Registering for your studies
Every student joining Newcastle University is required to register at the start of their programme of study. Registration confirms that you are a Newcastle University student. There are two main steps to becoming a fully registered student at Newcastle University:

- Provisionally register through the Student Self Service Portal (S3P) before arriving on campus. The portal allows you to read and accept the university terms and conditions, confirm your personal details and confirm your programme of study.

- Complete your registration on campus. Completing the online part of the registration will allow you to print off your registration document from S3P and bring it to the registration venue on campus. Here you will confirm your identity, immigration status and collect your university smartcard.

All new students are normally expected to arrive in Newcastle in time for Welcome Week which begins on 24th September as this includes your School/Institute induction programme and Freshers’ week. The main Arrival, Welcome and Registration period is Monday 17th September until Wednesday 26th September and you can complete your registration at any point during this period. Opening times are available at http://www.ncl.ac.uk/pre-arrival/arriving/complete/venues/.

International and EU students are invited to take part in the International and EU Welcome events which begin on Tuesday 18th September. Further details about how to complete your registration and services available during Arrival, Welcome and Registration are available in the ‘On Your Arrival’ section of this booklet on page 32.

Provisional Registration

There are several steps to completing the online part of the registration process through the Self Service Portal:

1. **Access your Newcastle University student e-mail account**
   
   You should receive a letter or e-mail from us giving instructions about how to access the University computing system. This is sent to new postgraduate students from 1st August onwards and to new undergraduates from 23rd August onwards.

2. **Login to the Student Self Service Portal (S3P)**
   
   When you access your Newcastle e-mail account for the first time you should find an e-mail containing login instructions for S3P. The first time you log in to S3P (https://s3p.ncl.ac.uk/login/index.aspx) you will be asked to change your password.
3. **Accept the University’s terms and conditions**

Once you have logged into S3P you will be asked to accept the University’s terms and conditions. This takes the form of the Student Declaration which you read on page 7. You cannot proceed with your registration if you do not accept the terms and conditions and it is essential that you read these terms and conditions before agreeing to them.

4. **Check the Registration Status Screen and confirm your details**

Once you have accepted the terms and conditions, you will be directed to the Registration Status screen that lists the tasks you need to complete in order to register, such as checking your personal details and confirming your programme details. If anything is incorrect you can send us an enquiry via S3P and unless the problem is with your programme, you do not have to wait until you receive a response to complete your registration.

6. **Pay your Tuition Fees**

Some students may need to pay their tuition fees before they can complete their registration. If this applies to you it will be shown on the ‘Registration Status’ screen by a red cross alongside the ‘Financial Details’ status. Further information about paying your fees is available in the Payment of Tuition Fees and Funding section of this booklet on page 22. If you have any queries about your tuition fees please contact the Tuition Fees Team – [www.ncl.ac.uk/enquiries](http://www.ncl.ac.uk/enquiries) or use the ‘Enquire’ button on the Financial Details screen to send a message directly to our Finance staff.

7. **Press the ‘Register’ button and print your ‘Registration document’**

Once you have completed all of the online registration tasks you should have green ticks against all of the items listed on the ‘Registration Status’ screen. You are now provisionally registered and can print your registration document. You will need it when you arrive in Newcastle to confirm your identity, immigration status and collect your University Smartcard. This document can be reprinted at any time from the ‘Documents’ screen in S3P.
Types of information collected at registration

One of the purposes of Registration is to enable the University to collect and/or check certain types of information. The University needs to hold information to enable students to be contacted, both locally during term time, and also at home out of term time. All universities are required by the government to supply information to the Office For Students for the purpose of conducting student satisfaction surveys and to the Higher Education Statistics Agency (HESA), for statistical purposes. It is this last category of information that requires the University to seek, for example, information about disability and ethnicity, which you are entitled to refuse to supply if you wish.

All information collected and retained by the University is treated as confidential and is handled in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) at all times. Further information is available at: http://www.ncl.ac.uk/data.protection/students/

Voting in local or national elections

If you wish to vote while you are a resident in Newcastle your details will be securely transferred to Newcastle City Council who will check your eligibility to vote, and if you are eligible, you will receive an invitation to register.

