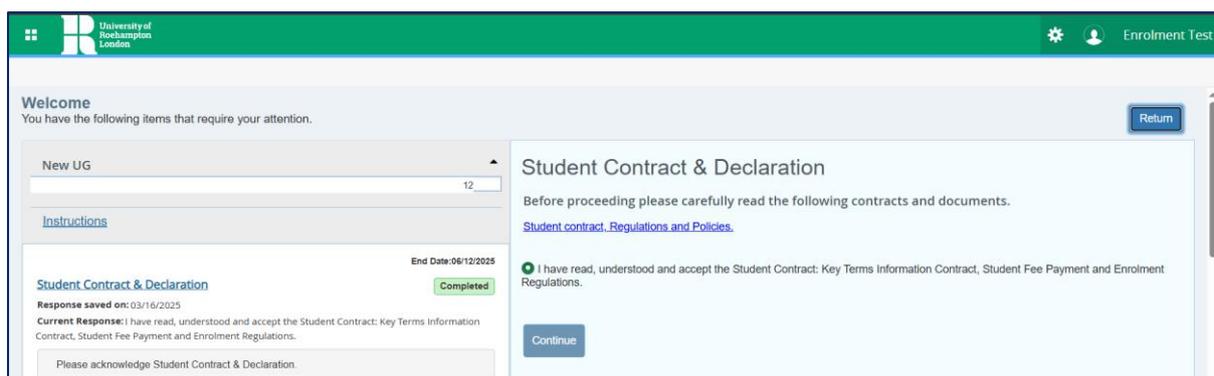


The screenshot shows the 'Enrolment Test' page for a new undergraduate student. The header includes the University of Roehampton logo and the text 'Enrolment Test'. A 'Welcome' message states: 'You have the following items that require your attention.' Below this, a list of tasks is shown on the left side, each with a 'Pending' status and an 'End Date: 06/12/2025':

- New UG**: A dropdown menu showing '12' and a link to 'Instructions'.
- Student Contract & Declaration**: A task with a 'Pending' status and a button to 'Please acknowledge Student Contract & Declaration.'
- Your Personal Details**: A task with a 'Pending' status and a button to 'Please check and update Your Personal Details.'
- Additional Information**: A task with a 'Pending' status.

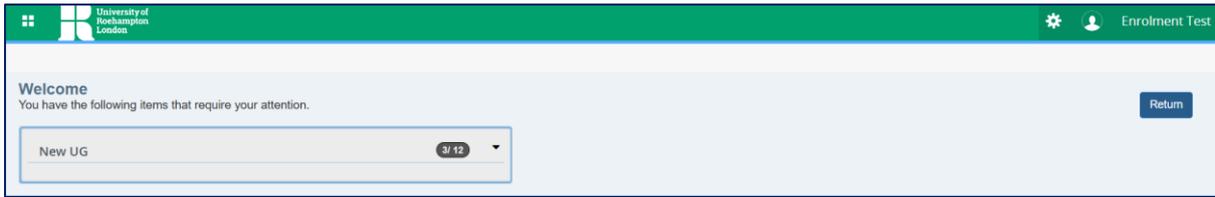
On the right side, a 'New UG' section titled 'New student online enrolment and registration.' provides instructions: 'To become a fully enrolled and registered student at the University of Roehampton, you must complete all the sections shown here on your portal and complete your real-time identification check to receive your student ID card and have access to the University facilities and study.' A 'Return' button is located in the top right corner.

Click into each task and complete them one by one in the order they are presented to you – the status at the side of each task will change from 'Pending' to 'Completed' when you have successfully finished it.



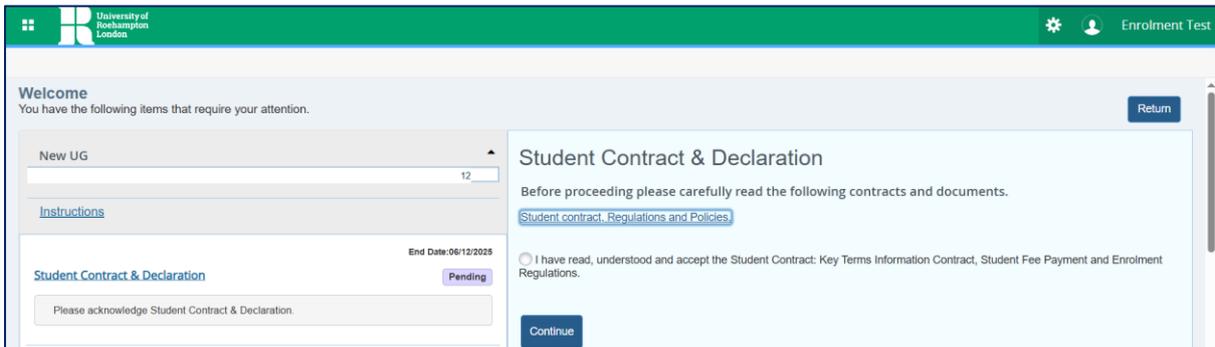
This screenshot shows the same 'Enrolment Test' page, but the 'Student Contract & Declaration' task is now 'Completed'. The status bar at the top right of the task list shows '12' remaining tasks. The 'Student Contract & Declaration' task details are expanded on the right side, showing: 'Before proceeding please carefully read the following contracts and documents.' with a link to 'Student contract, Regulations and Policies.' Below this, a green checkmark indicates 'I have read, understood and accept the Student Contract: Key Terms Information Contract, Student Fee Payment and Enrolment Regulations.' A 'Continue' button is visible. The 'Welcome' message and other pending tasks remain visible on the left side.

Every time you complete a task, the status bar at the top of the page will also update with the number of tasks remaining.

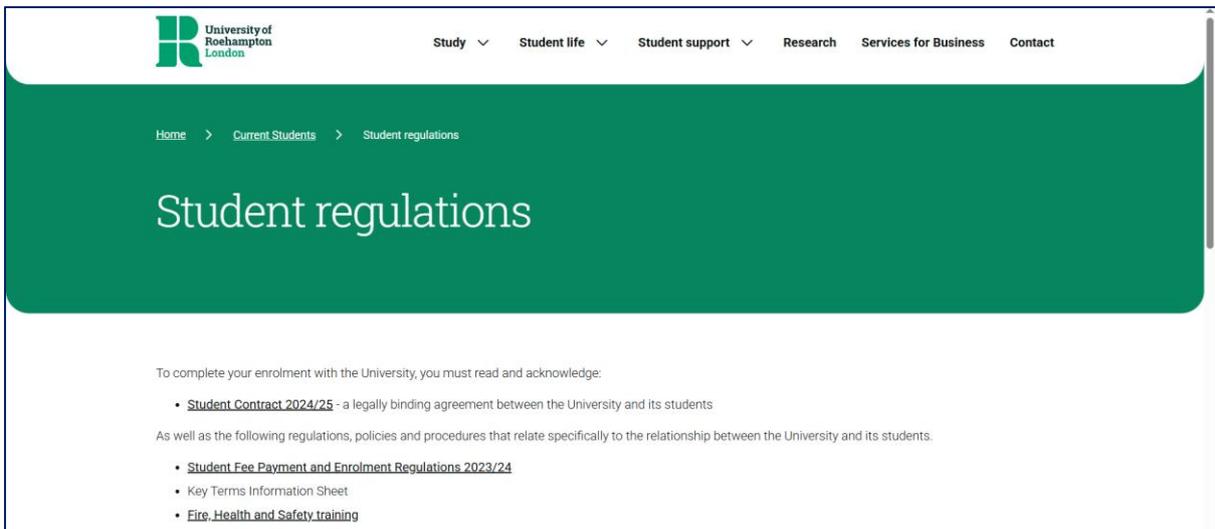


Student Contract & Declaration

The first task you will be presented with is to review and accept the student contract.



Clicking the link will open a new tab, where you will need to read the contract and other related University regulations, policies and procedures.



When you are happy to proceed, return to Online Enrolment, tick the checkbox, and press 'Continue'.

Student Contract & Declaration

Before proceeding please carefully read the following contracts and documents.

[Student contract, Regulations and Policies.](#)

I have read, understood and accept the Student Contract: Key Terms Information Contract, Student Fee Payment and Enrolment Regulations.

Continue

If you are a new overseas student, you will also need to review and accept the Student Route contract.

Student Route Contract

Before proceeding please confirm acceptance of the following.

As a Student Route student, you must ensure that you satisfy the Home Office terms and conditions of your immigration permission for the duration of your visa. This is a legal obligation and failure to do so may result in the University of Roehampton withdrawing its sponsorship of your visa and may also impact any future UK immigration applications. You will be asked to accept this agreement as part of the registration process. Upon accepting this agreement, you are agreeing to:

- Provide your most up-to-date immigration documents i.e. passport, visa/BRP to be copied. Please note we keep copies in the format of colour scans.
- Provide your digital share code, giving the University access to your digital immigration status, if applicable.
- Check your immigration permission and notify us if it contains any errors i.e. work conditions, visa expiry date, personal details.
- Provide evidence of your arrival date into the UK.
- Inform the University if you renew your passport or change to another immigration category other than the Student Route and present your new documents to be copied as soon as you receive them.
- Keep your UK contact details up to date with Roehampton through the Student Portal.
- Keep your UK contact details up to date with the Home Office : <https://www.gov.uk/change-circumstances-visa-brp>
- Attend all teaching:

Once you are happy you have read through and understood the terms and conditions, tick the checkbox to indicate you agree to the Student Route contract. Then press 'Continue'.

