

Online Sign-Up (OLSU) 201213

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1. Logging in to Online Sign-Up (OLSU)

- Students will be sent a letter by the Student Records office, that contains a link to Campus Connect and their logon details (username and password).
- There is a login box on the Campus Connect page (<http://portal.rhul.ac.uk/>):



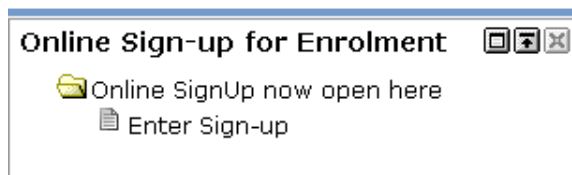
Registered Users Login:

User Name:
(e.g. zkac999)

Password:

If you are not yet a registered user,
use the [Application Status Checker](#).
If you have a username and/or
password, but are having problems
logging in,
email [IT Support](#) or ring
+44 (0)1784 414222

- Student enters their details and clicks the Login button
- On the main Campus Connect homepage, there is an Online Sign-Up 'channel' in the top left-hand corner:



- Student clicks the folder, then clicks the 'Enter Sign-up' link to begin.

2. Academic Year Selection Screen

- Student should then be presented with the following screen:

Online Sign-up - Select Academic Year

1006 Sē Ain
13 Aug, 2012 11:27 am

Please select the appropriate Academic Year and Programme from the menu below and click Submit.

Select an Academic Year: 201213 International Management ▼

Submit

- The 'Select an Academic Year' drop-down menu should be defaulted to the Term and Programme the student is signing up for. They need to check this, and when satisfied it is correct, just click the Submit button to proceed.

3. Eligibility Check

- Students must be eligible to complete OLSU. They should have a Student Status of 'Awaiting Signup' and a Student Type of 'New' or 'Continuing'.
- They may not be eligible, due to a variety of reasons, e.g.:
 - Deferred entry
 - Interrupted Studies
 - Has not had Residency assessed
 - Has Holds
- Non-Progressing students must have made a decision on the Progression Channel, been registered on Repeat/Resit courses, and had the Registrations Complete code entered in SFAREGS in order to complete OLSU
- Assuming the Student is eligible, they will see the following:

The screenshot shows a web interface with a navigation bar at the top containing 'Student' and 'Financial Aid' tabs. Below the navigation bar is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area displays 'Welcome to Online Sign-up' on the left and the user ID '1006 S Ai' and date '13 Aug, 2012 11:30 am' on the right. A yellow horizontal line separates the header from the main content. Below the line, a message box states: 'According to our records you are eligible to sign up. Select **'Please continue'** and then follow the eight steps to complete the 'Online Sign-up' process.' Below this message is a purple link labeled 'Please Continue'.

- Student then must click the 'Please Continue' link to proceed.

4. Name and Biographic Data

- New Students and Returning (or Continuing) Students will see a slightly different version of this page, as New Students are able to edit some of the information that they may not have provided yet
- Returning Students must review the details on this page, and assuming they are correct, click the Save and Proceed button at the bottom of the page

New Student:

The screenshot shows the 'Name and Biographic Data' form in the Campus Connect system. The page header includes 'Campus Connect', a 'Back to Home Tab' link, and icons for 'e-mail', 'Logout', and 'Help'. The user ID '100600000' and session information '13 Aug, 2012 09:35 AM' are displayed in the top right. A navigation bar contains links for '1, Name and Biographic Data', '2, Address and Telephone', '3, Further Information', '4, Emergency Contacts', '5, Curriculum Details', '6, Fees', '7, Your Declaration', and '8, Acknowledgement'. The form contains the following fields and values:

- First Name:** Sa
- Middle Name:** (empty)
- Surname:** Ain
- Date of Birth:** 22 Feb, 1992
- Nationality:** United Kingdom (excluding the Channel Islands and the Isle of Man) - Your legal nationality as shown on your passport.
- Preferred First Name:** (empty text box)
- Title:** Miss
- Sex:** Female
- Ethnicity:** White
- Domicile at Admission:** England

Buttons for 'Complete Later' and 'Save and Proceed' are at the bottom. A footer note reads: 'Please review the information below. Domicile at Admission is your country of permanent residence (please note, this is not the country in which you may currently live on a student visa) If the information given below is incorrect, please contact Student Records with the correct details **once you have completed the online sign-up process.**'

- Name details are fixed (except Preferred First Name), as these will have come from the Student's application. If there are mistakes, the Student should wait until they attend their Identity Check at Induction and provide the relevant documentation to have it changed
- Title, Preferred First Name, Gender and Ethnicity can all be selected by the Student, or changed if a value already exists. They **MUST** select a Gender and a response for the Ethnicity (even if that response is Information Refused) to proceed to the next page. Students must also check their Domicile is correct.

