The Bucks
Welcome

NEW AND RETURNING
STUDENTS 2018
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A warm welcome
Welcome to Bucks New University. Bucks is a thoroughly modern university, one that is always open to fresh ideas and thinking.

We have outstanding partnerships with employers and we think our innovative courses will help you hit the ground running in your chosen career when you graduate. Our courses are focused on helping you to succeed in your career, but we also want you to succeed in life. All of our staff are committed to supporting and encouraging you throughout your time here.

We work hard to embed equality and diversity into all our activities so that you feel comfortable being yourself.

Success at university is a partnership. Teaching and learning at university places more responsibility on you, the student, to be active, to contribute to classes, and to undertake more study in your own time. It may take you a little time to adapt to this and we are all here to help.

You will want to make the most of your time at Bucks. This includes taking a full part in your course, in university life, and in opportunities more widely, and working to achieve the best results you can.
Your enrolment
Enrolling is essential as this gives you access to the University facilities and campuses as well as allowing you to attend lectures, seminars and workshops. Please be aware that if you have taken out a student/study loan you will not have access to this unless you complete enrolment each year.

The enrolment process is slightly different for new and returning students; please see the section below that is relevant to you.

**New students**

If you are a new student at Bucks, or beginning a new programme of study, you may be invited to attend an enrolment session during your induction week. Please also remember to bring all of the documents required for enrolment - your passport as proof of ID (in the absence of a passport please bring your EU/EEA National Identify Card or your Birth/Adoption Certificate with confirmation of your National Insurance number) and qualifications - as you will need to show these on the first day in order to enrol. Further information about enrolment, accommodation, student support, advice and life at Bucks can be found on the Bucks Welcome webpage.

You should also bring with you any copies of your relevant qualifications which have not been confirmed by UCAS. Your joining instructions and further information about your induction week will be sent to you in due course and will be available online at bucks.ac.uk/welcome.

**Returning students**

If you receive an enrolment form in the post please complete it and return it along with information relating to the payment of your tuition fees. Students funding their own course must ensure the first instalment is paid by the first day of term. Some students may need to attend an enrolment session and will be contacted by their faculty.

Please contact The Student Centre at welcome@bucks.ac.uk should you have any questions regarding your enrolment. Joining instructions are available at bucks.ac.uk/welcome.

**International students**

If you are a new international student you will be required to enrol in person. For further details on both enrolment requirements, please visit our website at bucks.ac.uk/students/academicadvice/managing-your-studies/enrolment-and-re-enrolment.
How much will my tuition fees be this year?

Full details of all course fees can be found on the individual course pages and in the fees and funding section on our website.

How do I obtain my student ID card?

If you are a new student, submit a passport-sized photograph electronically via email, see page 28 for instructions on how to do this. If you are a returning student you should still have your ID card. If you require a replacement, they can be purchased from the Gateway reception (High Wycombe) or Student Centre helpdesk (Uxbridge) for £10.

For any queries please email student.centre@bucks.ac.uk.

I’ve been asked for a council tax exemption form; what is it and where do I get it?

Full-time students may be entitled to council tax exemption. After you have enrolled please contact The Student Centre in High Wycombe or Uxbridge. They will be able to check your circumstances and if appropriate will provide you with the paperwork you require.

I want to open a student bank account, the bank is asking for a proof of study letter, where do I get this from?

After you have enrolled, please contact The Student Centre in High Wycombe or Uxbridge. They will provide you with the paperwork you require.

I want to apply for financial support; how do I do this and what am I entitled to?

Different students have access to different types of funding. If you are a full-time undergraduate student, please see page 20. If you are a Social Work student, please see information on page 24, and if you are a postgraduate or part-time student please see page 26 for more details.

I have moved – how do I tell you?

Please contact The Student Centre (High Wycombe) or (Uxbridge).

I am unable to take up my place or continue with my studies, what should I do?

If you are a new student please inform Student Recruitment & Admissions on 0330 123 2023 or contact us at admissions@bucks.ac.uk as soon as possible. If you have already begun your studies please contact The Student Centre. Should you wish to withdraw from a course after enrolment, you will still be liable for the tuition fees for that term or study period.

What can I do to get ready for life and study at the university?

The Learning Development Unit (LDU) offers a range of campus-based and online pre-sessional courses and activities aimed at helping new students develop their academic skills, learn about life at Bucks and meet other students before they arrive to begin their studies.

For more information please visit bucks.ac.uk/students/learning-development-unit/getting-ready-to-study-at-university or contact the LDU directly at ldu@bucks.ac.uk.
Bucks Students’ Union provides Freshers’ Helpers who are on hand over the first few weeks of term to help you settle into university life. They are here to show you around, introduce you to other freshers and answer any questions, no matter how small.

Bucks Buddying is a unique scheme, where current Bucks students contact prospective and new students by email, providing support and guidance.

Who can I talk to if I am having problems?

You can approach the Students’ Union Advice Centre for impartial and independent advice or you will be able to make an appointment through the Counselling Service, where you can speak to a counsellor in complete confidence. Alternatively The Student Centre will be able to refer you to someone who is able to help.

The Multi-faith Chaplaincy celebrates diversity and offers a confidential listening ear for all. You don’t need to have a faith to come and talk to us!

