



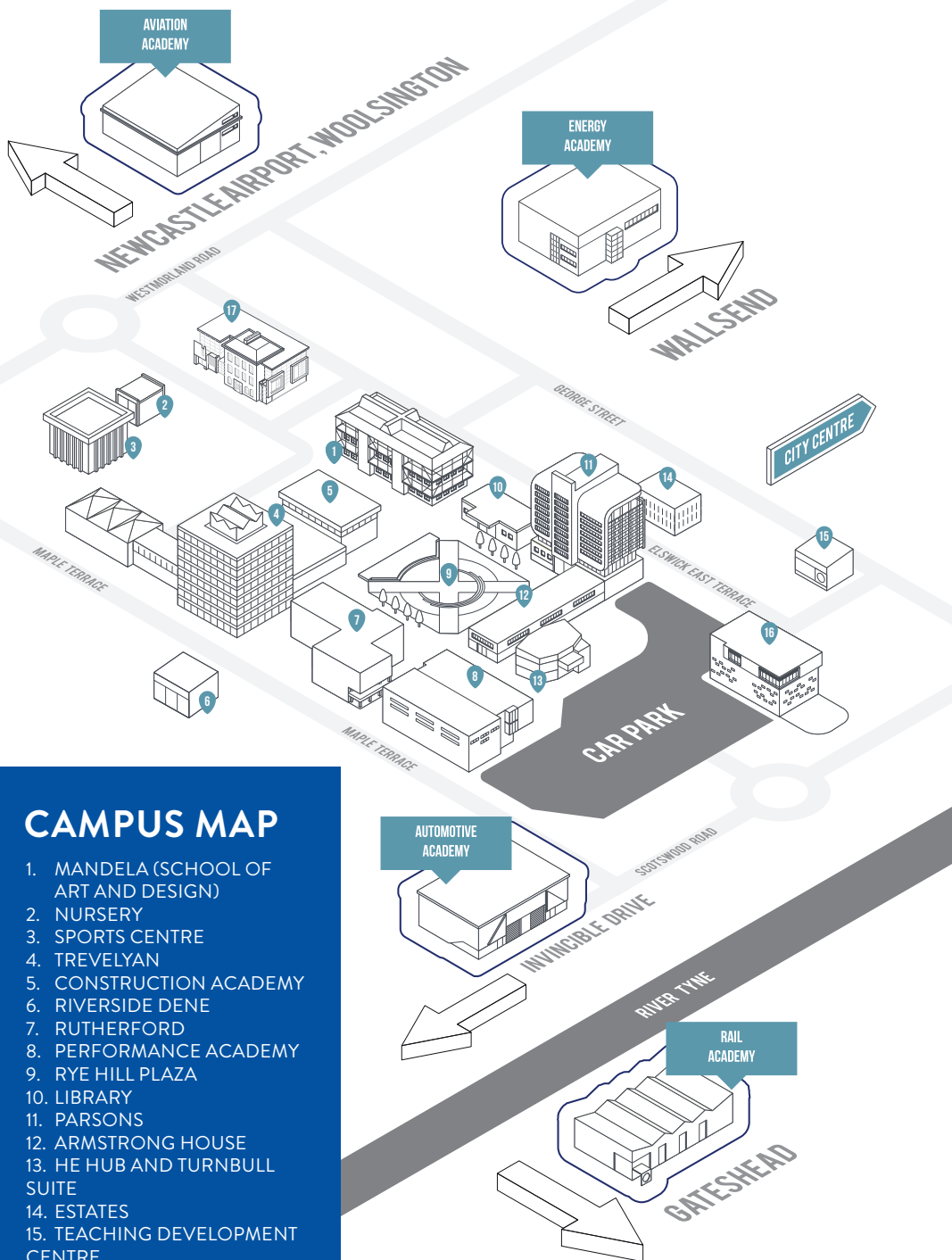
**NEWCASTLE  
COLLEGE**  
UNIVERSITY  
CENTRE