Returning Student:

Campus Connect

[Back to Home Tab](#) [e-mail](#) [Logout](#) [Help](#)

Please review the following information. If any of the details are incorrect please visit the Student Administration Centre with the relevant documentation e.g. passport, so that your record can be updated.

First Name:	Sa
Preferred First Name:	
Middle Name:	
Surname:	All
Date of Birth:	22 Feb, 1992
Nationality:	United Kingdom (excluding the Channel Islands and the Isle of Man) - Your legal nationality as shown on your passport.
Title:	Miss
Sex:	Female
Ethnicity:	White

Please review the information below. Domicile at Admission is your country of permanent residence (please note, this is not the country in which you may currently live on a student visa) If the information given below is incorrect, please contact [Student Records](#) with the correct details **once you have completed the online sign-up process.**

Domicile at Admission: England

RELEASE: 8.1 RHUL (CS)

- For Returning Students, these details are fixed, as they have been recorded before. Any mistakes/changes – student should visit Student Records in the Student Admin Centre.

5. Addresses and Phone Numbers

- All Students **MUST** have a minimum of one current **Personal** and one current **Forwarding** address in order to complete OLSU. A student who is in Halls of Residence uses their Halls of Residence address as their Personal Address.
- **Personal Address** – the address the Student is living at during Term Time
- **Forwarding Address** - the address of the Student's permanent residence

If a student has an active HR Address they will see this page first:

Campus Connect

Back to Home Tab

e-mail Logout Help

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13 Aug, 2012 10:15 AM

Halls of Residence Address

1, Name and Biographic Data | **2, Address and Telephone** | 3, Further Information | 4, Emergency Contacts | 5, Curriculum Details | 6, Fees | 7, Your Declaration | 8, Acknowledgement

Please check the Halls of Residence information below is correct for the 2012/13 Academic Year.

Address valid from 01 September 2012 to 13 October 2012

HR TEST ADDRESS

Egham
TW20 0EX

Is this address correct?

Yes Halls address is correct No this address is NOT correct

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The student then clicks the 'Yes Halls address is correct' it will automatically be copied as a Personal Address and entered into Banner with an 'AD' Address Type.

If the student clicks 'No this address is NOT correct' they will be taken to this page:

Campus Connect

[Back to Home Tab](#)

[e-mail](#) | [Logout](#) | [Help](#)

Halls Address not valid - Enter Personal Address

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 Air
 13 Aug, 2012 10:23 AM

1, Name and Biographic Data
2, Address and Telephone
3, Further Information
4, Emergency Contacts
5, Curriculum Details
6, Fees
7, Your Declaration
8, Acknowledgement

■ You have indicated that this Halls of Residence address is incorrect:

HR TEST ADDRESS

Egham
TW20 0EX

■ Please enter a valid Personal (Term Time) Address below, and contact [Student Housing](#) to inform them that the Halls of Residence address above is incorrect.

Address:*

City:*

Country:*

Postcode/Zip:

■ Please select the type of accommodation in which you will be living during term time.

Type of Term-Time Accommodation: *

They should then provide a Personal Address and click Save and Proceed to move to the next page, Forwarding Address.

If the student does not have an active HR address, they would see this page first:

Campus Connect

[Back to Home Tab](#)

[e-mail](#) | [Logout](#) | [Help](#)

Please enter your Personal Address

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 13 Aug, 2012 09:42 AM

1, Name and Biographic Data
2, **Address and Telephone**
3, Further Information
4, Emergency Contacts
5, Curriculum Details
6, Fees
7, Your Declaration
8, Acknowledgement

? Please enter/update your Personal Address. This should be your Term Time address.

Address: *

City: *

Country: *

Postcode/Zip:

Please confirm the above address is correct *

? Please select the type of accommodation in which you will be living during term time.