For further information please see https://www.ncl.ac.uk/students/progress/student-resources/registration/Registeringtovote.htm

Registration Problems

If you encounter any technical problems accessing or using University systems, including the Student Self Service Portal (S3P) please contact our IT Service Desk (Tel: + 44 (0) 191 208 5999 or Email: it.servicedesk@ncl.ac.uk)

You can also contact your School/Institute either via the ‘Enquire’ button on the S3P ‘Programme Details’ screen or using the contact details at the back of this booklet.
In addition, during the Arrival, Registration and Welcome period you can speak to Student Progress Service staff who will be available in the registration venue. Alternatively you can contact the Student Progress Service (Tel: +44 (0) 191 208 3423 or Email: student-registration@ncl.ac.uk) for assistance.

Payment of Tuition Fees & Funding
Before you are able to complete your registration you will need to have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole of the period you will be spending at the University. If you experience any difficulty with paying your fees, you should contact the Finance Office’s Tuition Fees Team as soon as possible by completing the online form available at: www.ncl.ac.uk/enquiries

UK and EU Undergraduate/PGCE Fee Payments and Fee Loan
For the academic year 2018/19, the standard tuition fee set by the University for all new UK/EU Undergraduate/PGCE students will be £9,250. The Government’s arrangements for student financial support means that no eligible undergraduate students are required to pay their tuition fees whilst they are a student. Instead, you may choose to defer the payment of all or part of your fees until after you have graduated and are earning a salary of at least £25,000 per year in the UK (or equivalent salary level elsewhere in the EU, as defined in Government regulations).

In order to defer payment of fees (in full or in part), you must take out a Fee Loan through Student Finance England (or equivalent assessment authority). The Fee Loan is in addition to any loan which you may arrange for living costs (see below). The Student Loans Company (SLC) will then pay your tuition fees directly to the University and you will pay back the Fee Loan to the SLC after graduation, once earning the minimum specified salary.

All UK and EU undergraduates are eligible to defer their fee payment in this way. For all students who have chosen to pay all or part of their tuition fee directly to the University, tuition fee invoices will be sent out no later than mid-November 2018. Please note that your invoice will be posted to your home address. If you have chosen to pay by direct debit, an advance notice will be issued prior to collection of the first instalment. You will have the option of paying in three instalments:
26th November 2018: 
34% of your annual tuition fee

31st January 2019: 
33% of your annual tuition fee

30th April 2019: 
33% of your annual tuition fee.

If you do not have a full or partial tuition fee loan, you will be entitled to a 2% early payment discount on the fees payable by yourself if you choose to pay in full on or before the 26th November 2018.

For further details about tuition fee loans see the following websites:

- **England and the European Union:** [https://www.gov.uk/student-finance](https://www.gov.uk/student-finance)
- **Northern Ireland:** [https://www.studentfinanceni.co.uk/](https://www.studentfinanceni.co.uk/)
- **Scotland:** [http://www.saas.gov.uk/](http://www.saas.gov.uk/)
- **Wales:** [http://www.studentfinancewales.co.uk/](http://www.studentfinancewales.co.uk/)

All UK students and those from within the European Union can apply for funding through these websites.

Please note: It is only possible to defer your fee payment if you apply for a tuition fee loan.

**Liability for Tuition Fee Contributions if you withdraw**

If you decide that you wish to withdraw from your programme of study at Newcastle University, the amount of tuition fees you will be liable to pay will depend on the term in which you withdraw or suspend. The amount Newcastle University charges is in line with Government guidelines:

- If you withdraw or suspend during term 1 you will be charged 25% of the total academic year’s fee
- If you withdraw or suspend during term 2 you will be charged 50% of the total academic year’s fee
- If you withdraw or suspend during term 3 you will be charged 100% of the total academic year’s fee.