I have read and I agree to the terms of the Student Route Contract.

Continue

Your Personal Details

The next task is to confirm your personal details. Some of these details will be greyed out to indicate that you cannot amend them yourself, including your name, gender and date of birth.

The screenshot shows the 'Your Personal Details' section of the enrolment test. It includes a 'Welcome' message, a 'New UG' dropdown menu, and a 'Return' button. The main content area is divided into three sections: 'Student Contract & Declaration' (Completed), 'Your Personal Details' (Pending), and 'Additional Information' (Pending). The 'Your Personal Details' section contains the following fields: First Name (Enrolment), Middle Name (if applicable), Last Name (Test), Gender (Female), and Date of Birth (01/01/2000).

You will need to enter or amend other details, which have an asterisk next to them to indicate they are a required field.

The screenshot shows the 'Your Personal Details' section with the following required fields (indicated by an asterisk):

- Mobile Phone Number ***: A text input field with a red border. Below it, a message states: "You must select a valid mobile number as we may use it to contact you."
- Personal Email Address ***: A text input field with a red border.
- Is your gender identity the same as the gender originally assigned to you at birth? ***: A dropdown menu with "None" selected.
- Sexual Orientation ***: A dropdown menu with "None" selected.
- Religion ***: A dropdown menu with "None" selected.
- Ethnicity ***: A dropdown menu with "None" selected.

Enter your mobile phone number, making sure that the number starts with '07' if it is a UK number, or '+' if it is an international number.

Mobile Phone Number *

+911234567821|

You must select a valid mobile number as we may use it to contact you.

Then enter your personal email address.

Personal Email Address *

enrolmenttest@gmail.com|

For the next four questions, click the arrow to display a dropdown list of values and choose the relevant value for your gender identity, sexual orientation, religion, and ethnicity.

Is your gender identity the same as the gender originally assigned to you at birth? *

None



S

None

No

Prefer not to say

R

Yes

Sexual Orientation *

None



R

None

Bisexual

Gay or lesbian

E

Heterosexual or straight

Other sexual orientation

Prefer not to say

Religion *

None

- None
- Any other religion or belief
- Buddhist
- Christian
- Hindu
- Jewish
- Muslim
- No religion**
- Prefer not to say
- Sikh

Ethnicity *

None

- Any other Black background
- Any other Mixed or Multiple ethnic background
- Any other White background
- Any other ethnic background
- Arab
- Asian - Chinese or Chinese British
- Asian - Indian or Indian British
- Asian - Pakistani or Pakistani British
- Bangladeshi or Bangladeshi British
- Black - African or African British
- Black - Caribbean or Caribbean British
- Mixed or multiple ethnic groups - White or White British and Asian or Asian British**
- Mixed or multiple ethnic groups - White or White British and Black African or Black African British
- Mixed/multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British
- Not known
- Prefer not to say
- White - English, Scottish, Welsh, Northern Irish or British
- White - Gypsy or Irish Traveller
- White - Irish
- White - Roma

Once all this information has been provided, tick the checkbox and click 'Continue'.

Is your gender identity the same as the gender originally assigned to you at birth? *

Yes

Sexual Orientation *

Prefer not to say

Religion *

No religion

Ethnicity *

Mixed or multiple ethnic groups - 1

Completed Personal Details

Continue

Additional Information

In the 'Additional Information' task, click the arrow next to the first three questions to display a dropdown list of values and choose the relevant value for your parents' higher education qualifications, your highest qualification, and your last place of study.

Do any of your parents have any higher education qualifications, such as a degree, diploma or certificate of higher education? *

No

None

Yes

No

Not known

Prefer not to say

UK FE college

u have obtained prior to starting your Roehampton programme *

Please select the highest qualification you have obtained prior to starting your Roehampton programme *

None

- None
- Not available
- Certificate of Higher Education (CertHE)
- Higher National Certificate (HNC)
- National Vocational Qualification (NVQ) at level C
- Other qualification at level C
- Credits at level C
- Higher Apprenticeship (level 4)
- UK doctorate degree
- Non-UK doctorate degree
- Other qualification at level D**
- UK first degree with honours
- Non-UK first degree
- First degree with honours leading to Qualified Teacher Status (QTS)/registration with a General Teaching Council (GTC)
- Professional Graduate Certificate in Education
- Other qualification at level H
- UK ordinary (non-honours) first degree
- Foundation degree
- Diploma of Higher Education (DipHE)
- Higher National Diploma (HND)

Please select your last place of study? *

None

- None
- UK FE college
- UK HEP
- UK independent school
- UK state school
- Other UK training provider
- Any non-UK provider**

... need to make an amendment please contact student services.

... please select 'None'.

You are provided with the opportunity to disclose any disabilities. If you would like to do so, click the arrow to display a dropdown list of values and choose the relevant value.

Disability

No known impairment, health con ▼

- None
- A long standing illness or health cond. ie cancer, HIV, diabetes, chronic heart disease, or epilepsy
- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- An impairment, health condition or learning difference not listed above**
- Blind or a serious visual impairment uncorrected by glasses
- Deaf or a serious hearing impairment
- Development condition, since child, affecting motor, cognitive, social, emot skills, speech and lang
- Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
- No known disability(Code not in use)
- No known impairment, health condition or learning difference
- Not available
- Physical impairment that substantially limits one or more basic tasks - walking, climbing, lifting
- Prefer not to say
- Social/communication conditions such as a speech and language impairment/autistic spectrum condition

You can also add any additional disabilities you may have by clicking 'Add Another Disability', which will create another box for you to select a value. You can add up to 9 disabilities.

Disability

Mental health condition, challenge ▼

Disability

None ▼

If you have already declared a disability and need to make an amendment please contact student services.

If you have accidentally added the disability please select 'None'.

Add another disability? (up to 9)

Add another disability

Once you have provided the relevant information, tick the checkbox and click 'Continue'.

If you have already declared a disability and need to make an amendment please contact student services.

If you have accidentally added the disability please select 'None'.

Add another disability? (up to 9)

Add another disability

Completed Additional Information

Continue

Your Address Details

The next task is to confirm your home and term-time address details. Your home address is your permanent place of residence and where you will return to during vacations and upon completion of your course. If your home address is in the UK, tick the 'Yes' value and you will be able to use the postcode lookup functionality.

Your Address Details

Check your home address and term time address details are correct and amend where necessary. You must make sure your home address record is accurate as this address will be used to send you postal items, including your degree certificate.

Home Address

This is your permanent address. This could be either where you will return at the end of your course or your family home. This should be somewhere that you can safely receive important correspondence including your final certificate at the end of your studies.

Is this address in the UK?

Yes No

Enter your postcode in the search box and press 'Search'

Is this address in the UK?

Yes No

Enter Address to Search

B38 9PT

Search

After a few seconds, a dropdown list will appear – select the value that corresponds to your address

Enter Address to Search

B38 9PT

Select from List to populate address

- Facet Road,BIRMINGHAM,B38 9PT
- Facet House,Facet Road,BIRMINGHAM,B38 9PT

Please note you may need to click the dropdown list again to get to your specific house, which is the case with this example

Select from List to populate address

- Facet Road,BIRMINGHAM,B38
- H J Welding & Fabrication Ltd,K N E Building,Facet Road,BIRMINGHAM,B38
- Training Centre,Facet Road,BIRMINGHAM,B38
- 1 Facet Road,BIRMINGHAM,B38

This will then populate the address fields for you.

Address Line 1 *

Training Centre

Address Line 2

Facet Road

Address Line 3

Address Line 4

City *

BIRMINGHAM

Postcode/Zipcode *

B38 9PT

If your home address is a UK address, you will also need to provide a country value by clicking the arrow next to the 'Country Region' question and choosing the relevant value

Country Region *

England

 Northern Ireland

 Scotland

 Wales

International numbers should start with a "+" and omit the leading zero e.g +46701234567.

Finally, you have the option to provide a landline phone number for this address.

Telephone Number (not your mobile phone number)

International numbers should start with a "+" and omit the leading zero e.g +46701234567.

Next, you must provide your term-time address. Click the arrow next to the 'Type of Accommodation' question and choose the relevant value.

Type of Accommodation *

Not available

 Other

 Other rented accommodation

 Own residence

 Parental/guardian home

 Private-sector halls

 University halls of residence on campus

If you are living in University accommodation, select your Halls of Residence from the dropdown list.

Please select your Halls of Residence

Elm Grove

 Digby Stuart

 Froebel

 Chadwick Hall

 Southlands

 Whitelands

The majority of the address fields will then be populated with the University address information – you just need to provide your room number in 'Address Line 1'.