Type of Term-Time Accommodation: *

Complete Later

Save and Proceed

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- Students must indicate the **Type** of Term-Time accommodation they will be living in (e.g. Own Home, Parent/Guardian's Home, Rented). This data was previously part of the Further Information page.

They provide the address, click Save and Proceed, and then go to the Forwarding Address page:

Campus Connect

Back to Home Tab

e-mail Logout Help

1006€ Sa Air
13 Aug, 2012 09:47 AM

1, Name and Biographic Data | **2, Address and Telephone** | 3, Further Information | 4, Emergency Contacts | 5, Curriculum Details | 6, Fees | 7, Your Declaration | 8, Acknowledgement

Please enter/update your Forwarding Address. This should be your permanent Home address away from University.

Address: * 9 Graylag Close
Beechwood
Runcorn

City: * Cheshire

Country: * United Kingdom

Postcode/Zip: WA7 3JS

Please confirm the above address is correct * [Select]

Complete Later Save and Proceed

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- Both addresses may be the same, if the Student is living at home whilst studying at University.

Students are then shown the Telephone Numbers page. Any existing telephone numbers are listed, otherwise fields are blank and they provide the number:

Campus Connect

Back to Home Tab

e-mail Logout Help

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13 Aug, 2012 09:48 AM

1, Name and Biographic Data | **2, Address and Telephone** | 3, Further Information | 4, Emergency Contacts | 5, Curriculum Details | 6, Fees | 7, Your Declaration | 8, Acknowledgement

Please enter at least one contact number below. Telephone numbers should include the dialling code and must be numerical with no spaces.

Mobile number: 0758136

Personal Address number: 0192871

Forwarding address number: 012

Complete Later Save and Proceed

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6. Further Information

- This page concerns details that are used for HESA reporting etc., so it is essential the Student reads carefully and selects the appropriate responses.

New Students and Continuing Students will see different versions of this page:

New:

Campus Connect

Back to Home Tab

e-mail Logout Help

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13 Aug, 2012 09:51 AM

1, Name and Biographic Data | 2, Address and Telephone | **3, Further Information** | 4, Emergency Contacts | 5, Curriculum Details | 6, Fees | 7, Your Declaration | 8, Acknowledgement

To help us assess your current needs and the facilities we offer to you (for example, special arrangements for examinations), we need to collect information about any disability you have. Any disability you have already told us about will be listed below, but you can add additional disabilities by clicking on the button. The College's [Student Support Services](#) can offer further help, support and guidance.

We also need to collect details of whether you receive the Disabled Student's Allowance (DSA). Please select the appropriate response using the drop-down list provided.

Disability Delete

No disability

Add Additional Disability

Are you in receipt of the Disabled Students Allowance (DSA)? N/A - No Known Disability

You are enrolling on BSc Psychology.

We need to collect information on the highest qualification you have been awarded so far.

Select the level of your highest qualification: Below undergraduate level

Now select the type of qualification, or the closest equivalent: A level and/or AS Level

For example, if you are from an EU country and have been awarded qualifications that are equivalent of A levels, please select category 'Another qualification equivalent to A levels'.

The box below shows your previous institution if we already have this information. It is blank or incorrect, please contact [Admissions](#) **once you have completed the on-line sign-up process.**

Previous Institution: Sir John Deanes College

Year Left Previous Institution:

Please confirm here if you would like to be a member of the Students' Union. Please note if you decide to opt out, you will be unable to vote in Student Elections for the University of London Union.

I want to be an SU member

Before you commenced your current programme, had you ever started a programme of Higher Education (above A' level or equivalent) in the United Kingdom before and attended it for 6 months or more?

