UCN Online Enrolment 'How to' Guide

This guide is to help you complete the online enrolment process for your preferred Higher Education course at UCN. If you have any queries in relation to this process, please contact info@newbury-college.ac.uk

To enrol online to UCN and Newbury College courses please go to:
https://apply.newbury-college.ac.uk

If you do not have an online enrolment account, please click the 'Register for an Account' button.

Sign In or Register for an Account

Click 'Sign In' at top right to proceed to the Sign-In/Registration page.

Fill in all the details to register for an account. The username should be your email address. Once you have filled in all the sections, created a password and ticked to confirm you have read the terms and conditions you should see a screen that says 'Registration Confirmation'.
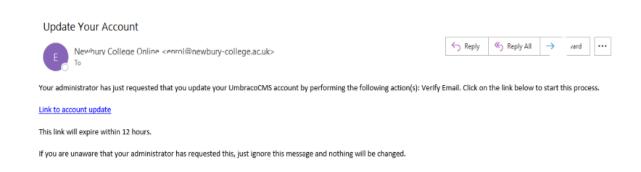
Registration Confirmation

An email has been sent to the email address you registered with. Verify your account to enable online applications.

In the meantime you can still find courses that interest you.

Find a course

You will be sent an email to verify your account. Please check your email (it may appear in 'junk'). The email will come from 'Newbury College Online 'enrol@newbury-college.ac.uk' (see below) and will have the title 'Update your account'. Please click on the link in your email to verify your account.

Update Your Account

Newbury College Online <enrol@newbury-college.ac.uk>
To

Reply | Reply All | → | ward | ...

Your administrator has just requested that you update your UmbracoCMS account by performing the following action(s): Verify Email. Click on the link below to start this process.

Link to account update

This link will expire within 12 hours.

If you are unaware that your administrator has requested this, just ignore this message and nothing will be changed.

Once your account has been verified you can go back to the enrolment page and sign in with your details to complete your online enrolment.

Finding your Course

Select 'Find a course'. Please search for the course you are enrolling onto e.g. HND Engineering. Please select the correct course (full time or part time) with the expected start date.
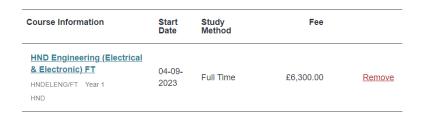
The example below shows the course details for HND in Electrical Engineering (Full Time) starting September 2023.

HND Engineering (Electrical & Electronic) FT

HNDELENG/FT   Year 1

📜 HND   📅 04-09-2023   ⏳ Full Time

🏷 6300

View course information

Select your course, scroll down to 'Enrol Now' and click 'Add to basket'.

The course will appear in your basket (top right of web page). Please go to your basket to proceed to your 'Enrolment Basket' and click 'Continue Enrolment'.

Your Enrolment Basket

Course Information	Start Date	Study Method	Fee		Total
HND Engineering (Electrical & Electronic) FT HNDELENG/FT Year 1 HND	04-09-2023	Full Time	£6,300.00	Remove	1 courses £6,300.00 **Continue enrolment**

Please click 'Continue to Enrolment Form' where you can enter all the required details. Please complete all sections of the form.

Enrolment information

In order to complete your enrolment we require that you check and complete all sections of the form. Where possible we have automatically filled in the data you gave us on your application and/or enrolment.

You may save at any time and return to it at your convenience by accessing it through 'my dashboard'.

Continue to enrolment form

Completing your Online enrolment form

Please complete all the sections of the enrolment form. Some questions require a mandatory answer to comply with government funding regulations.

1. Your personal details

2. An emergency contact

3. Your highest prior qualification achievement level

4. Your current employment status.

5. How you would like to pay your fees. All fees should be paid or a payment plan in place before the start of the course.

   Please select the appropriate payment option:

   a. **Employer to be invoiced**. You will need to fill in the Employer Authorisation Form (office.com) to provide us with invoicing details and confirm that your employer has agreed to pay all your fees.

   b. **Loan application**. You will need to apply for a loan to pay your fees. You will need to apply for the loan yourself, directly with the Student Loan Company - Student finance for undergraduates: Overview - GOV.UK (www.gov.uk) . If you require any additional information about how to apply for a loan, please contact info@newbury-college.ac.uk

   c. **Student to be invoiced**. Please select this option if you will be paying for your fees yourself. If you have any queries regarding your invoice, please contact finance@newbury-college.ac.uk

6. Support for You. Please let us know if you would like any additional support to help you complete your studies.

7. Diversity and Residency. If you are not a UK national and/or have not been resident in the UK for the previous 3 years you will be asked to provide additional eligibility evidence before the start of the course (for example: date of entry to UK, relevant visa, immigration status, settled status evidence)

8. Course and Fee Information. Here you can review your course selection and total fees due.

9. Data Permissions. Please review the appropriate privacy policy links and tick that you agree to the college using and sharing your information as we are required to comply with all government funding regulations.

10. Review and Submit. Please check all your answers and tick that you agree to the learning agreement, terms and conditions, fees policy and data protection statement. Then you can submit your enrolment.

Many Thanks for your enrolment. We look forward to welcoming you to UCN