You’ll find hospitality, sanctuaries (quiet spaces for reflection or prayer), support for student events, contact with local faith communities – and signposting to other University services. For more information text 07544 750 793, email multifaithchaplaincy@bucks.ac.uk, or call 01494 603 024.

Where can I go for urgent help with financial support?

You can visit the Students’ Union Advice Centre on either of our campuses. Alternatively you can email: suadvice@bucks.ac.uk, or call: 01494 603 016 (High Wycombe Campus) 01494 603 180 (Uxbridge Campus).

I haven’t arranged where to live yet. What are my accommodation options?

You need to contact the Accommodation Service as soon as possible by calling 01494 603 063 or by emailing accommodation@bucks.ac.uk.

How do I register for local medical services?

Contact the Students’ Union Advice Centre and they will advise you of medical services in the local area. The Student Centre, High Wycombe or Uxbridge can provide proof that you are a student if the GP practice requires this.

How can I keep up-to-date with news?

You can keep track of our news online at bucks.ac.uk/news and on the Bucks New University Facebook group.

Am I able to get help with NHS prescription charges and dental costs?

You may be entitled to help with these costs. To obtain this help you will need to complete a HC1 form, which is available from local doctors, dentists, opticians and in the Students’ Union Advice Centre or Student Centre. Alternatively you can download at nhs.uk/NHSEngland/Healthcosts.

What is safety and security like on campus and in town?

The town has Purple Flag status, which means it’s been recognised for its warm welcome, great mix of venues and safe travel.
Learning resources

As a Bucks student we want to do as much as we can to help you succeed and flourish on your course. We have a wide range of learning resources to help you get the most out of your studies.
Library Services

Our Library Services provide access to a wide range of facilities and information resources in support of teaching, learning, scholarship and research. We have extensive learning resources at the High Wycombe Campus and a dedicated nursing library at the Uxbridge Campus.

Friendly and professional employees are available at each campus to provide help and advice to support your information and study needs. The Library’s opening hours are extensive, including late evenings and weekends, offering access to the book, journal and DVD collections but also to study spaces, computing, printing, photocopying and scanning facilities.

You can find more information about our services at bucks.ac.uk/library with links to online resources including the library catalogue. Students can access electronic resources such as e-journals and e-books on and off campus all day, every day. You can use self-service facilities to borrow laptops, issue your book loans and email you the receipt as well as renew and return items. Wireless access is available at both campuses.

Blackboard

We use Blackboard, a Virtual Learning Environment to support students in their studies. Students have access to Blackboard on and off campus and on all smart phone devices. Blackboard provides access to course content, links with tutors and also provides access to all of the library’s electronic resources.

Blackboard allows students to create their own profile, instant message other students and tutors on their course and talk to them if they are also online. It utilises video conferencing technology in a similar way to Skype, and tutorials can take place online.

Learning Development Unit

The Learning Development Unit (LDU) is the learning and academic development advice centre for all students at the University. We work with all students who are keen to develop their academic abilities and improve their grades, whatever their course, year, or ability level. We also provide a number of pre-sessional courses and activities for new students who wish to refresh or develop their academic skills before they begin their studies. More information on the LDU and the courses it offers can be obtained by email: ldu@bucks.ac.uk.

A lot of our work is on a one-to-one basis, allowing us to tailor our input to the particular needs of the student. In addition, we provide a range of workshops and lectures for all students on all aspects of academic study, including preparing, planning and structuring academic assignments; evidence-based writing; developing analytical and critical thinking skills; and effective academic reading and research skills. The LDU also works closely with subject-teaching lecturers, providing input during module sessions on specific aspects of students’ work in their subject areas. We also provide support on mathematical topics such as statistics, finance and managing research data, and for international students on using English in their studies.

To offer our students maximum flexibility, tutorials can be arranged in person at our High Wycombe or Uxbridge campuses, or can be conducted remotely via email, Skype, or the collaborative tools provided by the University’s Virtual Learning Environment.

Our High Wycombe office is located in room N1.01. On the Uxbridge Campus, we are in room 3.01. Students can drop in, sign-up on the appointment lists or email requests directly to LDU staff whose contact details, specialisms and availability can be found on the LDU Organisation on Blackboard.
We’ll support you all the way
We’ll support you all the way.

The Student Centre
We are the first stop shop at the High Wycombe and Uxbridge Campuses where you can access information, advice and guidance on a range of non-academic matters.

We can answer queries regarding tuition fee payments, student finance, enrolment and registration, updating your student record, complaints procedures, GP registration or receiving proof of your student status.

For more information visit
Web: bucks.ac.uk/fees_funding
Email: student.centre@bucks.ac.uk
Tel: 01494 603 020.

Bucks Students’ Union Advice Centre
If you find yourself in financial hardship at any time during your course, it’s always worth contacting the Advice Centre. We offer independent and confidential guidance on course-related concerns, financial issues, housing, relationships, personal problems, health information, benefits, and all aspects of funding, including student loans, grants and bursaries. For more information visit buckstudentsunion.org/advice, email suadvice@bucks.ac.uk or you can call us on 01494 603 016.

Multi-faith Chaplaincy
Celebrating diversity, we offer a confidential listening ear to all. You don’t even need to have a faith to come and talk to us!