No

Do any of your parents (natural parents, adoptive parents, step-parents or guardians) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

No

Complete Later Save and Proceed

RELEASE: 8.1 RHUL (CS)

Continuing:

The screenshot shows the 'Campus Connect' interface. At the top, there is a blue header with the text 'Campus Connect'. Below the header, on the left, is a 'Back to Home Tab' link. On the right, there are three icons: 'e-mail', 'Logout', and 'Help'. The main content area contains a message: 'To help us assess your current needs and the facilities we offer to you (for example, special arrangements for examinations), we need to collect information about any disability you have. Any disability you have already told us about will be listed below, but you can add additional disabilities by clicking on the button. The College's Student Support Services can offer further help, support and guidance.' Below this, it says: 'We also need to collect details of whether you receive the Disabled Student's Allowance (DSA). Please select the appropriate response using the drop-down list provided.' There is a table with two columns: 'Disability' and 'Delete'. The 'Disability' column has a dropdown menu with 'No disability' selected. The 'Delete' column has a checkbox. Below the table is a button labeled 'Add Additional Disability'. Below that is a question: 'Are you in receipt of the Disabled Students Allowance (DSA)?' with a dropdown menu showing 'N/A - No Known Disability'. A horizontal line separates this from another question: 'Since you began your current programme of study for which you are signing-up, have you completed and been awarded a qualification for any other programme of study?' with a dropdown menu showing 'No'. At the bottom of the form are two buttons: 'Complete Later' and 'Save and Proceed'. The footer of the page reads 'RELEASE: 8.1 RHUL (CS)'.

- Both student types select and add any disabilities they may have, if they have not declared them previously on application, and whether they are in receipt of Disability Allowance
- Next, New Students must select the Level and Type of their Highest Qualification on Entry - the qualifications they have already achieved, not what they will be studying here for.
- Below this will be details about the Student's prior institution where applicable (New students only).
- Then follows a series of questions the Student must read and respond to. They must provide a response to these, even if that response is a refusal to answer – they cannot leave the drop-down on the default 'Select' option.
- Continuing students only have one question to answer – whether they have completed any other programme of study since commencing their current programme

7. Emergency Contacts

- Students must provide AT LEAST ONE emergency contact, with name, contact details and relationship to the Student.
- Existing contacts can be edited by clicking on the name link, and additional contacts can be added if desired, by clicking 'New Contact'.

Update Emergency Contacts

1, Name and Biographic Data | 2, Address and Telephone | 3, Further Information | **4, Emergency Contacts** | 5, Curriculum Details | 6, Fees | 7, Your Declaration | 8, A

 Please tell us who you would like the College to contact in case of an emergency.

To add a new contact click on 'new contact'.

To update an existing contact click on the persons name and make the necessary changes.

If you have more than one contact you may specify the order of priority by entering in the Order field, 1 for your Primary contact, 2 for your Secondary contacts, etc.

Emergency Contacts

Order	Name	Address and Telephone	Relationship
1	Susan Storm	12 Baxter Building London W5 4DD United Kingdom 02088366309	Sister
2	New Contact		

Complete Later

Save and Proceed

- Whether editing or adding a contact, the page is the same:

Update Emergency Contacts

 Complete your emergency contact information and click Submit Changes.

Required fields are: Country, Order, Relationship, First Name, Last Name, Address Line 1, Address Line 4 (town or city).

Country:

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Post Code:

Telephone:

- The address details should be filled in the same way as the Student's address, with Country, Line 1, Line 4 and the Postcode mandatory fields. The Relationship of the contact must also be selected from the drop-down menu.
- Once complete, the Student clicks Submit Changes, then returns to the Emergency Contact screen. If they are not adding any more contacts, they then click Save and Proceed.

8. Curriculum Details

- This page is for the Student to review and confirm what they are signing up for.
- There is nothing on this page the Student can edit, but if they believe there are any mistakes, they should contact Student Records to have them corrected, but still continue with the sign-up.

Campus Connect

Back to Home Tab

e-mail Logout Help

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2012/13 Academic Session
13 Aug, 2012 10:28 AM

1,Name and Biographic Data | 2,Address and Telephone | 3,Further Information | 4,Emergency Contacts | **5,Curriculum Details** | 6,Fees | 7,Your Declaration | 8,Acknowledgement

Please review the following information. If any of the information is incorrect please contact [Student Records](#) **once you have completed the online sign-up process.**

Student Information effective for 2012/13 Academic Session

Student Type: Continuing
Mode of Attendance: Full Time
Location of Study: At Royal Holloway University or partner institution campus.