# YOUR ENROLMENT INFORMATION



[ncl-coll.ac.uk](http://ncl-coll.ac.uk)





## CAMPUS MAP

1. MANDELA (SCHOOL OF ART AND DESIGN)
2. NURSERY
3. SPORTS CENTRE
4. TREVELYAN
5. CONSTRUCTION ACADEMY
6. RIVERSIDE DENE
7. RUTHERFORD
8. PERFORMANCE ACADEMY
9. RYE HILL PLAZA
10. LIBRARY
11. PARSONS
12. ARMSTRONG HOUSE
13. HE HUB AND TURNBULL SUITE
14. ESTATES
15. TEACHING DEVELOPMENT CENTRE
16. LIFESTYLE ACADEMY
17. RYE HILL HOUSE

# YOUR ENROLMENT INFORMATION

**Every summer we invite our applicants, who have successfully achieved their place, onto campus to complete their enrolment. This includes signing your learning agreement and collecting your lanyard – meaning that you're on your way to becoming a Newcastle College University Centre student!**

## ENROLMENT DETAILS

Our enrolment takes place between Monday 12 August 2024 and Friday 6 September.

Main enrolment in the HE Hub will end on Friday 6 September, but don't worry – our Late and Clearing Enrolment event will take place in the Turnbull Suite from Monday 9 to Friday 27 September 2024.

### **Enrolment opening times are:**

8.30am - 5pm – Monday, Wednesday and Thursday

8.30am – 6pm – Tuesday

9am – 4pm – Friday

10am – 3pm – Saturday 17 August

We will also have an extended opening time on A Level Results Day (15 August) to 7pm.

Higher Education Enrolment will be held in the HE Hub on the main Rye Hill campus. The HE Hub is situated at the bottom of campus next to our Parsons building. Check out the map at the front of this booklet for more information.

Appointments to complete your enrolment can be made using our booking system. You will receive a link via email to make a booking once your place is confirmed by our HE Admissions Manager.

## **Accessing buildings on campus**

We're a safe and secure campus and to access our buildings you must scan your app to get through our security barriers. To get access, you'll need to download the Gallagher app.



**SCAN ME**

To find out more and download the app

# YOUR ENROLMENT CHECKLIST

Take a look at our handy checklist below to find out what's needed when you enrol at Newcastle College University Centre.

## OFFICIAL I.D

Both new and returning students must provide a form of official personal identification to enrol.

You can bring either a:

- Passport (in date)
- UK or EAA Driving Licence
- Original Birth Certificate
- Residency Permit.

## FINANCE EVIDENCE/PAYMENT

- Loan Confirmation from Student Loans Company (or your SSN/Customer Reference Number if your application is being processed).

or

- Completed Employer Payment Form (if your employer is paying your tuition fees).

or

- For students paying their own fees – we can arrange a direct debit plan with you at enrolment. Please remember to bring your bank details with you.

## EVIDENCE OF HIGHEST QUALIFICATION

Please bring with you some proof of your highest qualification. This could be a certificate or transcript/statement of results.

## RIGHT TO STUDY

If you are not classed as a British National, you will need to provide your right to study evidence - this is a share code from <https://www.gov.uk/view-prove-immigration-status>

## SMILE!

We will be taking your photo for your Newcastle College University Centre ID card (if you're a new student or if you're a returning student and would like an updated photograph). You will need to wear this lanyard whenever you are on campus.

If you require any assistance or have any further queries please contact the team on **0191 200 4448** or email [HEAdmin@ncl-coll.ac.uk](mailto:HEAdmin@ncl-coll.ac.uk)



# TUITION FEES, SCHOLARSHIPS AND BURSARIES

You may be able to borrow money to help pay for university or college tuition fees and to help with living costs. You might get extra money on top of this, for example if you're on a low income, have a disability or have children. You only start repaying once you earn over a certain amount. The size of your monthly repayments will depend on how much you earn, not what you owe. Your tuition fee is paid directly to Newcastle College University Centre in three instalments once we confirm your attendance. We have three liability points in which these are paid (dependent on your attendance):

- ① Monday 9 September 2024  
(25% of tuition fee)
- ② Monday 6 January 2025  
(25% of tuition fee)
- ③ Monday 28 April 2025  
(50% of tuition fee)

If you are receiving a Maintenance Loan from Student Finance England (SFE), this will be paid in line with the date set out in your payment schedule from SFE providing that you have enrolled prior to the first instalment date. If you enrol after this date then it should be paid within three working days.