**Maintenance Loan for Living Costs (UK Students Only)**

A maintenance loan is available through Student Finance England (or equivalent assessment authority) to help with living costs during your time at University. The amount you are eligible to receive depends on where you live and if you choose to provide information about your household income. All eligible students can receive a percentage of the maintenance loan regardless of the level of their household income but the remainder of the maintenance loan is income assessed.
Further information about how much you could be eligible to receive is available at:

**England:**
[https://www.gov.uk/student-finance](https://www.gov.uk/student-finance)

**Northern Ireland:**
[https://www.studentfinanceni.co.uk/](https://www.studentfinanceni.co.uk/)

**Scotland:**

**Wales:**
[http://www.studentfinancewales.co.uk/](http://www.studentfinancewales.co.uk/)

**Receiving your student finance**

Once you have been assessed by your assessment authority they will send you an entitlement notification detailing the funding you are eligible to receive. If you applied for funding prior to the 25th March 2018 then you must sign and return a paper declaration form to receive your student finance. Students who applied on or after the 25th March 2018 will not need to complete a paper declaration form to receive your student finance. You will usually receive your student finance in three termly instalments at the start of each term. Your first instalment of loan should be paid into your bank account within three working days after your course start date.

If your student finance application has been approved, you have returned your paper declaration form (for students who applied prior to the 25th March 2018 only), fully registered, collected your smartcard, but you have not received your payment after three working days, you can visit the Finance Helpdesk in The Hadrian Building during the Arrival, Welcome and Registration period. After the 26th September, enquiries about late payments should be made to the Tuition Fees Team, Student Services, King’s Gate (Tel: +44 (0) 191 208 5520 or Email: tuition-fees@ncl.ac.uk).

You should check that your assessment authority has up to date details so you receive your loan on time. This includes bank details, university details and course information. You can change these details by logging into your online student finance account before your course start date. If these details need to be changed after your course start date please contact the University at [www.ncl.ac.uk/enquiries](http://www.ncl.ac.uk/enquiries).
UK, EU Bursaries and Scholarships

A range of bursaries and scholarships of differing values are offered to UK and EU undergraduate students. Your year of entry determines the bursary or scholarship scheme you are eligible to be considered for. You must have applied to Student Finance England (or equivalent assessment authority) to be considered for any of our bursaries or scholarships. Further information is available at:

UK students: www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/bursaries

EU students: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/euscholarships

Research Scholarships and Expeditions

Undergraduate students are eligible to apply for Research Scholarships for summer research projects undertaken for a period of 6 - 8 weeks of the summer vacation during any middle year of study. Projects are supervised by academic staff and expand student expertise and experience while providing a taste of work in a research environment.

A number of independent student undergraduate (and occasionally) research expeditions to a wide variety of international locations are also supported annually. Further information is available at:

https://research.ncl.ac.uk/expeditionresearchscholarships/

Postgraduate Master’s Loans

Students from England and non-UK EU students undertaking a stand-alone taught or research master’s course commencing in 2018/19 may be eligible to apply for a loan of up to £10,609 during their course. Students from Northern Ireland, Scotland and Wales may qualify for a postgraduate student loan from their own funding body.

The postgraduate loan is intended to contribute towards the cost of higher education but is unlikely to cover all of your tuition fee and living costs in full.

Further information regarding the loan including eligibility criteria and the application process can be found at: www.ncl.ac.uk/postgraduate/funding/sources/ukeustudents/mastersloan.html

For students who wish to use their loan to fund their tuition fees, providing the University is able to see you have been awarded a loan or that an application is being considered for a loan, the first payment to complete registration will be deferred until we are able to confirm your registration to the SLC upon which
your loan will be released and your first payment will become immediately due.

If you are in receipt of a Postgraduate Masters Loan then you may be eligible to pay in 3 instalments to match the release dates of your Postgraduate Loan. If you are eligible, then once the Student Loans Company has confirmed to the University that your loan is in place we will contact you to offer this option. If you require any further information regarding this then please email tuition-fees@ncl.ac.uk

Doctoral Loans

Students from England and non-UK EU students undertaking a postgraduate doctoral course commencing in 2018/19 may be eligible to apply for a loan of up to £25,000 during their course.