Curriculum

Current Programme: Bachelor of Science
Level: Undergraduate
Programme: Psychology
Programme Code: 1365
Department: Psychology
Programme Stage: Programme Year 3
Start Date: 20 Sep, 2010

Complete Later Save and Proceed

RELEASE: 8.1 RHUL (CS)

9. Fees

- The Fees page contains a lot of detail concerning a Student's fee liability for their Tuition Fee, as well as details of Sponsors and their contribution if relevant. The Student's expected fee contribution should be listed, which would be their Tuition for the year, less any contribution from Sponsors.
- A Student may find that their Tuition Fee is listed as 'Not Set' – they can find out the fee they will be charged on the Fee Payment Centre webpages, and they can still pay their fees regardless of whether they have been set yet or not.
- Fees page changes depending on the Student Type, Residency and Programme Level

New Home/EU:

Campus Connect

Back to Home Tab e-mail Logout Help

1006€ Sa Ains
13 Aug, 2012 10:29 AM

1, Name and Biographic Data | 2, Address and Telephone | 3, Further Information | 4, Emergency Contacts | 5, Curriculum Details | **6, Fees** | 7, Your Declaration | 8, Acknowledgement

Need Help?

This page outlines your tuition fee liability, including confirmation of your fee region status (e.g. UK & European Union or International) and is based on **current information held by us**.

The information provided here is not an up to date summary of your tuition fee account - payments already made to Royal Holloway will NOT be reflected here. Your tuition fee invoice, and details of the last payment made to the College, can be viewed via the Finance tab of Campus Connect.

Owing to the timetable for the receipt of student data from Student Finance England (SFE), Tuition Fee Loan information may not be shown in the summary below at the time you complete online sign-up. This information will be included in your invoice as soon as it is available. Bursary & Scholarship adjustments to fees will also not be included here; these awards will be confirmed during the first term. **If you have evidence of an approved Tuition Fee Loan which is not shown here, it is important that you bring this documentation with you in September.**

Fee Contribution Summary as at 13 August 2012:

Tuition Fee:	£3,465.00	Region:	UK/EU
Sponsor Liability:		Loan:	

Your personal fee contribution: £3,465.00 **(before any Bursary/Scholarship adjustment)**

You should still continue with the sign-up process by selecting "Save and Proceed" at the foot of the page, even if:

- your fee and / or funding details are currently showing as incomplete
- your fee loan does not match your tuition fee. (Please refer to guidance and information on fee loan administration).
- you have a personal fee contribution to make, but are not paying it at this point. (See note below regarding completion of enrolment.)

Important notes:

- To have a valid enrolment you must (i) complete the sign-up process, (ii) pay your fees - or demonstrate you have an approved Tuition Fee Loan to cover the net fee after deducting any bursary or scholarship contribution and (iii) attend Identity Check. These are separate actions.
- Your tuition fee loan will be paid directly to the University in due course. Where confirmation from SFE/SLC of an approved Tuition Fee Loan remains outstanding beyond 16 November 2012 immediate payment of a fee instalment of £1,500 will be required to complete enrolment and maintain your registration. Further information and guidance can be found [here](#).
- For the conditions relating to the payment of personal fee contributions at enrolment please [click here](#).
- If your Tuition Fee is shown as "not set" this means we are waiting, or are processing, information to apply the correct fee for this year. Please check again later or contact Student Records if you have any questions.
- Confirmation of Attendance for maintenance loan/grant payment purposes will not take place until enrolment is complete.

Complete Later Save and Proceed

RELEASE: 8.1 RHUL (CS)

Campus Connect

[e-mail](#) | [Logout](#) | [Help](#)

Back to Home Tab

10066 Sa Ain
13 Aug, 2012 10:30 AM

Fees

[1, Name and Biographic Data](#) | [2, Address and Telephone](#) | [3, Further Information](#) | [4, Emergency Contacts](#) | [5, Curriculum Details](#) | **[6, Fees](#)** | [7, Your Declaration](#) | [8, Acknowledgement](#)

Need Help?

This page outlines your tuition fee liability, including confirmation of your fee region status (e.g. UK & European Union or International) and is based on **current information held by us**.

The information provided here is not an up to date summary of your tuition fee account - payments already made to Royal Holloway will NOT be reflected here. Your tuition fee invoice, and details of the last payment made to the College, can be viewed via the Finance tab of Campus Connect.