**Please note: Tuition Fee Loans and Maintenance Fee Loans must be paid back.**

## BURSARIES

If you are starting a full-time, undergraduate higher education course at Newcastle College University Centre in 2024/25 and paying the full £9,250 per year fee, you may be eligible for one or both of our bursaries. For more information regarding bursaries please contact [learnersupportfunds@ncgrp.co.uk](mailto:learnersupportfunds@ncgrp.co.uk)

## SCHOLARSHIPS

We are delighted to announce that Newcastle College University Centre is awarding Scholarships of £4,650 and £9,250 in the form of fee waivers over the duration of a degree programme.

Scholarships are available for two years for a Foundation Degree and three years for an undergraduate Honours Degree. Top-Up Degrees are also considered for a one-year scholarship.

To find out more about tuition fees, scholarships and bursaries, head to [ncl-coll.ac.uk](http://ncl-coll.ac.uk)



# HIGHER EDUCATION BURSARIES

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**Higher Education Bursary Awards differ depending upon the level you will be studying at.**

**Eligibility Criteria:**

- You must be a full-time student
- You must be a £9,250 fee payer
- You must have a student loan confirmed or payment plan in place
- Attendance-based – all enrolments are considered for attendance purposes.

**Students who fall into one or more of the following categories are not eligible for a bursary:**

- Studying a Level 7 course
- Studying a part-time degree or on an apprenticeship
- Are a third-party fee payer
- Are a scholarship student.

**Terms and Conditions:**

1. Where a student withdraws, bursary payments will be withheld.
2. NCG will not make additional payments to cover the loss of a payment, where a learner has provided incorrect bank details and those payments enter an incorrect account.
3. Students must maintain a level of good behaviour and behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College.
4. Payments will be withheld if the student does not achieve the required attendance.
5. Overpayments are required to be returned on request.

## Awards

Awards are based on the level of course that you are enrolled to.

### Level 4 Award

**1) £4.50 Meal Allowance** for each timetabled day, via the cashless system onsite, awarded from day one of your course, on the condition that there is an active enrolment on the system.

**2) Higher Education Cash Bursary** of £400/£1000:

- a. £400 is awarded to all eligible students.
- b. Bursary will be increased to £1000 if you are in receipt of a full/maximum Maintenance Loan award from Student Finance and where your household income is determined to be below £25,000.
- c. Bursary will be split into 10 payments over the academic year and will be released to you where you have achieved 80% attendance for the payment period.

### Level 5 Award

#### 1) Engagement Bursary

- a. £550 is awarded to all eligible students.
- b. Bursary will be split into 10 payments over the academic year and will be released to you where they have achieved 90% attendance for the payment period.

**2) Higher Education Cash Bursary** of £400/£1000:

- a. £400 is awarded to all eligible students.
- b. Bursary will be increased to £1000 if you are in receipt of a full/maximum Maintenance Loan award from Student Finance and where your household income is determined to be below £25,000.

c. Eligible students who received a £1000 bursary in the previous academic year will continue to do so.

d. Bursary will be split into three payments over the academic year.

e. Attendance checks will be made, and if you are falling below 50% attendance, Learner Support Funds will seek approval from the Head of Curriculum to release the bursary.

### Level 6 Award

**1) Higher Education Cash Bursary** of £400/£1000:

- a. £400 is awarded to all eligible students.
- b. Bursary will be increased to £1000 if you are in receipt of a full/maximum Maintenance Loan award from Student Finance and where your household income is determined to be below £25,000.
- c. Eligible students who received a £1000 in the previous academic year will continue to do so.

d. Bursary will be split into three payments over the academic year.

e. Attendance checks will be made, and if you are falling below 50% attendance, Learner Support Funds will seek approval from the Head of Curriculum to release the bursary.