You’ll find hospitality, sanctuaries (quiet spaces for reflection or prayer), support for student events, contact with local faith communities – and signposting to other University services. For more information text 07544 750 793, email multifaithchaplaincy@bucks.ac.uk or call 01494 603 024.

The Disability Service
We offer specialist one-to-one support, help with Disabled Students’ Allowances (DSAs) and access to extra time in exams. We also offer clarification and confidential advice on disclosing a disability to your faculty or placement team.

For confidential advice, information and guidance about all disabilities including specific learning difficulties such as Dyslexia, mental health difficulties, Asperger Syndrome/ASD, physical disabilities and sensory impairments and other long-term medical conditions please contact us.

Email: disability.service@bucks.ac.uk.
Call: 01494 605 049.
Web: bucks.ac.uk/disability.

The Counselling Service
Making the journey through higher education can be demanding and challenging. We provide a supportive, non-judgemental and confidential space in which you can seek help from a professional counsellor.

You can explore issues relating to your academic studies, as well as support on any personal issues you may be facing.

For more information, email counselling@bucks.ac.uk, or call 01494 603 018.

The Bucks Careers Team
The Bucks Careers Team supports you to make the most of your student experience. Everything we do aims to support you in developing the Bucks Graduate Attributes in preparation for graduate employment opportunities.

You can access our online careers platform, MyBucksCareer, to do career assessments, create your CV and covering letter and practise your interview technique. You can also find out about part time and graduate jobs with local and national employers on this platform.

You can have careers conversations with us by phone, email or face to face, to explore your plans and improve your applications. You can find out more about the Bucks Graduate Attributes and our careers support at bucks.ac.uk/careers.
Additional support
Bucks Alumni

Our Alumni are our ambassadors in the world, and we are very proud of their achievements. Whatever you choose to do in the future we want to keep in touch; to learn from your experience, and continue to support your career journey.

Our Alumni network keeps you in touch with Bucks through networking opportunities, discounts and ongoing career support.

To find out more you can visit bucks.ac.uk/alumni

Bucks Mentoring

Bucks Mentoring offers you the opportunity to learn from individuals who are already out in the world of work.

Our mentors are usually alumni (previous Bucks students) or local employers who are happy to share their knowledge and experience.

Mentoring can take place face to face or on-line, from as little as one hour a month. Getting involved can enhance your CV, and help build your network in your chosen career field.

You can find out more by visiting bucks.ac.uk/mentoring.
An amazing Students’ Union

From societies and sports to volunteering, training and workshops, Bucks Students’ Union certainly offers a lot – and most of it for free! Run by students, for students, the Union also provides a friendly advice service and representation scheme to ensure your views are heard.
Your Union

Enrolling on a course at Bucks New University automatically makes you a member of Bucks Students’ Union - an organisation ranked number 1 in the whole of the UK*. You don’t need to join and there are no fees involved, but membership gives you access to the vast range of services that we offer.

The Union is run by students, for students, and is wholly committed to the ongoing support and development of our members.

You are going to love The Big Deal - a unique package of free to participate in entertainments, sports, societies and recreational and developmental activities - helping to build thriving student communities and supporting student success.

We will entertain you

The Union runs The Venue, a student-focused and inclusive social space, comprising The Lounge and a larger club/live room. The Venue is a 1,100-capacity event space and an extremely good value bar in the centre of our High Wycombe Campus with free internet access, it provides an excellent catering service by day and award-winning entertainment by night - across all seven nights of the week.

The Venue boasts the best entertainment provision in the local area. Host to some of the most exciting names on the live music circuit, along with an enviable roll-call of guest DJs, comedians and a broad spectrum of artists and events for students that many a larger university would envy - all free of charge. You won’t get bored at Bucks!

We’ll spark your interest

Whatever you’re into, from dance to drama, from watersports to hockey, you’ll discover someone else who shares the same interests as you at university.

At Bucks Students’ Union, we’ll help you meet more like-minded people through our wide variety of sports clubs and societies which are free to participate in. If your ideal society doesn’t already exist, we can help you set it up.

There’s a list of current clubs, teams, societies and other opportunities on bucksstudentsunion.org.

*National Student Survey 2018
We'll connect you
Want to do something for the public good and build incredible skills for your CV? Every year our members give thousands of hours to the community and we couldn’t be more proud. Volunteering provides opportunities for students to gain extra skills and develop themselves as individuals whilst assisting good causes in our community. We have both short and long-term opportunities available and they provide great rewards in terms of self-satisfaction and employability.

We'll keep you informed
Want to find out what’s going on tonight? Or maybe you want to air your own views? For news and views, bucksstudentsunion.org should be your first port of call. Budding writers and photographers might be interested to know that we also have our own student newspaper, The Bucks Student, which is written by our students and features great information and news about Bucks. We also have Rusty’s Radio which is an ideal platform for DJs and presenters to learn about student radio and broadcasting.

We’ll be with you
The Students’ Union Advice Centre is an independent service staffed by seasoned professionals and provides a helping hand for everything student related, including problems with your course, accommodation, money advice, consumer rights, international students’ issues and personal difficulties.