Address Line 1/Room Number *

26

Address Line 2/Block Number

Address Line 3

Roehampton University

Address Line 4

Roehampton Lane

City *

London

Postcode *

SW15 5PH

Country *

United Kingdom



If your home and term-time addresses are the same address, tick the checkbox next to 'Use Home Address', and details will be populated below.

Type of Accommodation *

Parental/guardian home

Use Home Address

Is this address in the UK?

Yes No

Address Line 1/Room Number *

Training Centre

Address Line 2/Block Number

Facet Road

Once all the information has been entered, tick the checkbox and click 'Continue'.

Completed Address Information

Continue

Emergency Contact

You can then move on to confirming your emergency contact. Enter their first name and last name, and choose how you know them from the 'Relationship' dropdown list.

Emergency Contact

Who the university should contact in case of an emergency?

Primary Emergency Contact

First Name *

Emergency

Middle Name

Last Name *

Contact

Relationship *

Friend

Provide their address and telephone number in the fields provided.

Is this address in the UK?

Yes No

Address Line 1 *

Emergency

Address Line 2

Address Line 3

City *

Emergency

Postcode

Country *

Ireland ▼

Telephone Number *

+35313451211

International numbers should start with a "+" and omit the leading zero e.g +46701234567.

Once the details of your primary emergency contact have been filled in, you have the option to add an additional emergency contact by clicking 'Add a Contact Address'.

Secondary Emergency Contact (Optional)

[Add a Contact Address](#)

After all the information has been entered, tick the checkbox and click 'Continue'.

Completed Emergency Information

Photo Upload

You are required to upload a photo for your student ID card. Make sure you submit a photo that meets the requirements listed on the screen.

Photo Upload

As part of the Online Registration process, you can now upload an appropriate photo to appear on your Student ID card.

General photo requirements:

- The photo should be a head and shoulders shot, the kind you would use for a passport.
- The photo must show a full front view of your face, sunglasses and filters are not permitted in the photo.
- It must be clear, sharp and in focus.
- It is an accurate representation of you and only you.
- It is an image file, not word or excel.
- 201 x 150 pixels.
- Up to 50mb.

The picture needs to be taken against a white background. If you need to edit or resize a photo, you can use an Online Editor.

- Please select the 'Student Photo' button and then click on the paperclip icon to upload a picture of yourself.
- Only image files can be uploaded.
- Only 1 image file can be uploaded.

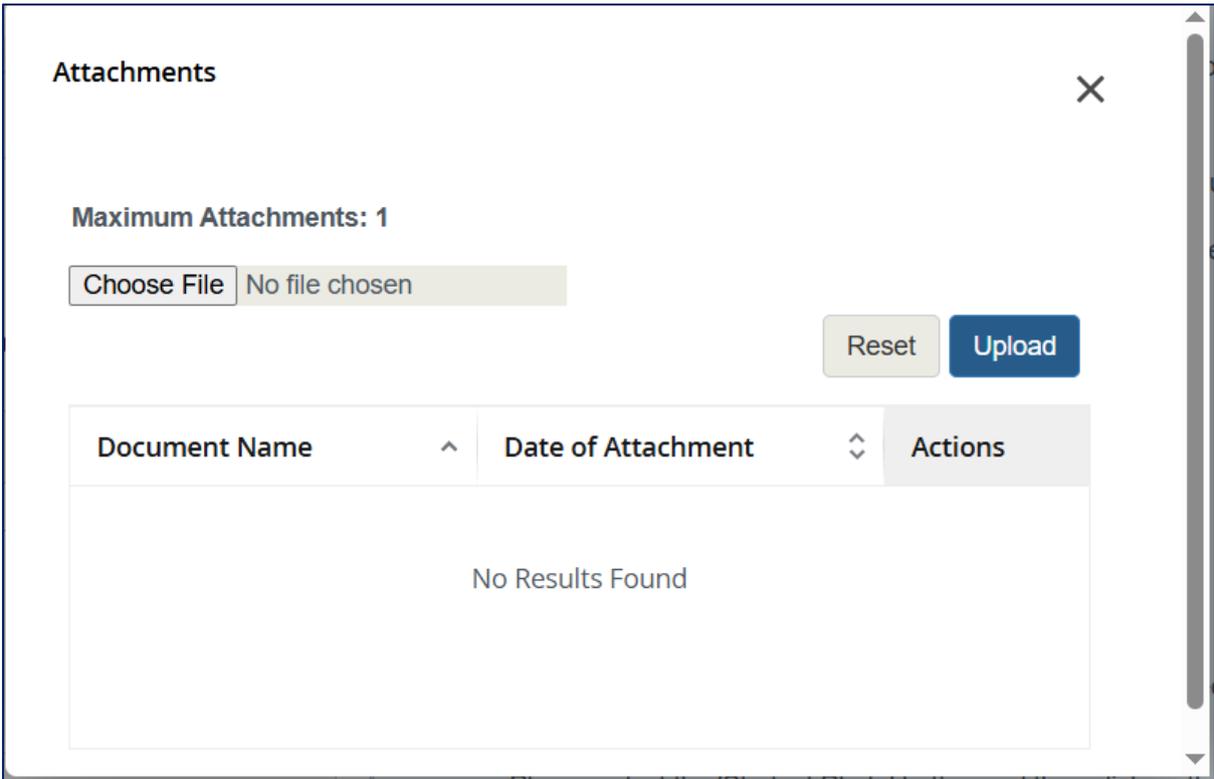
To upload a photo, tick the checkbox next to 'Student Photo' and then click the paperclip icon.

If you need to replace the image that has been uploaded you can delete the uploaded image by clicking the delete icon and then uploading a new image.

If you want to preview the image you have uploaded, you can click on the eye icon within the upload window.

Student Photo 

Click 'Choose File' and select the relevant photo from your documents.



After selecting the file, click 'Upload'.



You can preview your file by clicking the eye icon, or if you want to remove the file and select another one, click the bin icon.

Attachments ✕

Maximum Attachments: 1

Choose File No file chosen

Reset Upload

| Document Name | Date of Attachment | Actions |
|----------------|--------------------|--|
| Roehampton.jpg | 03/16/2025 |   |

When you are happy to upload your photo, click the X icon to exit the attachment window.

Attachments ✕

Maximum Attachments: 1

Choose File No file chosen

Reset Upload

Press 'Continue'.

Any inappropriate photos will be discarded and you may be charged £10 for the printing costs of a replacement card.

Continue

Identity Document Upload

You are also required to upload an identity document. Make sure your document is one of the forms of identification listed here.

Identity Document Upload

You are required to upload a scan of a photo identification document to confirm your identity.

Your identification should be one of the items in the list below:

- Valid Passport
- Photocard driving licence
- Resident permit issued by the Home Office
- National Identity photocard

Please upload this document as instructed.

If you do not have any of these items, please select "None of the above" and contact us.

We will contact you if there are any issues with your documents.

If we do not receive legible and valid copies of approved identification, we may have to remove you from your programme of study.

You may only upload up to five images. Please select the Identification you wish to use (you can upload up to five images), click on the paperclip icon to upload your documentation.

Tick the checkbox next to the form of identification you want to upload and then click the paperclip icon.

- Valid Passport 
- Photocard Driving Licence 
- Resident Permit issued by the Home Office 
- National Identity Photocard 
- None of the above

Click 'Choose File' and select the relevant file from your documents – please note you can upload a maximum of 5 attachments.

Attachments ×

Maximum Attachments: 5

No file chosen

After selecting the file, click 'Upload'.

Attachments ✕

Maximum Attachments: 5

Choose File Roehampton.jpg

Reset
Upload

When you are happy to upload your photo, click the X icon to exit the attachment window.

Attachments ✕

Maximum Attachments: 5

Choose File No file chosen

Reset
Upload

Press 'Continue'.

If 'None of the above' selected, please contact us via a [Service Desk Ticket](#)

Continue

Confirm Programme(s) of Study

To proceed with registering onto your modules and paying your fees, you must first confirm your programme of study. When you click into this task, your chosen programme at the time of your application will be presented to you.

| Confirm Programme(s) of Study | | | | |
|-------------------------------|-------|---------------|----------------|--------------------------|
| Current Programme(s) | | | | |
| Programme | Level | Mode of study | Programme Year | Campus |
| BSc Business Management | UG | Full Time | Year 1 | University of Roehampton |

If the information shown on the screen is incorrect, do not proceed – instead, tick the checkbox next to 'Programme Incorrect' and raise a service desk ticket. You will not be able

to complete your module selection or fee payment until the programme is corrected, but you can complete the Future Ambitions and Study Needs section in the meantime.

Programme Correct
 Programme Incorrect

If this is not the programme you expect to enrol onto, you must submit a ticket on the [service desk](#).

If it is correct, tick the checkbox next to 'Programme Correct' and press 'Continue'.

Programme Correct
 Programme Incorrect

Continue

Module Selection

Once you have confirmed all your programme details are correct, module registration is the next Online Enrolment task to complete. Click 'Module selection' and a new tab will open.

