

Regulations Relating to Higher Education Registration

Regulations Relating to Registration (see also Higher Education Fees Schedule & Payment Table)

Registration and Payment of Fees

1.1.

Student status commences at first registration for a programme of study and continues, unless it is otherwise terminated, until the award is conferred or granted or until the end of the specified period of study whichever is the earlier.

1.2.

All prospective or continuing students must register each year at the required times in accordance with procedures approved from time to time by the College. The College reserves the right, on academic grounds, not to allow students to register after term has started. Only exceptionally and with the special permission of the Dean of Higher Education will prospective or continuing students be allowed to register late. A late fee will be charged in such cases, of an amount to be determined by the College and published in the Fee Table & Payment Schedule.

1.3.

Students who have commenced a programme of study but who fail to re-register or are prevented by the operation of other Regulations from re-registering by the end of the period of fourteen days starting with the first day of the Autumn term shall be deemed to have withdrawn permanently from the College and from their programme of study and shall thereupon cease to be students of the College.

1.4.

In accepting an offer of a place at the College students agree to be bound by all the relevant provisions of the Charter and regulations of the College. This undertaking is confirmed at Registration.

1.5.

All prospective or continuing students, full-time or part-time, will sign at Registration a statement undertaking that they will comply with the Charter and Regulations of the College.

1.6

Students shall notify the College Information Services team as soon as possible of any subsequent change in the information which they have given at Registration relating to name, address, choice of programme, choice of module, choice of options, and source of financial support.

1.7.

A student who loses his/her Registration Card must inform the College immediately and a duplicate Registration Card will be issued on payment of a fee determined by the College.

1.8.

All students are encouraged to register with a doctor in the vicinity of their term-time residence within four weeks of registering with the College. Students may be requested to notify the College of his/her name and address in case of medical emergency and may be required to provide medical evidence to support extenuating circumstance claims throughout the academic year.

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1.9

No prospective or continuing student will be permitted to attend lectures, classes or laboratories or to use the College library, computing or any other facilities of the College/University until he/she has registered and paid or made satisfactory arrangements to pay the tuition fees due.

1.10.

Fees and other charges must be paid at the times prescribed by the College. Students who have not paid fees and other charges including accommodation charges by the required date will be liable for a late payment charge, of an amount, to be determined and published in the Fee Table & Payment Schedule by the College. Fee refunds will only be made in accordance with 1.13, 1.14 & 1.20.

1.11.

The use of College/University facilities may be withdrawn from students who have not paid or made satisfactory arrangements to pay the tuition fees due to the College. In the context of this Regulation the term 'University/College facilities' is to be interpreted to comprise all forms of academic instruction and supervision, access to college premises, the Forum and residential accommodation owned or administered by the College/University.

Except with the permission of the Director of Finance no student who is in debt to the College may register for a further period of study in the College.

1.12.

Former students who have withdrawn permanently or been required to withdraw permanently or been deemed to have withdrawn permanently from the College will be considered for re-admission to a programme of study in line with the College's procedures for handling requests from former students for re-admission to the College <http://www.southessex.ac.uk/higher-education/higher-education-policies>

1.13.

Students who have been excluded temporarily by the College will be automatically granted partial registration without fee for the period of their exclusion and shall remain subject to the Charter, and Regulations of the College.

Such students may, however, inform the College that, having been temporarily excluded, they wish to withdraw permanently from their programme of study and from the College.

Temporary Withdrawal (Intermission/Time Out)

1.14.

Permission may be given to students to withdraw temporarily from the College during their programme of study with a view to returning at a later date. Students must complete the necessary application signed by their respective Programme Leader and emailed to the Faculty of HE and must give acceptable reasons for their request <http://www.southessex.ac.uk/higher-education/higher-education-policies>

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On receipt of the application, the CMA Compliance & Information Manager (HE) will discuss the student's request with the Programme Partnership Manager. They will also seek the views of the relevant course team leader if appropriate in order to reach their decision and may give permission to students to break their studies. The Faculty of HE may prescribe conditions which shall be fulfilled before students may resume their programme of study.

If permission is given, the students will be registered as an intermitting student for the whole of the period of their absence and will comply with the Charter and Regulations of the College.

A temporarily withdrawn student will be required to pay an appropriate tuition fee for the relevant liability period as prescribed in the Higher Education Fee Schedule and Payment Table based on last date of attendance, this is endorsed by the CAM Compliance & Information Manager (HE).

All students are required to re-register upon return to the College following a period of temporary withdrawal. Students who fail to do so within days starting with the first day of the autumn term, will be deemed to have withdrawn permanently.

1.15.

Students permitted to temporarily withdraw from the College will be required to do so by the published deadline on the assessment year planner, provided in the assessment year planner, student handbook and request form).

If permission is not given, students must submit themselves, or will be deemed to have submitted themselves, for assessment in the main assessment period in the normal way.

1.16.

A student who is permitted or required to temporarily withdraw from the College is not entitled to attend any teaching and is not expected to be present at the College. Students' computing accounts will remain active throughout this period. Limited library borrowing rights are available.

1.17.

In order to be and remain enrolled at the College any student that is subject to an immigration requirement must regulate his/her immigration status by adhering to the requirements of their visa, leave to remain or other immigration status.

1.18.

It is noted that the student has accepted the personal responsibility to adhere to those requirements by accepting the visa, leave to remain or other immigration status. The College has an obligation to report to the Home Office where a student fails to adhere to those requirements.

1.19.

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The College reserves the right to withdraw immigration sponsorship and/or de-register a student subject to immigration control who fails to adhere to the immigration requirements of their visa, leave to remain or other immigration status or where a student seeks to (or unintentionally) undermine(s) the College's obligations in respect of the UK immigration system.

Permanent Withdrawal

1.20.

Students who withdraw prior to the late registration/transfer date (as advertised on the student assessment year planner) will not be liable for tuition fees. Any students who have paid tuition fees at enrolment and subsequently withdraw prior to the late registration/transfer date will be eligible for a refund.

1.21

Students who withdraw after the late registration/transfer date (as advertised on the student assessment year planner) will be liable for tuition fees for the relevant terms for which attendance is recorded as advertised in Higher Education Fee Schedule & Payment Table.