We’re your organisation, just waiting for you to join in
If you want to play an active part in your Union, there are loads of opportunities for new students to get involved. Get a job in one of our bars or cafes or become a club night promoter - there are dozens of different roles just waiting for you.

You can also help shape our future by getting involved with Union Council. This forum is a great way to suggest new ideas and help represent our diverse membership. Or maybe you just want to start your journey to becoming a work-ready graduate? Take part in one of hundreds of free developmental activities and certified training courses.

Want to get involved?

Email: union@bucks.ac.uk
Web: bucksstudentsunion.org
Facebook: facebook.com/bucksstudentsunion
Twitter: @buckssu
YouTube: youtube.com/bucksstudenttv
Instagram: instagram.com/bucksstudentsunion
**We’ll represent you**

Every year, you’ll be invited to elect three full-time officers to run the Union, to represent students within the University and to liaise with the NUS. We passionately believe that you have rights, you have opinions, and you have a voice.

The collective opinion of students should never be underestimated; by working together, we can make things happen. With student reps at all levels in the University, we have over 200 students actively working towards making the university experience at Bucks the best it can be.

If you become a student rep yourself, it will give you the chance to become fully involved in university life, to make a real difference and be paid for doing so.

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**Freshers’ Helpers**

Freshers’ Helpers are a team of current students, fully trained and deployed during the first weeks of the new academic year to help our members settle into their new environment as they start the exciting journey into higher education. Freshers’ Helpers will guide, direct and answer all the awkward questions and we’ll even help you move in! We’ve seen it all before.

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**Bucks Buddying**

Bucks Buddies are a group of current students that volunteer to provide discreet, peer-to-peer support via email to Bucks applicants, and those that become students. They are fully-equipped and supported to answer any questions that arise and can point you in the right direction for more information and help.

At Bucks, every member is important to us and we’ll be there for you.
There’s more to university than learning. It’s the time to find friendships that last a lifetime. To expand your mind through new experiences. Live music, comedy, theatre, sport, charity, exercise, cooking, DIY – all of it and more helps you become the person you want to be.

Rewarded student reps
Not only does the Big Deal include free activities, you can even make some extra cash. It’s also a chance to bridge the gap between students and university staff, and initiate real change. In return, you’ll get the rewards and training to boost your skills. It may even lead to other paid opportunities in the future. Bonus.

Free additional skills workshops
With workshops in public speaking, first aid, sports taping and more, our skills sessions aim to improve your confidence and support your professional goals. These free courses will enhance your CV, making you more employable.

Free sports
Getting in shape isn’t the only reason to play sport. It can give you more confidence, while providing you with unrivalled communication and leadership skills. And, it’s fun. As part of the Big Deal, you get the chance to play competitive sport in over 15 different teams in more than 20 different disciplines. Whatever your standard, you’ll find a team perfect for you.

Free recreational activities
Some say you should try everything at least once and, at Bucks, our recreational activities programme gives you the chance to do just that. You could find yourself paddling down the river one day, and going to the theatre the next - making new friends on the way and all completely free. Incredible.

Free societies
University is the best place to find people just like you. And there’s nowhere better than a society. From faith and community to academic and physical activities, you’ll find the most eclectic list of groups for you to join.

Free events and entertainment
From live music and comedy to exclusive club nights, our events and entertainment deal gives you free access to a wide range of daytime and evening events. Expect big names, and even bigger memories.
Deal

5,500 opportunities for our members to participate in free recreational activities.

Over 50 different active societies that are free to join.

Get involved in more than 15 free different competitive and recreational activities.

More than 200 fully trained and supported student representatives.

In excess of 5,000 hours of free additional skills training offered.

Over 250 free events in a diverse programme of entertainments.
Financial support

Full-time undergraduate students

These pages cover the financial support available for full-time undergraduate students (new and returning).
Full-time undergraduate students have access to different support packages and benefits to some other groups of students. Within this section we have outlined some of the key pieces of information you might need to know.

**Tuition fees**

Tuition fees are a key matter for all students and it is important that you are familiar with how to pay and what support is available to you. Tuition fees are charged on an annual basis at the start of each year of study and are subject to change annually. Some courses also have additional costs associated with them.

A tuition fee loan is available to all home and EU students studying full-time for their first degree (this does not apply to students studying at further education level). This is a non means-tested loan, which is repayable in line with the current interest rate. The tuition fee loan will cover the cost of your fees up to a maximum of £9,250. This will be paid directly to the University, and does not have to be repaid until you have completed your studies and are earning over £25,000 per annum in the UK. Repayment rates are available from Student Finance [gov.uk/student-finance](http://gov.uk/student-finance).

Our focus on student experience and our ongoing commitment to supporting wider access to higher education has been fundamental in our decision to charge £9,250 a year home and EU undergraduate tuition fees.

This does not apply to social work students, so if you are one of these students please find page 24 for information regarding financial support. Please ensure you check the tuition fee for all other courses.

**Financial support**

The level and availability of financial support varies for each type of student and the qualification level they are studying. Support is available for many students studying their first undergraduate degree through Student Finance. If you are from the Channel Islands or the Isle of Man please contact your local government for details of support available to you.