Module Selection

Please choose your modules for the next academic year using the link below.

[Module Selection - Register for classes](#)

This will take you to the Module Registration screen. Only return to the original tab to complete your other Online Enrolment tasks after completing module registration on this tab. Make sure to add your module selections for each of the terms you are studying in the academic year – this could be two or three terms depending on your programme.

ellucian

Student • Registration • Select a Term

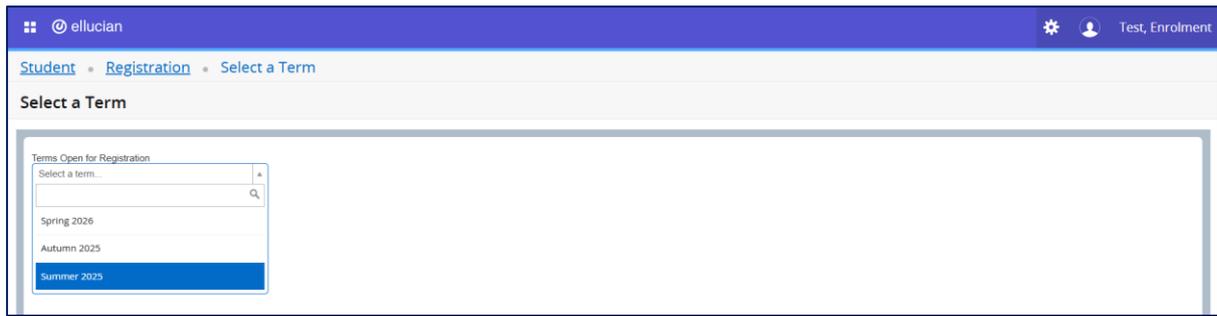
Select a Term

Terms Open for Registration

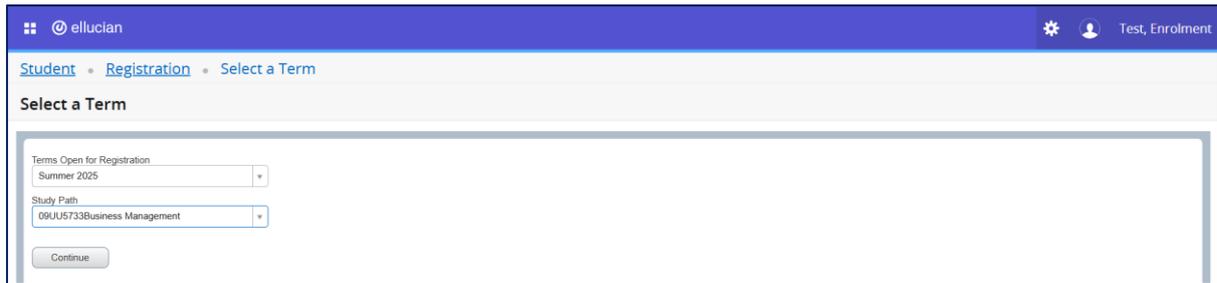
Select a term...

Continue

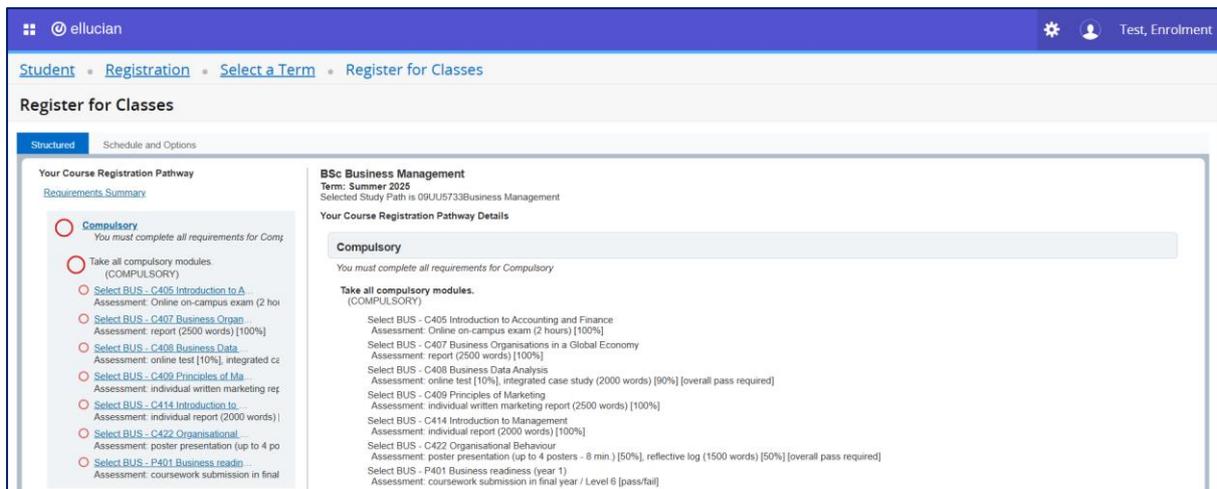
Select the first term you will be studying in – for April starters, this will be Summer 2025; for September starters, this will be Autumn 2025.



Your programme should then appear in the 'Study Path' section. Press 'Continue'.



This will take you to a list of modules for your programme, including information about which ones are compulsory and further details about any options where applicable. This example has all compulsory modules, which means you need to register onto each one listed unless detailed otherwise in the text on the right-hand side.



This other example has a mixture of compulsory and optional modules. The text on the right-hand side will detail the requirements of the programme, including which compulsory modules need to be taken and how many optional modules should be selected. As you are adding modules, you can always return to this by clicking 'Requirements Summary' at the

top.

To add a module, click the module from the list on the left and then select 'Add' on the right.

| Title | Subject Description | Course Number | Credits | Meeting Times | Campus | Linked Sections | Add |
|--|---------------------|---------------|---------|---------------------|-----------|-----------------|-----|
| Introduction to Accounting and Finance | Business | C405 | 20 | M, T, W, T, F, S, S | Univer... | | Add |

The added module will then appear under the summary section, which gives a view of all selected modules for the term.

| Title | Details | Credits | Status | Action |
|--|-------------|---------|---------|----------------|
| Introduction to Accounting and Finance | BUS C405, 0 | 20 | Pending | Web Registered |

The number of credits a module is worth can be found in the 'Credits' field – for example, a module with a value of '20' in this field is worth 20 credits. This information is useful when selecting optional modules, as the requirements summary will tell you how many credits worth of options you should take.

Optional
You must complete all requirements for Optional

- Select optional modules.
Where: conditions required are 2
- Take 20 credits.
Where: for all conditions combined the number of total credits must not exceed 20
 - Select RBP - L060 Beyond Profit: Responsibility and Sustainability in Business
Assessment: reflective journal/vlog (1500 words/10 min.)
 - Select RBP - L069 Strategic Investment Appraisal
Assessment: coursework (investment project appraisal)
 - Select RBP - L071 Global Brand Management
Assessment: coursework (company brand audit) (3500 words)
 - Select RBP - L080 Principles of Human Resources Management
Assessment: MCQ – [50%], Individual applied case study analysis – blog (3500 words) [50%] [overall pass required]

Optional
You must complete all requirements for Optional

Select optional modules.
Where: conditions required are 2.

Take 20 credits.
Where:
- for all conditions combined the number of total credits must be at least 20
- for all conditions combined the number of total credits must not exceed 20

- Select RBP - L060 Beyond Profit: Responsibility and Sustainability in Business
Assessment: reflective journal/vlog (1500 words/10 min.) [40%], case study analysis/essay (2500 words) [50%] [overall pass required]
- Select RBP - L069 Strategic Investment Appraisal
Assessment: coursework (investment project appraisal) (3000 words plus 2 pages of financial analysis) [100%]
- Select RBP - L071 Global Brand Management
Assessment: coursework (company brand audit) (3500 words) [100%]
- Select RBP - L080 Principles of Human Resources Management
Assessment: MCQ – [50%], Individual applied case study analysis – blog (3500 words) [50%] [overall pass required]

Please note that the 'Meeting Times' and 'Schedule' sections are not used to indicate exactly when a module is running. Check your timetable information when it is made available to get specific details about your modules.

The screenshot shows the 'Register for Classes' page in the Student Registration System. The top navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Modules'. The main content area is titled 'Register for Classes' and is divided into several sections:

- Structured**: 'Your Course Registration Pathway' and 'Requirements Summary'.
- Compulsory**: A list of compulsory modules with their respective assessments.
- BSc Business Management and Finance**: 'Search Results - 1 Classes' for the term 'Summer 2025'. A table shows the search results:

| Title | Subject Description | Course Num | Credits | Meeting Times | Campus | Linked Sections | Add |
|-----------------------------------|---------------------|------------|---------|--|-----------|-----------------|-----|
| Introduction to Accounting and... | Business | C405 | 20 | M T W T F S S - Type: Class Building: None | Univer... | | Add |

Below the search results is a 'Class Schedule for Summer 2025' grid showing days of the week and time slots (06, 07, 08). A 'Summary' panel on the right shows details for the selected class, including 'Introduction to Accounting and...', 'BUS C405, 0', '20' credits, and 'Pending' status. The 'Action' column has a dropdown menu with 'Web Registered' selected.