Owing to a new timetable for receipt of Student Finance England (SFE) data, Tuition Fee Loan information may not be shown in the summary below at the time you complete online sign-up. This information will be included in your invoice as soon as it is available. **If you have evidence of an approved Tuition Fee Loan which is not shown here, it is important that you bring this documentation with you in September.**

Fee Contribution Summary as at 13 August 2012:

Tuition Fee:	£3,465.00	Region: UK/EU
Sponsor Liability:		Loan:
Your personal fee contribution:	£3,465.00	

You should still continue with the sign-up process by selecting "Save and Proceed" at the foot of the page, even if:


- your fee and / or funding details are currently showing as incomplete
- your fee loan does not match your tuition fee. (Please refer to guidance and information on [fee loan administration](#)).
- you have a personal fee contribution to make, but are not paying it at this point. (See note below regarding completion of enrolment.)

Important notes:

- a. To have a valid enrolment you must (i) complete the sign-up process and (ii) pay your fees - or demonstrate you have a full, approved Tuition Fee Loan. These are separate actions.
- b. Your tuition fee loan will be paid directly to the University in due course. Where confirmation from SFE/SLC of an approved Tuition Fee Loan remains outstanding beyond 16 November 2012 immediate payment of a fee instalment of £1,155 will be required to complete enrolment and maintain your registration. Further information can be found [here](#).
- c. For the conditions relating to the payment of personal fee contributions at enrolment please [click here](#).
- d. Confirmation of Attendance for maintenance loan / grant payment purposes will not take place until enrolment is complete.
- e. If you are being sponsored (by a third party other than Student Finance England e.g. an employer or funding body) and the information is not displayed, please send [Student Records](#) the relevant supporting evidence. If you have recently provided this information your record will be updated shortly. Please be aware that despite the existence of a sponsorship arrangement, you remain liable for the tuition fee if your sponsor fails to pay.
- f. If your Tuition Fee is shown as "not set" this means we are waiting, or are processing, information to apply the correct fee for this year. Please check again later or contact [Student Records](#) if you have any questions.

RELEASE: 8.1 RHUL (CS)

Overseas (New or Continuing):

Campus Connect

[Back to Home Tab](#) e-mail Logout Help

Fees

 10066 Sa Ain
13 Aug, 2012 10:30 AM

1,Name and Biographic Data | 2,Address and Telephone | 3,Further Information | 4,Emergency Contacts | 5,Curriculum Details | **6,Fees** | 7,Your Declaration | 8,Acknowledgement

Need Help?

This page outlines your tuition fee liability, including confirmation of your fee region status (e.g. UK & European Union or International) and is based on **current information held by us**.

The information provided here is not an up to date summary of your tuition fee account - payments already made to Royal Holloway will NOT be reflected here. Your tuition fee invoice, and details of the last payment made to the College, can be viewed via the Finance tab of Campus Connect.

Fee Contribution Summary as at 13 August 2012:

Tuition Fee:	£3,465.00	Region:	International
Sponsor Liability:		Sponsor Name:	

Your personal fee contribution: £3,465.00


You should still continue with the sign-up process by selecting "Save and Proceed" at the foot of the page, even if your fee and / or funding details are currently showing as incomplete. Similarly, if you have a personal fee contribution to make, but are not paying that at this point, you may sign-up now (but see notes below regarding enrolment).

Important notes:

- To complete enrolment you must (i) complete the sign-up process, (ii) pay your fees and (iii) - **if a New Student** - attend Identity Check. These are separate actions.
- Tuition fees, or the minimum first instalment, must be paid at enrolment. For more information on the conditions relating to the payment of personal fee contributions please [click here](#).
- If you are being sponsored by a third party (e.g. an employer or funding body), or have an exemption, and this information is not displayed on this page, please send [Student Records](#) the relevant supporting evidence. If you have recently provided this information your record will be updated shortly. Please be aware that despite the existence of a sponsorship arrangement, you remain liable for the tuition fee if your sponsor fails to pay.
- If your Tuition Fee is shown as "not set" this means we are awaiting, or are processing, information to apply the correct fee for this year. Please check again later or contact [Student Records](#) if you have any questions.

RELEASE: 8.1 RHUL (CS)

Postgraduate (Home/EU or Overseas, New or Continuing):

Campus Connect

[Back to Home Tab](#) e-mail Logout Help

Fees

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13 Aug, 2012 10:35 AM

[1,Name and Biographic Data](#) | [2,Address and Telephone](#) | [3,Further Information](#) | [4,Emergency Contacts](#) | [5,Curriculum Details](#) | **[6,Fees](#)** | [7,Your Declaration](#) | [8,Acknowledgement](#)

Need Help?