For details of the support offered by Student Finance and your eligibility, please go to [gov.uk/student-finance](http://gov.uk/student-finance) where you can apply online or call 0300 100 0607 to request an application form. You will then be assessed for your eligibility and for the amount of support that will be available to you. It is important that you do this as early as possible as delaying this may mean you don’t have finance in place for the start of term.

There are two different types of student loan that may be available to you:

- a tuition fee loan which is designed purely to cover the cost of your tuition fee
- in addition, if you are a full-time, home student, you may be able to take out a maintenance loan which is intended for everyday living costs.

Both loans are repayable.
Household income maintenance loan

The amount of maintenance loan you get will depend on your household income. If your household is below £62,215 per annum, you may be eligible for a means-tested maintenance loan. You should visit Student Finance at gov.uk/student-finance for information on how to apply.

All students living away from home will be entitled to a non-means tested maintenance loan of £3,821.

Students with annual household incomes above £25,000 but below £62,215 will receive a partial means tested maintenance loan of up to £8,076.

Please note that for students living at home these thresholds and amounts are slightly lower. Figures quoted should only be used as a guide with full information available on the Student Finance website or atucas.com/connect/blogs/changes-maintenance-grants-and-loans.

If you are studying on your second or subsequent degree at undergraduate level, it is likely that you will not be eligible for financial support through the Student Loans Company and may have to consider other routes of support.

Please see gov.uk for further information and advice or contact The Student Centre on 01494 603 020 or email student.centre@bucks.ac.uk.

Students from the Channel Islands and the Isle of Man should apply to their local government for assistance.

Professional and career development loans

If you are unable to obtain any financial support from Student Finance, then you may be able to qualify for a professional career development loan.* This is a bank loan you can use to help pay for work-related learning. You can borrow from £300 - £10,000 from a participating bank to help support your course. Please call 0330 123 2023 or go to gov.uk/career-development-loans. If you have arranged this funding, please see the instalment agreement section on page 31.

Financial help

If you are in hardship and need extra financial help on top of the financial support you gained for your studies, please contact the Students’ Union Advice Centre. They may be able to advise you as well as explaining how to apply for the University hardship fund.

If you are in receipt of a grant cheque from your country’s funding council, your cheque will be available for collection from The Student Centre, located on the first floor of North Block in room N1.02.

If you have any enquiries regarding your enrolment, fees, funding, or any other aspect of student administration please contact us on 01494 603 020 or email student.centre@bucks.ac.uk.

*Please note that the professional career development loan will cease to run from 2019.
Financial information

These pages cover information on the different funding and payment options depending on how you plan to pay for your studies. It is important that you read through this section very carefully in order to return the correct forms for your circumstances.

Students should pay their fees and charges applicable to the course on time. Under the University regulations, tuition fees are charged on an annual basis at the start of each year of study. The student debt policy and full tuition fee payment arrangements can be found online at bucks.ac.uk.

There are several ways you may be able to fund your study:

- Student Finance funding after applying for a loan please see (see page 21)
- employee/sponsor/alternative funding (see page 24)
- professional and career development loan (see page 26)
- self-funded (see page 24).

**Instalment agreement**

If you have not applied for funding or are not eligible for funding, you must ensure that all tuition fees are paid to the University. There is an instalment option for the payment of the tuition fees where the annual cost is split into instalment over the length of your study, please see page 31.

For the academic year 2018-19 the tuition fee charge for full-time undergraduate home and EU students, is up to £9,250.

If you are paying your own fees (i.e. not with a Student Finance Loan), the agreement form can be found on page 31 and the instalment dates for tuition fees can be found online here bucks.ac.uk/applying-to-bucks/undergraduate/fees-and-funding/instalment-policy.

You will need to complete the Instalment Agreement Form and hand it in at enrolment or send back with your enrolment form.

Make sure you keep the cut-off slip in a safe place to remind you of the payment dates. Additional copies of the form are available on bucks.ac.uk/applying-to-bucks/undergraduate/fees-and-funding/how-to-pay.

It is a condition of enrolment that students pay the tuition fees for their course on time. Students should sign the agreement to demonstrate they understand and agree to the payment terms.

For the academic year 2018-19, the tuition fee charge for full-time international undergraduate students is £10,500.

Please visit bucks.ac.uk/applying-to-bucks/international/fees-and-funding.
Pilot training schemes

For students joining us on BSc (Hons) Air Transport with Commercial Pilot Training, BSc (Hons) Air Transport with Helicopter Pilot Training or BSc (Hons) Air Transport with Private Pilot Training please be aware that the fees payable for your pilot training are not included in your tuition fee.

Courses which include flight training elements will incur additional costs from private or commercial training providers. These can be quite substantial; however planned payment schedules may be arranged. Full details of the costs involved can be supplied on request, please refer to your course page on the Bucks Website.

BSc (Hons) Air Transport with Commercial Pilot Training [bucks.ac.uk/courses/undergraduate/BS2ATC1]

BSc (Hons) Air Transport with Helicopter Pilot Training [bucks.ac.uk/courses/undergraduate/management-and-professional-studies/air-transport-with-helicopter-pilot-training-ft-1719]

BSc (Hons) Air Transport with Private Pilot Training [bucks.ac.uk/courses/undergraduate/management-and-professional-studies/air-transport-with-private-pilot-training-ft-1719]

Sponsorship Authorisation Form

If a sponsor is contributing towards your tuition fees or paying for them in full you should hand in either a Sponsorship Authorisation Form, a letter from the sponsor or purchase order at your enrolment session. We cannot apply to that sponsor for your funding unless we have written confirmation of how much your sponsor agrees to pay.