The 'Meeting Times' can be useful when you have two different module sessions displaying in the same term – hover over the Meeting Times and it will give you approximate dates for when the module starts.

This close-up screenshot shows the 'Meeting Times' field for two entries of 'Introduction to Management'. The first entry has a meeting time of 'M T W T F S S' and a class type of 'None'. The second entry also has 'M T W T F S S' but includes a tooltip that provides more details:

- Type:** Class
- Building:** None
- Room:** None
- Start Date:** 01/11/2025
- End Date:** 31/12/2025

The table also shows 'Add' buttons for each entry and a 'Records: 2' indicator at the bottom right.

If you want to drop a module, click on the arrow under 'Action' to open the dropdown menu and select 'Remove'.

| Summary | | | | | Tuition and Fees |
|---|--------------------|---------|----------------|---|---|
| Title | Details | Credits | Status | Action | |
| <i>Introduction to Accounting and...</i> | <i>BUS C405, 0</i> | 20 | <i>Pending</i> | <div style="border: 1px solid #ccc; padding: 2px;"> **Web Registered** ▲ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> **Web Registered** Remove </div> | |
| Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 999,999.999 | | | | | Submit |

If you click into a module and get a message that 'The module you are selecting is not available in this term', you will need to select it from another term.

ellucian Test, Enrollment

Student • Registration • Select a Term • Register for Classes

Register for Classes

Structured | Schedule and Options

Requirements Summary

Compulsory
You must complete all requirements for Con...

- Take all compulsory modules. (COMPULSORY)
- Select BUS - C405 Introduction to Assessment: Online on-campus exam (2 h)
- Select BUS - C407 Business Orga Assessment: report (2500 words) [100%]
- Select BUS - C408 Business Data... Assessment: online test [10%], integrated
- Select BUS - C409 Principles of M...

Search Results — 0 Classes

Term: **Summer 2025**
Selected Study Path is 09LU573Business Management

The Module you are selecting is not available in this term - please change Term and select Module again

Once you have added all modules required and available for the selected term, click submit on the bottom right of your screen.

| Summary | | | | | Tuition and Fees |
|---|--------------------|---------|----------------|--|---|
| Title | Details | Credits | Status | Action | |
| <i>Organisational Behaviour</i> | <i>BUS C422, 0</i> | 20 | <i>Pending</i> | <div style="border: 1px solid #ccc; padding: 2px;"> **Web Registered** ▼ </div> | |
| <i>Business Organisations in a Gl...</i> | <i>BUS C407, 0</i> | 20 | <i>Pending</i> | <div style="border: 1px solid #ccc; padding: 2px;"> **Web Registered** ▼ </div> | |
| <i>Introduction to Accounting and...</i> | <i>BUS C405, 0</i> | 20 | <i>Pending</i> | <div style="border: 1px solid #ccc; padding: 2px;"> **Web Registered** ▼ </div> | |
| Total Hours Registered: 0 Billing: 0 CEU: 0 Min: 0 Max: 999,999.999 | | | | | Submit |

If there are any errors, you will get this message in the top-right of the screen.

Test, Enrolment 1

! **Structured registration requirements are unmet.**
 Courses in other terms may be impacting your requirements.

Ok

Check the 'Summary' box to identify exactly where the issue is. If any of the modules have a status of 'Errors Preventing Registration', there is a system restriction preventing you from registering onto this module e.g., you need to take the module in a different term, or you are not allowed to take this module without taking another module first.

| Summary | | | | | Tuition and Fees |
|--|-------------|---------|-----------------------------|--------|------------------|
| Title | Details | Credits | Status | Action | |
| Organisational Behaviour | BUS C422, 0 | 20 | Registered | None | |
| Business Organisations in a Gl... | BUS C407, 0 | 20 | Registered | None | |
| Introduction to Accounting and ... | BUS C405, 0 | 20 | Errors Preventing Regist... | Remove | |

Total Hours | Registered: 40 | Billing: 40 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

Press 'OK' to the error message, and hover over the 'Errors Preventing Registration' status to see why you are prevented from selecting this module: in this example, there is a 'Student Attribute Restriction', which means you need to take the module in a different term.

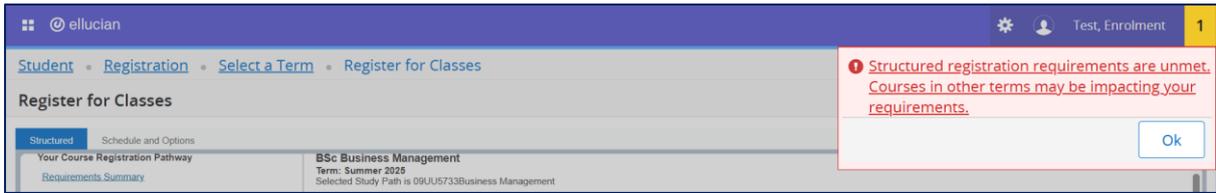
| Summary | | | | | Tuition and Fees |
|--|-------------|---------|-----------------------------|---|------------------|
| Title | Details | Credits | Status | Action | |
| Organisational Behaviour | BUS C422, 0 | 20 | Registered | None | |
| Business Organisations in a Gl... | BUS C407, 0 | 20 | Registered | None | |
| Introduction to Accounting and ... | BUS C405, 0 | 20 | Errors Preventing Regist... |  Student Attribute Restriction | |

In another example, the 'Prerequisite and Test Score error' means that this module cannot be taken as you have not selected the module that needs to be taken with it (which will be detailed in the 'Requirements summary' section).

| Summary | | Tuition and Fees |
|---|---|------------------|
| Status | Action | |
| Errors Preventing Regist... |  Prerequisite and Test Score error | |
| Registered | None | |

Press 'Submit' again and your module selections will go through, but any modules with errors will be not be submitted.

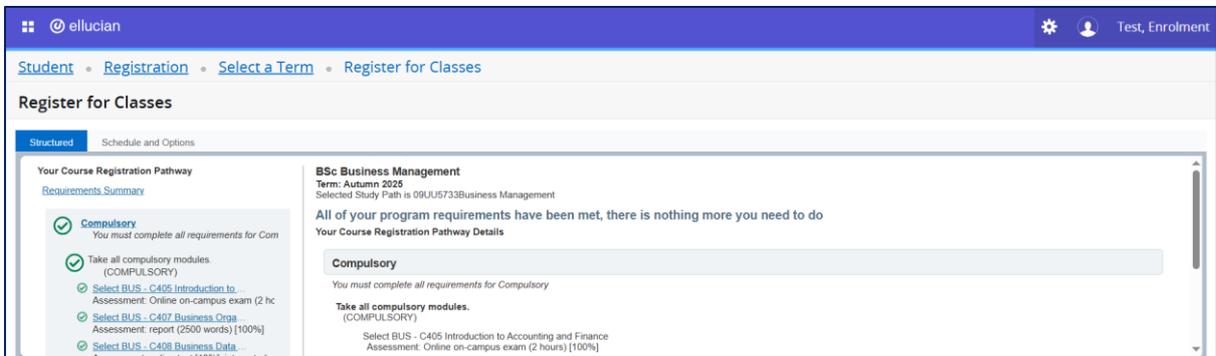
You may still get a notification that suggests requirements are unmet, but there are no error messages in the 'Summary' box. This just means you still need to complete your module selection for the other relevant terms.



Press 'OK' and then 'Select a Term' to return to the first page.



Return to the first page and repeat the module selection steps for the remaining terms, until you have ticks across all of your module rules. Please note that this will likely not apply to you if you are a part-time student, as you will be taking fewer than a full year's worth of credits.



You can now return to the module selection step in the Online Enrolment process, which will have remained open in your original tab. Refresh the screen and all modules you have selected will be displayed here.

Module Selection

Please choose your modules for the next academic year using the link below.

[Module Selection - Register for classes](#)

Here is a guide to help with module selection: [student guide](#)

Your current modules are:

| Modules | Course Code | Course Number | Credits |
|---------|-------------|---------------|---------|
| BUSC405 | BUS | C405 | 20 |
| BUSC407 | BUS | C407 | 20 |
| BUSC408 | BUS | C408 | 20 |
| BUSC409 | BUS | C409 | 20 |
| BUSC414 | BUS | C414 | 20 |
| BUSC422 | BUS | C422 | 20 |
| BUSP401 | BUS | P401 | 0 |

Once you are happy to proceed, tick the checkbox and click 'Confirm Module Selection'.

 **Completed Module Information**

Confirm Module Selection

You will now be able to proceed with paying your tuition fees. You will only be able to fully complete Online Enrolment if you have selected the right number of credits for your programme – if you have not, the system will prompt you at the final 'Complete Enrolment' step to return to the 'Module Selection' step and make corrections.

You do not have enough credits to complete enrolment or you have exceeded the allowed credits. Please go back to the **Module Selection** task to add / remove the required credits.