This page outlines your tuition fee liability, including confirmation of your fee region status (e.g. UK & European Union or International) and is based on **current information held by us**.

The information provided here is not an up to date summary of your tuition fee account - payments already made to Royal Holloway will NOT be reflected here. Your tuition fee invoice, and details of the last payment made to the College, can be viewed via the Finance tab of Campus Connect.

Fee Contribution Summary as at 13 August 2012:

Tuition Fee:	Not set - no data held at present	Region:	International
Sponsor Liability:		Sponsor Name:	

Your personal fee contribution: Not available

You should still continue with the sign-up process by selecting "Save and Proceed" at the foot of the page, even if your fee and / or funding details are currently showing as incomplete. Similarly, if you have a personal fee contribution to make, but are not paying that at this point, you may sign-up now (but see notes below regarding enrolment).

Important notes:

- To complete enrolment you must (i) complete the sign-up process, (ii) pay your fees and (iii) - **if a New Student** - attend Identity Check. These are separate actions.
- Tuition fees, or the minimum first instalment, must be paid at enrolment. For more information on the conditions relating to the payment of personal fee contributions please [click here](#).
- If you are being sponsored by a third party (e.g. an employer or funding body), or have an exemption, and this information is not displayed on this page, please send [Student Records](#) the relevant supporting evidence. If you have recently provided this information your record will be updated shortly. Please be aware that despite the existence of a sponsorship arrangement, you remain liable for the tuition fee if your sponsor fails to pay.
- If your Tuition Fee is shown as "not set" this means we are awaiting, or are processing, information to apply the correct fee for this year. Please check again later or contact [Student Records](#) if you have any questions.

RELEASE: 8.1 RHUL (CS)

- There is a link to the online payment facility, ePay, on the confirmation of sign-up page at the end – so for now, the Student just needs to click ‘Save and Proceed.’

10. Declaration

- Students must read this page carefully, as it explains the Terms and Conditions, Regulations and Codes of Practice they are agreeing to abide by.

Campus Connect

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e-mail Logout Help

1007 Bol Os
13 Aug, 2012 10:36 AM

1, Name and Biographic Data | 2, Address and Telephone | 3, Further Information | 4, Emergency Contacts | 5, Curriculum Details | 6, Fees | **7, Your Declaration** | 8, Acknowledgement

[Need Help?](#)

PLEASE READ CAREFULLY

DECLARATION:
I declare that to the best of my knowledge the information I have given is correct and I agree to abide by the College regulations, policies and codes of practice as stated, from time to time, on the [Terms and Conditions](#) website. I understand that these matters are important and that I may have my registration with the College suspended or terminated, or have other sanctions imposed if I breach them.

[Deadline for New Students](#)
[Deadline for Continuing Students](#)

I understand that if I do not complete all elements of my enrolment by the deadline I will be denied access to teaching and learning resources, and other college facilities. I acknowledge that it is my responsibility to notify RHUL in writing if I choose not, or am unable, to continue with my studies.

I understand that specific enrolment and attendance requirements apply to me if I have entered the United Kingdom on a Tier 4 Student Visa as set out from time to time by the UK Border Agency (UKBA). I understand that failure to comply with these requirements may result in the UKBA requiring me to leave the country and for my registration with RHUL being terminated. I understand that RHUL has stringent obligations in respect of UKBA requirements and that it may be required to report changes of circumstances or other information to the UKBA. I understand that it is my responsibility to have a valid and up to date visa before enrolment and throughout my registration at RHUL or a partner institution, and to present it to the College on request.

I understand that I may not register for more than one programme, unless special permission is granted. If I am not registering as a visiting student I may not be registered as a student at another institution.

I understand that if, as any part of my course of study, I receive tuition or services from a partner institution of the College, I will, as a condition of use and for the duration of this tuition or services, also be subject to the terms and conditions of that partner institution.

Tuition Fee Liability:
I accept and understand that upon enrolment I will be personally responsible for the payment of my tuition fees, including any amounts that sponsors or other third parties may fail to pay. In addition, I understand that where my fees have not been paid in full to the College at the start of the academic year, I may have a residual, personal fee liability payable upon withdrawal as set out in the [Student Fee Regulations](#).