If we do not receive this authorisation to bill your sponsor you will be asked to pay the tuition fees yourself. The sponsorship form can be found on page 33.

Students should be aware that even if the fees are being funded through a sponsor, it is the student’s responsibility to ensure they are paid. If a sponsor fails to pay the fees at the scheduled time, students become liable and the University will ask for immediate payment of any shortfall. Sponsors will be invoiced for the full fee after enrolment. There are no instalment options for sponsors.

Self-funded

If you are funding your studies yourself you can either pay through instalments (see page 31 for details) or you can pay the full year’s tuition fee at enrolment. For the different payment methods, please see page 27.

Additional course costs

There are some programmes or individual modules that require an additional contribution towards extra costs incurred for materials, special facilities or field trips. These payments are made through your school administration office. Full details of all additional charges can be found on the individual course pages on our website.

Financial support

Social Work (Home and EU students only)
The Social Work Bursary is administered by the NHS Business Services Authority (NHSBSA) on behalf of the Department of Health, who fund and set policy for the bursary. For more information please contact the NHSBSA directly on 0845 610 1122 or see www.nhsbsa.nhs.uk/students. If you are studying on a full-time undergraduate course there is support available through Student Finance via a tuition fee loan (see page 21).

For students studying MSc Social Work the NHS Business Services Authority (NHSBSA) on behalf of the Department of Health can provide support towards tuition fees.

See gov.uk/social-work-bursaries for further details.
As a postgraduate or part-time student, it is worth keeping up-to-speed with government and employer support available to you. Below we have tried to identify some key areas that you might be interested in before starting your course with us.

**Tuition fees**

Tuition fees are a key matter for all students and it is important that you are familiar with how to pay and what support is available to you. Tuition fees are charged on an annual basis at the start of each year of study.

Individual course fees vary; please see [bucks.ac.uk/fees](http://bucks.ac.uk/fees) for general fees information. Specific details for your course can be found on the relevant course pages under the fees and funding section on our website. Details of how to pay can be found on page 21 and payment methods are on page 27. If you choose the instalment option then please complete the Instalment Agreement Form on pages 31.

**Financial support**

The level and availability of financial support varies for each type of student and the qualification level they are studying. Please see [gov.uk/student-finance](http://gov.uk/student-finance) for further information and advice on the support available for your circumstance.

- Postgraduate study is often funded through employer sponsorship, professional and career development loans* or privately by the student.
- Part-time undergraduate students may be entitled to a full tuition fee loan. Students should apply for student finance via [gov.uk/student-finance](http://gov.uk/student-finance).

**Postgraduate Loans**

From September 2016, Student Finance will provide a loan of up to £10,609 per student for postgraduate level masters study for students in England or the EU/EEA who do not already hold a master's qualification.

These loans are non-means tested and will be added to any student loan borrowing you have from previous undergraduate courses. Further details can be found at [bucks.ac.uk/pgloan](http://bucks.ac.uk/pgloan) and you can apply for this funding at [gov.uk/funding-for-postgraduate-study](http://gov.uk/funding-for-postgraduate-study).

If you do not wish to apply for a student loan from Student Finance, you will need to consider other ways to fund your postgraduate studies, for example through employer sponsorship, by self-funding or with a professional and career development loan.

**Professional and career development loans**

If you are unable to obtain any financial support from Student Finance, then you may be able to qualify for a professional career development loan.* This is a bank loan you can use to help pay for work-related learning. You can borrow from £300 - £10,000 from a participating bank to help support your course. Please call 0330 125 2023 or go to [gov.uk/career-development-loans](http://gov.uk/career-development-loans). If you have arranged this funding, please see the instalment agreement section on page 31.

*Please note that the professional career development loan will cease to run from 2019.
Payment methods

Tuition fees are charged on an annual basis at the start of each year of study and are subject to change year on year.

Tuition fees should be paid either:

- in full at the beginning of your academic year
- by agreed instalments
- or on receipt of an invoice, if you are being sponsored.

Paying in full at the beginning of your year

The easiest and most secure methods of payment are by using our online payment portal or by making a payment directly to the University’s bank account. In cases where neither of these methods are possible please contact income@bucks.ac.uk to discuss alternative payment methods.

Paying by agreed instalments

Online payment:

Set up a recurring payment by logging on to our secure online payment portal epayment.bucks.ac.uk.

To log on you will need to enter your student ID number and your date of birth.

Once logged in, select the tuition fees option, enter the amount, and select either ‘one off payment’ or instalments. Instalments will set up a recurring card payment which will be taken automatically from your card on the selected instalment dates.

You will then be prompted to enter your debit or credit card details and an email address for your receipt. You will then receive an email notification of the payment and any further instalment dates.

A parent or sponsor can also pay using this method. The only information required will be your unique student identification number and your date of birth.

Instalment dates can be found here bucks.ac.uk/applying-to-bucks/undergraduate/fees-and-funding/installment-policy.