The postgraduate loan is intended to contribute towards the cost of both your tuition fees and living costs but is unlikely to cover all of your costs in full. Applications should be made to Student Finance England from late May/early June. Details can be found at:
http://www.ncl.ac.uk/postgraduate/funding/sources/ukeustudents/doctoral-loan.html

For students who wish to use their loan to fund their tuition fees, providing the University is able to see you have been awarded a loan or that an application is being considered for a loan, the first payment to complete registration will be deferred until we are able to confirm your registration to the SLC upon which your loan will be released and your first payment will become immediately due.

If you are in receipt of a Postgraduate Doctoral Loan then you may be eligible to pay in 3 instalments to match the release dates of your Postgraduate Loan. If you are eligible, then once the Student Loans Company has confirmed to the University that your loan is in place we will contact you to offer this option. If you require any further information regarding this then please email tuition-fees@ncl.ac.uk

Home (UK/EU) and Channel Island postgraduate taught students (self-funding)

Though full payment is not due upfront, if you choose to pay your fees in full by the end of the Arrival, Welcome and Registration period you will be entitled to a 2% discount on the fees payable by yourself.
Students studying on an eligible postgraduate taught course can now pay their annual tuition fees in six instalments.

**Eligibility Criteria**

You are eligible to pay by six instalments if you:

- Have accepted an offer to study an eligible postgraduate taught course
- Are starting your course in September 2018
- Are paying the UK/EU tuition fees
- Have a UK bank account.

Your taught postgraduate course could be one of the following:

- Postgraduate certificate (PGCert)
- Postgraduate diploma (PGDip)
- A Master’s course (eg MA, MSc).

Please check the list of eligible and non-eligible courses [www.ncl.ac.uk/postgraduate/funding/sources/allstudents/instalments.html](http://www.ncl.ac.uk/postgraduate/funding/sources/allstudents/instalments.html)

If you do not take advantage of the 2% discount you will need to provide a letter from your sponsoring body certifying who will pay the fees on your behalf or you will need to make a payment of 20% of your annual tuition fee at or before registration (for students wishing to use their PG Loan to fund their tuition fees please see ‘Postgraduate Loans’ section). The remaining balance is payable in five instalments by Direct Debit only, on the following dates:

- **3rd December 2018:** 16% of your annual tuition fee
- **4th February 2019:** 16% of your annual tuition fee
- **4th March 2019:** 16% of your annual tuition fee
- **2nd May 2019:** 16% of your annual tuition fee
- **3rd June 2019:** 16% of your annual tuition fee

Direct Debit forms must be completed by 12th November 2018.

If you are in receipt of a Postgraduate Master’s Loan via the Student Loans Company then you may be eligible to pay in 3 instalments. Please see the Postgraduate Master’s Loans information earlier in this section.

**Non-eligible students**

If you are not eligible to pay in 6 instalments and do not take advantage of the 2% discount you will need to either:

- Pay your fees in two equal instalments, the first instalment being when you complete your registration and the second no later than the 31st January 2019, or
Provide a letter from your sponsoring body certifying who will pay the fees on your behalf.

If you are in receipt of a Postgraduate Master’s Loan via the Student Loans Company then you may be eligible to pay in 3 instalments. Please see the Postgraduate Master’s Loans information earlier in this section.

**International Undergraduate and Postgraduate students AND UK and EU postgraduate research students**

Two instalments are offered. If you are a student in this category and are wholly self-supporting you will be permitted to pay the first instalment when you complete your registration (for Home/EU students wishing to use their PG Loan to fund their tuition fees please see ‘Postgraduate Loans’ section), and the second no later than the 31st January 2019.

However, if you wish, you may choose to pay your fees in full by the end of the Arrival, Welcome and Registration period and you will be entitled to a 2% discount on the fees payable by yourself.

Alternatively you should provide a letter from your sponsoring body certifying who will pay the fees on your behalf.

If you are in receipt of a Postgraduate Master’s or Doctoral Loan via the Student Loans Company then you may be eligible to pay in 3 instalments. Please see the relevant Postgraduate Master's Loans or Doctoral Loans information earlier in this section.