Total credits is 100. Your total credits should be exactly 120

Go back to the 'Module Selection' task and click the link to open 'Register for classes' in a new tab.

Module Selection

Please choose your modules for the next academic year using the link below.

[Module Selection - Register for classes](#)

If you need to add more credits, choose a term and select the relevant module(s) from the left-hand side without a tick next to it. Then press 'Add' and 'Submit' as you did with the other modules.

If you need to remove credits, choose a term and select the relevant module(s) from the 'Summary' section. Click on the arrow under 'Action' to open the dropdown menu and select 'Web Drop/Delete'.

| Title | Details | Credits | Status | Action |
|--|-------------|---------|------------|-------------------------|
| Business Organisations in a Global Context | BUS C407, 0 | 20 | Registered | None Web Drop/Delete |
| Organisational Behaviour | BUS C422, 0 | 20 | Registered | None |

Total Hours | Registered: 40 | Billing: 40 | CEU: 0 | Min: 0 | Max: 999,999.999

Finally, press 'Submit' and the module's status will change to 'Deleted'.

| Title | Details | Credits | Status | Action |
|--|-------------|---------|------------|--------|
| Business Organisations in a Global Context | BUS C407, 0 | 0 | Deleted | None |
| Organisational Behaviour | BUS C422, 0 | 20 | Registered | None |

Total Hours | Registered: 20 | Billing: 20 | CEU: 0 | Min: 0 | Max: 999,999.999

If you would like to make any changes to your modules after completing Online Enrolment, or if you have any further questions regarding module registration, please raise a service desk ticket via this link: <https://servicedesk.roehampton.ac.uk/support/catalog/items/214>.

Tuition Fee Payment

The Tuition Fee Payment task in Online Enrolment gives you a summary of the tuition fees you owe for this academic year, which is calculated based on your total year's fee minus any deposits paid or fee discounts applied.

Tuition Fee Payment

Hello, Enrolment Test

| | |
|--|-----------------------------------|
| Student Id: A00043170 | Total Fee: £9,250.00 |
| Date Of Birth: 01/01/2000 | Deposit Paid: £0.00 |
| Payment Status: NOT SUBMITTED | Discount: £0.00 |
| Programme: Business Management (09UU5733) | Credit Amount: £0.00 |
| Programme Year: Year 1 | Balance Payable: £9,250.00 |
| Term Code : 202430 | Outstanding : £9,250.00 |

If your fee does not look right or there are details such as a deposit or scholarship missing, please tick the checkbox next to 'Yes' and raise a service desk ticket before proceeding.

Discount/Deposit Applied

If there is a problem with your fees, and a discount or deposit has not been applied please select the option:

Yes No

If the balance owed is not what you are expecting to pay, you must submit a ticket on the [service desk](#).

If you are happy that your outstanding balance is correct, review the payment options available and tick the checkbox next to the option that applies to you.

Self Payment (In Full)

If you are paying your own fees in full, you will be entitled to a 2% discount. Tick the checkbox next to 'Self Payment'.

Self Payment

Full Fees *

15750

Then scroll down and press 'Save & Review'.

Save & Review

You will be taken to a second screen that shows your payment method and the amount that is payable now, which should have a 2% discount applied.

Tuition Fee Payment

Tuition Fee Payment Review

Hello, Enrolment Test

| | |
|--|------------------------------------|
| Student Id: A00043201 | Total Fee: £15,750.00 |
| Date Of Birth: | Deposit Paid: £0.00 |
| Payment Status: NOT SUBMITTED | Discount: £0.00 |
| Programme: Business Management (09UU5733) | Credit Amount: £0.00 |
| Programme Year: Year 1 | Balance Payable: £15,750.00 |
| Stage: Year 1 | Outstanding: £15,750.00 |

| Payments | Instalment | Amount | Comments |
|-----------------------|------------|----------------------------|---------------------|
| Self Payment | | 15435 | 2% Discount applied |
| Total : £15750 | | Paying Now : £15435 | |

Tick the checkbox next to your method of payment and click 'Confirm Payment Options'

- International Bank Transfer
- Pay by credit/debit card

Click '**Confirm Options and Make Payment**' to proceed to complete your payment. Once the payment is completed, you can return to this task and complete it.

If you choose **Bank Transfer**, the payment will need to be confirmed by Finance before you can complete the '**Tuition Fee Payment** task.

Go Back

Confirm Payment Options

Pay by credit/debit card

If you choose to pay by card, the payment portal will open in a second tab. Press 'Continue'.


+44 (0)20 8392 3123



Payment Summary

Please Note

To pay by Bank Transfer please visit <https://student.globalpay.wu.com/geo-buyer/roehampton#!/>

Payment Item Summary

| Description of item(s) to pay | Total Cost |
|-------------------------------|------------------|
| Payable Immediately | £15435.00 |
| Total to Pay Now | £15435.00 |

[Continue](#)

Enter the payer's details and press 'Continue'.

Payer Address

Select the country or region where the payment will come from.

Country or Region *

Address 1 *

Address 2

Town / City *

County / State

Postcode / Zipcode

Payer First Name *

Payer Last Name *

Email Address *

Confirm Email Address *

 Contact Telephone Dialing Code *

Contact Telephone Number *

Enter the card details and press 'Continue'.

Enter Credit / Debit Card Details

Card Type *  Visa
 Visa Debit
 Visa Electron
 MasterCard

 Payer Name *

 Card Number *

 Card Security Code *

Expiry Date *

Start Date

Review the payment details and click 'Confirm'.

3D-Secure Information



For increased security and fraud prevention, your card issuer may need additional information from you to verify that you are the payer.

If this is the case, there will be an extra step, where your card issuer will ask you to authenticate your identity before completing your payment.

Back
Confirm

A 'Payment Successful' screen will appear. Press 'Continue'.

Payment Item Summary

| Description of item(s) paid | Total Cost |
|-----------------------------|------------------|
| Payable Immediately | £15435.00 |
| Total paid today | £15435.00 |

Continue

Return to Online Enrolment and refresh the page. Go to the 'Tuition Fee Payment' task and click 'Complete Fee Task'.

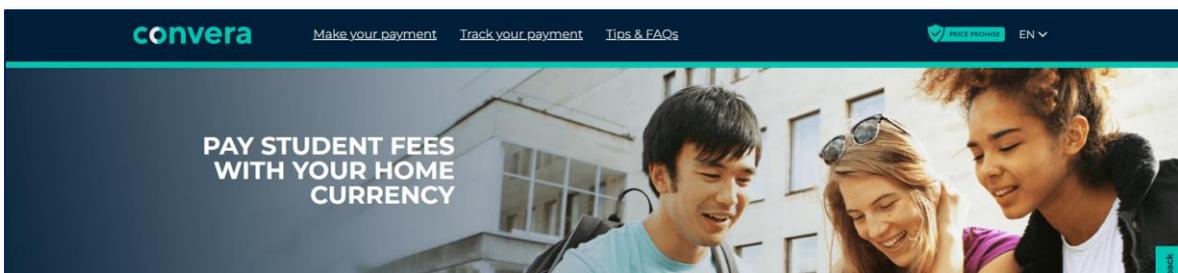
You have satisfied fee requirements or Outstanding Balance is zero

You can proceed to complete this section

Complete Fee Task

International Bank Transfer

If you pay via bank transfer, a new tab will open for you to enter your details.



In the meantime, the Tuition Fee Payment task will stay at 'Submitted' with a 'Current Review Status' of 'Review needed' until your funds are cleared and the Finance Team approve your payment.

End Date:06/12/2025

Tuition Fee Payment Submitted

Response saved on: 03/18/2025

Current Response: International Bank Transfer

Current Review Status: Review needed

Please pay your Tuition Fees

Once the Finance Team have received your payment, the 'Current Review Status' will change to 'Review approved; can update'.

End Date:06/12/2025

Tuition Fee Payment Submitted

Response saved on: 03/18/2025

Current Response: International Bank Transfer

Current Review Status: Review approved; can update

Please pay your Tuition Fees

Click the Tuition Fee Payment task and press 'Complete Payment'. You will now be able to complete Online Enrolment.

The payment options are approved. You can complete this task now.

Complete Payment

Self Payment (Instalments)

If you are paying your fees in instalments, tick 'Self Payment' and 'Paying In Instalments' and then choose your preferred plan from the dropdown list.

Self Payment

Full Fees *

15750

Paying In Installments

Instalment:

3 Payment Plan

Select

2 Payment Plan

3 Payment Plan

7 Payment Plan

Full Payment Paying your own fees? All you need to do is add the full fees into the *payment box and then select the save and review button. By paying in full you will be entitled to a 2% discount, which will be calculated for you as soon as you select save and review. Now all you need to do is select your payment option and click the 'go to payment' button. Instalment You don't have to pay in full; we offer an instalment option to. We still require you to put your full fees into the *payment box.

Scroll down and press 'Save & Review'.

Save & Review

You will be taken to a second screen that shows your payment method and the amount that is payable now, which should be a single instalment of your overall fee.