Standing order

You can transfer funds directly to our bank account or set up a standing order with your bank to pay on the instalment dates. Our bank details are below:

Barclays Bank PLC
High Street, High Wycombe, Buckinghamshire, HP11 2BG, UK
Account No. 90344443
Sort Code: 20-40-89
Swift Code: BARCGB22
IBAN Number: GB12BARC20408990344443

Please quote your student ID as reference.

You may be able to set up a standing order with your bank to make the payments on the agreed instalment dates. It is your responsibility to ensure your bank pays the correct amounts on the due dates (any bank charges must be covered by the student or fee payer).

Paying on receipt of invoice

Sponsors will be invoiced, according to the sponsor documentation provided, after enrolment of the student. Payment terms for sponsors are immediately on receipt of the invoice.

Students funding themselves will be sent an invoice shortly after enrolment. Students are expected to pay by one of the other methods listed in this section.

International fee payers

Students paying international course fees should follow the instalment plan indicated on the tuition fee payment schedule sent to you with your fees pack.

If you have any enquiries regarding your enrolment, or any other aspect of student administration please contact us on:

Tel: 01494 603 020
Email: student.centre@bucks.ac.uk
New Student ID Request Form

Please submit your photo for student ID card production via email.

Email it to student.centre@bucks.ac.uk. Please note that emailed photos must be submitted in a JPEG format and have your student ID number and name saved in the title of the file. The body of the email must contain the information listed above.

Your photo must be:

- taken of the full head
- in colour, not black and white
- taken against a plain background
- free from shadow
- with the student facing forward
- taken with nothing covering the face
- in sharp focus.

For further information contact The Student Centre on 01494 603 020 or email student.centre@bucks.ac.uk.
We offer ongoing advice, information and guidance for any student with a disability or other long term medical condition. This includes: a Specific Learning Difficulty (dyslexia, dyspraxia, ADHD, ASD etc.) physical disabilities or mental health difficulties. It is not compulsory to complete this form, but it is recommended if you would like early advice and guidance from the Disability Service.

Need help to study?

We help with:

• reasonable adjustments that apply for your disability, once we have the medical or diagnostic evidence from you - a full diagnostic Assessment report is required for dyslexia/SpLD
• sharing information about you with people you want to know (disclosure)
• application for Disabled Students’ Allowances (DSAs)
• providing a mentor (mental health difficulties) or specialist tutor (SpLD) from our qualified and experienced team.

Name: Date of birth:

Address - home:

Address - term time:

Mobile tel: Home tel:

Email: SFE/Bursary Ref:

Course title: Full/part-time:

Course year: Campus:

Details of dyslexia/medical condition/mental health difficulty/other disability:

Contact details:
The Disability Service
Buckinghamshire New University
Queen Alexandra Road
High Wycombe
Buckinghamshire HP11 2JZ
01494 605 049
disability.service@bucks.ac.uk
## Instalment agreement form

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<th>Student name</th>
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<th>Amount £</th>
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<tr>
<th>Payment dates</th>
<th>On or before enrolment date</th>
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Please mark payment method

- Online payment
- Bank transfer

- I have paid the first instalment.
- I will make the other payments via the online payment portal on the instalment dates for payment of my tuition fees.
- or I have arranged or will arrange with my bank to make the above transfers to the University’s bank account for payment of my tuition fees.
- I will inform The Student Centre or Finance Directorate immediately if the payment cannot be made. Contact details are on the next page.
- If the payment is not made in accordance with the agreement and you have failed to inform The Student Centre or Finance Directorate your account will be in default and you may be asked to pay any outstanding amount in full.

Signature

Cut off and keep this slip as a reminder of the payment dates.

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<th>Student ID</th>
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<th>Payment for</th>
<th>Total tuition fees</th>
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<th>Payment dates</th>
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<th>On or before</th>
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Online payment via the secure payment portal on the Bucks website: [epayment.bucks.ac.uk](http://epayment.bucks.ac.uk)

To log on you will need to enter your Student ID and your date of birth. Simply choose tuition and enter the amount, you will then be prompted to enter your debit or credit card details and an email address for your receipt.

### Bank details for direct transfer and/or standing order:

Barclays Bank plc, High Street, High Wycombe, Buckinghamshire, HP11 2BG, UK

- Sort Code: 20-40-89
- Account Number: 90344443
- Swift Code: BARCGB22
- IBAN Number: GB93BARC20407190344443
- Account Name: Bucks New Uni. Direct

Please quote your student ID number as reference for the bank.
Instalment agreement form

Who is this form for?
You should complete and return this form only if you are paying your tuition fees directly (i.e. not through Student Finance) and wish to pay by instalments.

What is this form for?
This form helps us to schedule in payments for your course tuition fees across the academic year as per the instalment dates. Visit our website bucks.ac.uk/applying-to-bucks/undergraduate/fees-and-funding/instalment-policy here for instalment dates and amounts.

International students
Please follow the specific instructions at bucks.ac.uk/welcome.

The Student Centre
Buckinghamshire New University
Queen Alexandra Road
High Wycombe
Bucks HP11 2JZ
Tel: 01494 603 020
Email: studentcentre@bucks.ac.uk

Finance Directorate
Buckinghamshire New University
Queen Alexandra Road
High Wycombe
Bucks HP11 2JZ
Tel: 01494 605 083
Email: income@bucks.ac.uk
Sponsorship Authorisation Form

This form is for the payment of tuition fees.