**Payment Methods**

Card payments can be made online at: [https://payments.ncl.ac.uk](https://payments.ncl.ac.uk) and via the Financial Details screen on S3P (Registration step 6 on page 20 of this booklet). If you have any problems or have a query about your fees you can arrange to pay by credit/debit card, cheque, travellers’ cheques and direct debit at the Finance Helpdesk in the Hadrian Building during the Arrival, Welcome and Registration period.

Outside of this period you can go to Student Services, King’s Gate. For security reasons you should not bring cash to pay your fees.

**EU/International students**

If it is more convenient, you may pay your tuition fees by electronic transfer before you come to Newcastle. GlobalPay for Students platform, powered by Western Union Business Solutions, allows students, parents or sponsors to pay their university fees by bank transfer in an easy and secure way.

This is a simple and low cost method of paying your tuition fees in your
local currency. This helps to eliminate problems caused by fluctuating exchange rates and expensive or unforeseen bank charges.

This platform also allows students different payment methods such as GeoSwift, WeChat Pay, Alipay, UnionPay, and CITIC Bank. This is an intuitive and user friendly method allowing students to pay their university fees in Chinese Yuan.

Using this service ensures that Newcastle University receives 100% of your payment and your enrolment will be processed quickly.

Western Union Business Solutions guarantees you an exchange rate for 72 hours to give you time to make the payment via your own personal online or telephone banking, or at your local bank. You will be sent an email confirmation as soon as your payment is received.

To pay your fees via Western Union Business Solutions please go to the web page below and follow the link:
https://www.ncl.ac.uk/pre-arrival/arriving/complete/tuition-fees/

or
https://student.globalpay.wu.com/geo-buyer/newcastle

The process is very simple. After choosing your country and the amount you want to pay, you will be presented with a choice of multiple payment options to select the most convenient to you. You will then need to fill in your student details followed by the payer details. Once completed, you will receive your payment instructions and can make your payment. You can track your payment status through every step.

If you have any questions regarding this service or your payment you can contact Western Union’s dedicated student support helpline on +44 (0)1733 871871 or email education@westernunion.com

For sponsored students - If your tuition fees are to be paid by a sponsor or funding body you will need to provide official letters of sponsorship/funding as evidence that your fees will be paid and present these during the Arrival, Welcome and Registration period. You must inform your sponsor that the University requires Tuition Fees to be paid within 30 days from the date of the invoice. Letters from family members and friends cannot be accepted as sponsorship/funding letters for fees purposes.

Liability for Tuition Fee Contributions if you withdraw

If you decide that you wish to withdraw from your programme of study at Newcastle University, the amount of tuition fees you will be liable to pay will depend on the numbers of weeks you
have been registered as a proportion of 30 weeks in the normal undergraduate academic year and 41 weeks for postgraduate programmes.

International Scholarships
A number of partial and full scholarships, of differing values, are offered to both undergraduate and postgraduate international students from a wide range of regions and countries. Scholarships are awarded on the basis of academic merit and allocations are based on the University’s strategic and diversity priorities which may alter from time to time. Further information is available at:
https://www.ncl.ac.uk/undergraduate/finance/international/
https://www.ncl.ac.uk/postgraduate/funding/

US Federal Aid
Newcastle University is approved by the US Department of Education to participate in the William D Ford Federal Direct Loan program, enabling eligible American students to access financial support at undergraduate and postgraduate level. Eligible students can borrow educational loans to assist with the cost of tuition fees and living expenses. Further information is available at: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans

Canadian Student Loans
Newcastle University is a recognised institution for the purpose of certifying Canadian Student Loan applications. Canadian students may be eligible for support through the federal programme, called the Canada Student Loans Program or Provincial and territorial programmes. Further information is available at: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans/CanadianStudentLoans

Arriving/Registering Late
If you are unable to register before the end of the Arrival, Registration and Induction period (Friday 28th September) then you will need to contact your school in writing as soon as possible. Contact details for each School/Institute are available at the back of this booklet from page 75 and further information regarding what to do if you aren’t able to register on time can be found at http://www.ncl.ac.uk/pre-arrival/arriving/complete/late/.