### Application:

You will be able to apply for a bursary via the new online bursary system PayMyStudent.

Further information will be provided on how to access this.

# CAREERS AND EMPLOYABILITY SUPPORT

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**Coach:** Samrita Hayer

**Contact:** [heemployability@ncl-coll.ac.uk](mailto:heemployability@ncl-coll.ac.uk)

**Location:** Parsons Floor Ten

**Support available:**

Although our coach is not subject specific, they are able to provide one-to-one support for you on various employability skills such as:

- exploring potential career pathways
- how to search for jobs alongside completing your studies
- how to create and tailor your CV and cover letter
- how to write a Masters personal statement
- support with job and postgraduate course applications
- remote and face-to-face interview skills
- networking.





Our coach can also offer advice on preparing for a job interview, including aptitude and psychometric testing. However, they can only offer generic advice and guidance in relation to structure, style, content, opportunities and employability skills. You will need to ensure that you are being proactive and take ownership of your own career.

Development and progression – this will include completing your own research for career progression opportunities.

Support is available for three years after you have graduated from Newcastle College University Centre.



**SCAN  
ME**

To book an  
appointment



# OUR SUPPORT TEAMS

We have a range of teams here to help you as you study with us.

## The Academic Support Team

The Academic Support Team is here to help all students achieve their best. Based in the higher education learning spaces, they work with students to develop their academic writing. Each curriculum area has a specific Academic Coach. Our Academic Coaches will work with you in class, deliver workshops and meet you one-to-one.

Academic Coaches can help you with your writing style, referencing, report writing, critical or reflective thinking, proofreading and much more.



**SCAN  
ME**

to head to our  
student referral  
form:

## The Research and Student Engagement Team (RSE)

As a student at Newcastle College University Centre, you'll have the opportunity to work with the Research and Student Engagement Team (RSE) on the Students in Partnership initiative. This initiative gives our degree students the opportunity to be active participants and co-creators in their educational experiences whilst they study with us. This is done through a Student Voice system that gives students a platform to give their feedback to staff and Student Representatives on all aspects of their student experience, from how much they're enjoying their course to life on campus.

The RSE Team also offers fellowships that provide students with paid opportunities across a range of areas and departments at the University Centre. This is a great opportunity for our students to improve their employability, research and academic skills. If you'd like to get involved even further, why not take part in producing one of our three annual student-led publications? These are the academic journal 'Seven Bridges', the creative arts magazine 'Folio' and the culinary arts magazine 'Canny Scan'.

You can visit their office in Armstrong House 1.08 or email

**[RSEteam@ncl-coll.ac.uk](mailto:RSEteam@ncl-coll.ac.uk)** if you would like to talk about how you can get involved.



### The HE Admin Team

Our friendly HE Admin team is located in Rye Hill House at the top of the campus and is here to help you whilst you study with us. The team can help you with a whole range of things, including:

- student finance – confirm attendance/registrations
- council tax forms
- parking permits
- letters confirming study
- banking letters
- educational reference requests
- replacement ID cards
- update details on student record (e.g. home address, contact numbers, email address)
- processing Employer Fee Payment Agreement forms
- taking tuition fee payments
- issuing student grade transcripts
- answering any of your email queries within 48 hours of receipt, plus much more!

If you need any help during your degree, you can head up to Rye Hill House reception and speak to a member of the team. You can also email

**[HEadmin@ncl-coll.ac.uk](mailto:HEadmin@ncl-coll.ac.uk)** and the team will be happy to help you.



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Scotswood Road  
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NE4 7SA

0191 200 4000  
[enquiries@ncl-coll.ac.uk](mailto:enquiries@ncl-coll.ac.uk)  
[ncl-coll.ac.uk](http://ncl-coll.ac.uk)