Tuition Fee Payment

Tuition Fee Payment Review

Hello, Enrolment Test

Student Id: A00043203

Total Fee: £15,750.00

Date Of Birth:

Deposit Paid: £0.00

Payment Status: NOT SUBMITTED

Discount: £0.00

Programme: Business Management (09UU5733)

Credit Amount: £0.00

Programme Year: Year 1

Balance Payable: £15,750.00

Stage: Year 1

Outstanding: £15,750.00

| Payments | Instalment | Amount | Comments |
|-----------------------|------------|------------------------------|----------|
| Self Payment | 3A | 15750 | |
| Total : £15750 | | Paying Now : £5250.00 | |

Tick the checkbox next to 'Pay by credit/debit card' and click 'Confirm Payment Options'.

Pay by credit/debit card

Click '**Confirm Options and Make Payment**' to proceed to complete your payment. Once the payment is completed, you can return to this task and complete it.

Go Back

Confirm Payment Options

Click '**Confirm Options and Make Payment**' to proceed to complete your payment. Once the payment is completed, you can return to this task and complete it.

If you choose **Bank Transfer**, the payment will need to be confirmed by Finance before you can complete the '**Tuition Fee Payment task**'.

Pay First Instalment

The payment portal will open in a second tab. Press 'Continue'.

University of Roehampton London +44 (0)20 8392 3123

Test Mode

Payment Summary

Please Note

To pay by Bank Transfer please visit <https://student.globalpay.wu.com/geo-buyer/roehampton#!/>

Payment Item Summary

| Description of item(s) to pay | Total Cost |
|-------------------------------|------------------|
| Payable Immediately | £15435.00 |
| Total to Pay Now | £15435.00 |

[Continue](#)

Enter the payer's details and press 'Continue'.

Payer Address

Select the country or region where the payment will come from.

Country or Region *

Address 1 *

Address 2

Town / City *

County / State

Postcode / Zipcode

Payer First Name *

Payer Last Name *

Email Address *

Confirm Email Address *

 Contact Telephone Dialing Code *

Contact Telephone Number *

Enter the card details and press 'Continue'.

Enter Credit / Debit Card Details

Card Type *  Visa
 Visa Debit
 Visa Electron
 MasterCard

 Payer Name *

 Card Number *

 Card Security Code *

Expiry Date *

Start Date

Review the payer details and tick the checkbox authorising Flywire to store and charge your card for each instalment. Then click 'Continue'.

* I authorise Flywire to store and charge my debit/credit card automatically on behalf of Roehampton University. I have read, understand, and agree to [Flywire's Terms of Use](#) for automated payments

Back Continue

Review the instalment plan details and press 'Continue'.

Payment Item Summary

| Description of item(s) to pay | Total Cost |
|---|------------|
| Payable Immediately | £5250.00 |
| Remaining instalment | |
| Hide instalments ▲ | |
| Date Amount | |
| 16/06/2025 | £5250.00 |
| 14/09/2025 | £5250.00 |
| Remaining instalment - Due Now (Instalment Date - 18/03/2025) | £5250.00 |

A 'Payment Successful' screen will appear, which will include your instalment plan reference. Press 'Continue'.

Payment Item Summary

| Description of item(s) paid | Total Cost |
|---|------------------|
| Payable Immediately | £5250.00 |
| Remaining instalment - Your instalment plan reference is 225664-263550 | |
| Show instalments ▼ | |
| Remaining instalment - Due Now (Instalment Date - 18/03/2025) | £5250.00 |
| Total paid today | £10500.00 |
| Total to pay later | £10500.00 |

Continue

Return to Online Enrolment and refresh the page. Go to the 'Tuition Fee Payment' task and click 'Complete Fee Task'. You can now complete Online Enrolment, and your next instalments will be automatically debited from your account.

You have paid the first installment. You may complete this task now

Complete Fee Task

Private Sponsor

If a private sponsor is covering all or part of your tuition fee, tick the checkbox next to 'Private Sponsor' and provide their contact details in the fields provided.

Private Sponsor

Sponsor Name *

Address Line 1 *

Address Line 2

City *

Post Code *

Sponsor Please type in your sponsor(s) information into the free text box. Please include their name and contact details. Tel: +44 (0)20 8392 3090 Or e-mail: studentfinance@roehampton.ac.uk
What else do we need from you? We require a letter from your sponsor on their headed paper confirming they are sponsoring you and how much they are paying towards your tuition fees for this academic year. Please note that a letter from your sponsor is required each year they are sponsoring you.

Enter the tuition fee amount covered by the sponsor in the 'Enter the Amount' field.

Enter the Amount *

Please use the upload section to upload documents.

Scroll down and tick the checkbox next to 'Private Sponsor Confirmation Letter(s)', then click the paperclip icon.

Private Sponsor Confirmation Letter(s) (Up to 3 files) 

Click 'Choose File' and select the relevant file from your documents.

Attachments ✕

Maximum Attachments: 3

No file chosen

After selecting the file, click 'Upload'.

Roehampton.jpg

When you are happy to upload your photo, click the X icon to exit the attachment window.

Attachments ✕

Press 'Save & Review'.

Private Sponsor Confirmation Letter(s) (Up to 3 files) 

You will be taken to a second screen that shows your payment method and the amount that is payable now – if you are fully funded by a private sponsor, this amount should be £0.

Tuition Fee Payment

Tuition Fee Payment Review

Hello, Enrolment Test

Student Id: A00043204

Total Fee: £9,250.00

Date Of Birth:

Deposit Paid: £0.00

Payment Status: NOT SUBMITTED

Discount: £0.00

Programme: Business Management (09UU5733)

Credit Amount: £0.00

Programme Year: Year 1

Balance Payable: £9,250.00

Stage: Year 1

Outstanding: £9,250.00

| Payments | Instalment | Amount | Comments |
|-----------------|------------|----------------------|------------------------|
| Private Sponsor | | 9250 | |
| | | Total : £9250 | Paying Now : £0 |

Click 'Confirm Payment Options'.

The Documents need to be verified before you can complete this task. Please click 'Confirm Payment Options' . Your request will be submitted for review.

Private Sponsor Confirmation Letter(s) (Up to 3 files) 

[Go Back](#)

[Confirm Payment Options](#)

The Tuition Fee Payment task will now stay at 'Submitted' with a 'Current Review Status' of 'Review needed' until the Finance Team review the letter and approve your private sponsor.

End Date:06/12/2025

[Tuition Fee Payment](#) Submitted

Response saved on: 03/18/2025
Current Response: Private Sponsor Confirmation Letter(s) (Up to 3 files)
Current Review Status: Review needed

Please pay your Tuition Fees

Once the Finance Team have approved, the 'Current Review Status' will change to 'Review approved; can update'.

End Date:06/12/2025

[Tuition Fee Payment](#) Submitted

Response saved on: 03/18/2025
Current Response: Private Sponsor Confirmation Letter(s) (Up to 3 files)
Current Review Status: Review approved; can update

Please pay your Tuition Fees

Click the Tuition Fee Payment task and press 'Complete Payment'. You will now be able to complete Online Enrolment.

The payment options are approved. You can complete this task now.

Complete Payment

Private Loan

If a private loan is covering all or part of your tuition fee, tick the checkbox next to 'Private Loan' and choose the relevant provider from the dropdown list.

Private Loan

Private Loan: *

- Canadian Loan (Including OSAP)**
- E Laanekassen-Norwegian Fee Loan**
- Swedish Student Loan Company (CSN)**
- US Federal Loan / US Private Loan**

Please use the upload section to upload documents.

Private Loan A private loan is anything you receive to pay your tuition fees that falls outside any Government Funded Loan. Select your loan provider from the drop down list. Loan provider not there? Then contact the Student Finance Team and provide them with your provider's details on: Tel: +44 (0)20 8392 3090 Or e-mail: studentfinance@roehampton.ac.uk What else do we need from you? We require written evidence from your loan provider on their headed paper confirming your loan

Enter the tuition fee amount covered by the loan in the 'Enter the amount' field.

Enter the amount *

Scroll down and tick the checkbox next to 'Private Loan Confirmation Letter', then click the paperclip icon.

Private Loan Confirmation Letter (Only 1 file) 

Save & Review

Click 'Choose File' and select the relevant file from your documents.

Attachments ✕

Maximum Attachments: 3

No file chosen

After selecting the file, click 'Upload'.

Choose File Roehampton.jpg

Reset Upload

When you are happy to upload your photo, click the X icon to exit the attachment window.

Attachments X

Press 'Save & Review'.

 Private Loan Confirmation Letter (Only 1 file) 

Save & Review

You will be taken to a second screen that shows your payment method and the amount that is payable now – if you are fully funded by a private loan, this amount should be £0.