**Student details**

Student ID number:  
Surname/family name:  
First name(s):  
Academic year:  
Course title:  
Year of course:  
1  2  3  4+  Part-time tuition fees  Full-time tuition fees

Student declaration:  
I accept that if my sponsor fails to pay their portion of the tuition fees by the due date, then I am liable for any amount outstanding.

Student’s signature:  
Date:  

**Sponsor details**

Ref./purchase order number:  
(your reference or order number must be entered here to be quoted on any invoice)

Full company name:  
Full address:  
Postcode:  
Tel:  
Invoice address (if different from above):  
Postcode:  
Tel:  
Email:  

**Payment details**:  
Total tuition fees for this academic year ONLY £  
Please state the amount you, the sponsor, are paying £  

**Sponsor declaration**: We agree to be responsible for payment of tuition fees as detailed above, and to pay within 30 days of receipt of invoice.

Sponsor signature:  
Please print name:  
Position in company:  
Date:  

This form should be returned with the enrolment form, posted or handed in at The Student Centre or emailed to student.centre@bucks.ac.uk. Emailed copies should be in PDF format and attached to a company email address.
Who is this form for?
This form is to be filled out by a third party sponsor if they agree to pay your fees and require an invoice. This form does not need to be completed if your fees are being paid by Student Finance.

What is this form for?
This form allows us to confirm your sponsor’s payments for your tuition fees.

The Student Centre
Buckinghamshire New University
Queen Alexandra Road
High Wycombe
Bucks HP11 2JZ
Tel: 01494 603 020
Email: student.centre@bucks.ac.uk
All students studying at Bucks are required to show that they have valid immigration permission to live in the UK. This is a Home Office (UK Visas & Immigration) requirement.

Full-time undergraduate students (new)

Once you have read through this guide you should ensure that you:

- apply for relevant financial support, if applicable
- send in your Student ID Request Form with a passport-sized photograph attached (page 28)
- complete the Disability Service Form, if applicable (page 29)
- complete the relevant finance form, for example the Instalment Agreement Form, Sponsorship Authorisation Form (pages 31-34).

In addition to this you must bring the following items with you to your enrolment session:

- proof of qualifications
- a valid passport, or photo-card driving licence and full UK birth/adoPTION certificate and proof of NI number
- valid UK immigration permission documents
- financial notification from Student Finance or the Student Loans Company (not your payment schedule letter) or another method of payment – credit card, bank transfer form, e-payment, cheque or cash (if you are paying your own tuition fees)
- any additional paperwork as outlined in previous communications from the University.

Full-time undergraduate nursing students (new)

Please follow all the instructions above, plus also return the following:

- Health questionnaire
- Disclosure and Barring Service checks (DBS)

and

- bring any other documents to enrolment with you as detailed within your joining instructions.

Note: All these additional documents will be sent to you directly in the post.

Full-time undergraduate students (returning)

Once you have read through this guide you should ensure that you:

- apply to Student Finance for support, if applicable
- return the enrolment form you receive in the post
- complete the Disability Service Form, if applicable (page 29)
- complete the relevant finance form, for example the Instalment Agreement Form, Sponsorship Authorisation Form (pages 31-34).
- pay the first instalment.

Note: the first instalment is due on enrolment.
Postgraduate and part-time students (new)

Once you have read through this guide you should ensure that you:

• send in your Student ID Request Form with a passport-sized photograph attached (page 28)
• complete the Disability Service Form, if applicable (page 29)
• complete the relevant finance form, for example the Instalment Agreement Form, Sponsorship Authorisation Form (page 31-33)
• apply to Student Finance for support, if applicable.

In addition to this you must bring the following items with you to your enrolment session

• proof of qualifications
• a valid passport, or photo-card driving licence and full UK birth/adoption certificate and proof of NI number
• valid UK immigration permission documents
• proof of secured funding or be prepared to bring your preferred method of payment (page 27)
• any additional paperwork as outlined in previous communications from the University.

Postgraduate and part-time students (returning)

Once you have read through this guide you should ensure that you:

• return the enrolment form you receive in the post
• apply to Student Finance for support, if applicable
• complete the Disability Service Form, if applicable (page 29)
• complete the relevant finance form, for example the Instalment Agreement Form, Sponsorship Authorisation Form (pages 31-34)
• pay the first instalment.

Note: the first instalment is due on enrolment.

International fee payers

If you are an international fee payer, please visit bucks.ac.uk/international/international_fees for further information.
Get in touch

High Wycombe Campus
Queen Alexandra Road
High Wycombe
Buckinghamshire HP11 2JZ

University Campus Aylesbury Vale
Walton Street
Aylesbury
Buckinghamshire HP21 7QG

Uxbridge Campus
106 Oxford Road
Uxbridge
Middlesex UB8 1NA

Telephone: 0330 123 2023
Fax: 01494 524 392
International: +44 1494 605 259
Email: advice@bucks.ac.uk

BucksNewUni
@BucksNewUni
BucksNewUni
BucksNewUni
BucksNewUniversity

BUCKS.AC.UK

UCAS INSTITUTION: BUCKS B94