Communication:
I understand that the main method of communicating with me will be via electronic means through both my Royal Holloway e-mail account and Campus Connect Student Portal. I agree to manage my email account appropriately, and to read and respond promptly to College communications through these media. I agree to ensure my address details are up-to-date during my period at College and for nine months afterwards, to allow the College to send official documentation to me when required.

Use of Data:
I understand and accept that Royal Holloway, University of London and all parties acting on behalf of RHUL will process personal data about me which I have submitted in the sign-up process, and other data that the College may obtain about me, for any purpose connected with my studies, my health and safety, and for any other legitimate reason. This processing may include disclosure of data to third parties acting on behalf of, or delivering services to, the College. All data will be processed in accordance with the [College's Data Protection Collection Notice](#) (as applicable) and in accordance with the Data Protection Act 1998.

I authorise Royal Holloway, University of London to issue information about my progress, including but not limited to my course results, academic progress and attendance, to my employer or sponsor if my employer or sponsor so requests. I agree to all my work written at this institution being processed and stored by any third party Plagiarism Detection Service as appointed by the College.

Some information will be provided to the Higher Education Statistics Agency (HESA, for use in statistical analysis), UKBA, government education departments, funding councils, National Student Survey and other authorised users of the data. The data will be anonymised where appropriate. Personal information will not normally be released in any other cases except, for example, in the interest of health and safety or criminal investigation.

Intellectual Property Rights and Exploitation of Inventions and Patents (Research Students Only):
All Research Students enrolling at RHUL must agree to the Intellectual Property policy and Exploitation of Inventions and Patents Code of Practice for RHUL.

[Intellectual Property Policy](#)
[Exploitation of Inventions and Patents Code of Practice](#).

By clicking the 'I agree to the declarations' button below you are accepting these Terms and Conditions.

To complete the Online Sign-up process please click on the **'I agree to the declarations'** button.

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- They are also agreeing their data can be used for legitimate purposes, and their written work will be subjected to plagiarism detection software. There are also details pertaining to the UKBA for International Students with Student Visas
- The section at the bottom concerning Intellectual Property Policy and Inventions and Patents Code of Practice is only relevant to Research Students, but will appear for all Students.
- By clicking the 'I agree to the declarations' button, the Student will Sign Up.

11. Enrolment

- The Enrolment page is a confirmation that the Student has successfully completed their Online Sign-Up. They can print this for their own records, but if you need to confirm whether a Student has signed up, check their Student Status in SGASTDN – it should be listed as ‘Signed Up’.
- You can also check the ‘Comments’ tab in SGASTDN to see the date and time stamp when the Student signed-up, and their computer IP address.
- If a Student claims to have completed their sign-up but their status is not Signed Up, and there is no date/time stamp on the Comments tab in SGASTDN, they have not completed it properly and will need to go back and finish it.

Campus Connect

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✓ You have signed up. If you have not already done so, you must deal with fee payment, before attending Identity Check. Please see below.
(More information on your next steps can be found in the [Enrolment Webpages](#)).

Completed sign up on August 13, 2012 at 10:37:08 AM.

Name:	Mr Bol
Student ID:	100713
Academic Year:	201213
Level:	Postgraduate Taught
Degree:	Master of Science
Programme:	Information Security
Mode of Attendance:	Full Time
Programme Stage:	Programme Year 1
Department:	Mathematics
Fee Status:	Overseas
Tuition Fee:	Not set - no data held at present

Sponsor:
Sponsor Liability:

Your total tuition fee is based on your programme, fee status and mode of study for the current year. Please be aware that despite any sponsorship arrangement, you remain liable for the total tuition fee if your sponsor fails to pay.

If your total tuition fee is shown as not set, this means that we currently await some data and you should refer to the information and guidance for 2012/13 on the [Fee Payment Centre webpages](#).

Based on current information your fee contribution is as follows.

Total tuition fee:	Not set - no data held at present
Sponsor support:	£0.00
<hr/>	
Your fee contribution:	Not available

You may wish to [print](#) this page for your records.

Please make payments by going to the Finance channel.
If you require further information relating to fees [Click here](#).
Or if you wish to pay by Epay [Click here](#).

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- if the Student has yet to pay their fees, they can do so online via the Epay link at the bottom.