Tuition Fee Payment

Tuition Fee Payment Review

Hello, Enrolment Test

| | |
|--|------------------------------------|
| Student Id: A00043205 | Total Fee: £10,500.00 |
| Date Of Birth: | Deposit Paid: £0.00 |
| Payment Status: NOT SUBMITTED | Discount: £0.00 |
| Programme: Business Management (09UU5733) | Credit Amount: £0.00 |
| Programme Year: Year 1 | Balance Payable: £10,500.00 |
| Stage: Year 1 | Outstanding: £10,500.00 |

| Payments | Instalment | Amount | Comments |
|-----------------------|------------|------------------------|----------|
| Private Loan | | 10500 | |
| Total : £10500 | | Paying Now : £0 | |

Click 'Confirm Payment Options'.

The Documents need to be verified before you can complete this task. Please click 'Confirm Payment Options' . Your request will be submitted for review.

● Private Loan Confirmation Letter (Only 1 file) 

[Go Back](#) [Confirm Payment Options](#)

The Tuition Fee Payment task will now stay at 'Submitted' with a 'Current Review Status' of 'Review needed' until the Finance Team complete review the letter and approve your private loan.

End Date:06/12/2025

[Tuition Fee Payment](#) [Submitted](#)

Response saved on: 03/18/2025
Current Response: Private Loan Confirmation Letter (Only 1 file)
Current Review Status: Review needed

Please pay your Tuition Fees

Once the Finance Team have approved, the 'Current Review Status' will change to 'Review approved; can update'.

End Date:06/12/2025

[Tuition Fee Payment](#) [Submitted](#)

Response saved on: 03/18/2025
Current Response: Private Loan Confirmation Letter (Only 1 file)
Current Review Status: Review approved; can update

Please pay your Tuition Fees

Click the Tuition Fee Payment task and press 'Complete Payment'. You will now be able to complete Online Enrolment.

The payment options are approved. You can complete this task now.

Complete Payment

SLC (Undergraduate)

If you are an undergraduate student and the SLC is funding your tuition fees, tick the checkbox next to 'Student Finance England' and enter your Student Support Number and Customer Reference Number in the fields provided. The Student Support Number can be found on your Entitlement Letter sent in the post by the SLC once your application has been approved. If you are still waiting for your application to be approved, do not worry – the key thing is to provide your Customer Reference Number, found in your SLC account.

| | |
|---|--|
| <input checked="" type="checkbox"/> Student Finance England (SFE) | |
| <p>Student Support Number:</p> <input type="text" value="SFDU12345678A"/> | <p>Student Support Number (SSN): Once you have applied to Student Finance England (SFE) or the regional equivalent (Student Finance Wales and the Student Awards Agency for Scotland) and your application has been approved, you will be sent an Entitlement Letter in the post. This letter states the amount of tuition fee loan being paid to the University so make sure you keep this safe! Your Student Support Number (SSN) can be found under the barcode on the University or College Payment Advice page of this letter. If we already know your SSN this will be shown on screen when you register if not add your SSN into the SSN box.</p> |
| <p>Customer Reference Number: *</p> <input type="text" value="12345678911"/> | |
| <p><input type="radio"/> Student Loan Company will pay FULL amount <input type="radio"/> Student Loan Company will pay PARTIAL amount</p> | |
| <input type="text" value="9250"/> | |

If the SLC is covering your full tuition fees, tick the checkbox indicating they will pay the full amount.

- Student Loan Company will pay FULL amount
 Student Loan Company will pay PARTIAL amount

9250

If they are only covering a partial amount, tick the other checkbox and enter the exact amount they will be funding.

- Student Loan Company will pay FULL amount
 Student Loan Company will pay PARTIAL amount

5000

Scroll down and press 'Save & Review'.

Save & Review

You will be taken to a second screen that shows your payment method and the amount that is payable now. If you are fully funded by the SLC, your 'Paying Now' amount will be '£0'.

Tuition Fee Payment Review

Hello, Enrolment Test

| | |
|--|-----------------------------------|
| Student Id: A00043170 | Total Fee: £9,250.00 |
| Date Of Birth: 01/01/2000 | Deposit Paid: £0.00 |
| Payment Status: NOT SUBMITTED | Discount: £0.00 |
| Programme: Business Management (09UU5733) | Credit Amount: £0.00 |
| Programme Year: Year 1 | Balance Payable: £9,250.00 |
| Stage: Year 1 | Outstanding: £9,250.00 |

| Payments | Instalment | Amount | Comments |
|-------------|------------|----------------------|------------------------|
| SFE Payment | | 9250 | |
| | | Total : £9250 | Paying Now : £0 |

Tick the checkbox indicating the payment options are correct, and click 'Confirm Payment Options'. There are no further Finance actions for you to complete: once you are fully enrolled, the University will confirm your registration with the SLC and your tuition fee payments will be made in instalments.

Payment Options are correct

Go Back

Confirm Payment Options

Future Ambitions and Study Needs

The Future Ambitions and Study Needs section asks a series of compulsory questions about career planning and academic support. For the first question, click the arrow to display a dropdown list of values and choose the relevant value for your career planning stage.

What stage are you at in your career planning? (Choose one)

I am not ready to start thinking ab ▾

None

I am not ready to start thinking about my career yet

I am ready to apply for further study

I am ready to apply for graduate level / professional opportunities

I have a career in mind and intend to gain relevant work experience

I have a job, further study or my own business plan confirmed

I have been applying for opportunities and so far I have not been successful

I have no career ideas yet but I would like to start thinking about it

I have some ideas about my career and I am ready to start planning

I know what I want to do but I am not sure how to get there

I want to spend a year gaining experience

Select up to 4 options for your work experience by ticking the checkbox next to the relevant value.

What work experience/employability activity have you completed in the last 12 months? Select all that apply (maximum of 4 choices).

An internship/placement/professional work experience related to my course (3 months or less)

An internship/placement/professional work experience related to my course (3 months or more)

Paid work alongside my studies (part-time or self-employed)

Unpaid work/employability activity alongside my studies (Volunteering, position or responsibility)

Holiday or temporary job

Full-time work prior to my course

Select up to 4 options for your ideal job sector by ticking the checkbox next to the relevant value.

Which sector(s) of employment would you like to work in after you graduate? Select all that apply (maximum of 4 choices).

- Accounting, Business, Finance
- Creative Industries
- Education and Teaching
- Health and Social Care
- Hospitality

Tick the checkbox next to the relevant value for your work experience.

Have you undertaken work experience related to your degree or career ambition?

- No
- Yes

Tick the checkbox next to the relevant value for self-employment plans.

Are you considering becoming self-employed or setting up your own business social enterprise either during your studies or when you graduate?

- No
- Not Sure
- Yes

Tick the checkbox next to the relevant value for your academic confidence.

How confident do you feel about achieving your best on your course this academic year? Think about managing the academic demands of your course alongside anything else you might have to consider, including work or caring responsibilities.

- No confidence
- Not sure
- Slight confidence
- Very confident

Select up to 4 options for your academic concerns by ticking the checkbox next to the relevant value.

What aspects of your academic performance are you most worried about? Select all that apply (maximum of 4 choices).

- In-class presentations
- Tests and exams
- Participating in class discussions
- Using technology for academic purposes
- Critical thinking and problem-solving
- Writing and research skills

Tick the checkbox next to the relevant value for your anticipated wellbeing support.

Do you anticipate that you may need wellbeing support to manage anxiety or other mental health challenges during your time at the University?

- Likely
- None
- Unlikely
- Unsure
- Very Likely

Tick the checkbox next to the relevant value for your work plans.

If you intend to work during your studies, how many hours a week do you plan to do?

- 1-5 hours
- 11-15 hours
- 6-10 hours
- More than 15 hours
- Not at all

Press 'Continue'

Completed Study needs and Future Ambitions

Continue

Complete Enrolment

Before completing your online enrolment, read through the next steps, including details of any in-person identification checks.

Complete Enrolment

New Students:

The final stage of completing full enrolment and registration is to undertake an in-person on campus identification check, a qualification check if required, and receive your student ID card.

Home, Home with overseas fees and EU-Home: - Student ID card collection. You must bring one valid form of identification such as:

- Valid Passport.
- Photocard driving licence.
- Resident permit issued by the Home Office.
- National identity photocard.

Overseas, EU-Overseas and Overseas with home fees: - Student ID card collection. You will meet with a member of the University immigration team before collecting your student ID card. You must bring your:

- Passport, and any other forms of Government identification.
- Visa entry stamp or code.
- BRP card and any other immigration documents. Please note: if you are collecting your BRP card from the Post Office, make sure you have done so before arriving for your in-person visit to the enrolment centre.

If you are a continuing student, no in-person check details are listed, as your ID card will remain active from last year.

Complete Enrolment

Continuing or Retake students

Your student ID card will remain active from last year.

If your ID card is out of date, order a replacement ID card online through the "Order a replacement card" link on NEST and visit NEST on campus.

UK/Commonwealth students, make sure you're registered to vote: [Register to vote](#)

Finally, click 'Submit Online Enrolment'.

[Submit Online Enrolment](#)

Enrolment Support

If you have issues with completing any of the steps mentioned in this guide, you can get additional help by raising a ticket via this link:

<https://servicedesk.roehampton.ac.uk/support/catalog/items/214>.