

YOUR ENROLMENT GUIDE

September 2024

Degree Level Students

Enrolling at B&FC is easy.

All the details you need are included here so make sure you read your letter and this leaflet carefully and follow the instructions to make your enrolment as smooth as possible.

We've booked an appointment slot for you so you won't have long to wait and provided a list of all the items you need to bring with you to allow you to enrol successfully.

Enrolment is your final step to becoming a student at B&FC.

Getting here

By car: Our Bispham Campus is located at: Ashfield Road, Blackpool FY2 0HB. There is plenty of FREE parking onsite and signage will be in place to direct you where to go.

By public transport: The No. 3 and No. 9 buses both pass near the college and run every 30 minutes.

WHAT HAPPENS AT ENROLMENT?

There are just three simple steps to enrolment.

1

Welcome

We have a team of people waiting to greet you at our Bispham Campus who will show you to the Sports Hall where your enrolment will take place.

Due to space limitations, we ask that you attend your enrolment appointment alone unless you require specific support to help you enrol.

2

Qualification Check, Course Advice and Guidance

Specialist tutors will now check your results slips (and certificates) and make sure they meet the entry requirements for your course.

Don't panic if your results aren't exactly what you expected, you may still be able to enrol on your original course. If not, our expert tutors will help you find the course that's right for you.

Our award-winning learning support team will also be on hand for a confidential discussion if you have additional learning needs.

You'll now be guided to one of our Enrolment Team.

3

Main Enrolment

This is where you officially become a B&FC student!

We'll check all your personal details are correct and enter them onto the College student database.

Finally, your photo will be taken for your College ID badge which we'll issue there and then. You must wear this badge at all times when on campus. And that's it, you're all done.

We can't wait for you to join us!

TUITION FEES

As a student you are responsible for the payment of your Tuition Fees for each year of the course.

STUDENT FINANCE ENGLAND TUITION FEE LOAN

If you have applied for a Tuition Fee Loan you will need to produce the University or College Payment Advice letter issued by Student Finance. This is a letter which is sent to you from Student Finance England stating that they will be paying the tuition fees on your behalf.

If Student Finance England are only paying a proportion of the fees, the remainder must be paid in full at enrolment if the amount is more than £200. You can set up an instalment plan to pay the outstanding balance.

If you are not able to provide the letter from Student Finance England, we will need your Customer Reference Number in order to process your enrolment.

If you are not able to supply the letter or your Customer Reference Number, then you will need to set up an instalment plan and pay the first instalment at enrolment. Please see below for more information. On receipt of the University or College Payment Advice letter, the Student Administration Manager will authorise a refund of any payments made.

Please ensure that you have returned the signed declaration to Student Finance. The College will not receive payment from Student Finance until this form has been received.

SELF-FINANCING STUDENTS

If you are self-funding your course, you will need to either pay the fees in full at enrolment or pay a deposit and set up an instalment plan for the remainder of the fees (see below for more information).

Payments can be made via:

- Cheque or Bankers Draft made payable to "Blackpool and The Fylde College"
- Debit or Credit Card
- Instalment Plan

The instalment plan will consist of 8 equal payments. For example, if your course costs £9,000 the fee will be split into 8 equal instalments of £1,125, comprising:

- A deposit of £1,125 payable at the time of enrolment.
- 7 direct debit instalments of £1,125 commencing 1 November, with the final instalment being 1 May of the following year.

Please ensure you bring your bank details with you in order to set up the instalment plan at enrolment.

SPONSORED STUDENTS

If the payee is someone other than you, the account holder must be present at enrolment to complete and sign the relevant direct debit documentation.

If your employer is paying the Tuition Fees on your behalf you will need to provide a letter on company letterhead to confirm this or a Purchase Order. The letter should include:

- the amount your employer is paying for the current academic year.*
- the full postal address of where the invoice is to be sent.
- any other specific information ie purchase order number if applicable.

The Finance Department will then invoice your employer directly for the tuition fee.

*Please note: If your employer is paying for your tuition fees for subsequent years, a letter will be required for each academic year you enrol.

STUDENT FINANCE ENGLAND REPAYMENT

Please familiarise yourself with the Student Finance England Repayment Policy. You will be liable for fees should you leave the course early. The percentages are:

- First liability period – start date of term 1 to end date of term 1 – 25% of fee*
- Second liability period – start date of term 2 to end date of term 2 – 50% of fee
- Third liability period – start date of term 3 to end date of term 3 – 100% of fee

*Any student who leaves within the first two weeks of their course will not be subject to fees and/or be entitled to a refund of any fees that have already been paid.

FINANCIAL SUPPORT

As well as tuition fees and a maintenance loan (if you've applied for one), you may be entitled to financial support that you don't need to pay back.

NON-REPAYABLE

GOVERNMENT FINANCIAL SUPPORT ***

+ Parents' Learning Allowance

If you are a full-time student with children, you can apply for a Parents' Learning Allowance of between £50 and £1963 a year.

There is also a Childcare Grant available currently up to £193.62 a week for one child or up to £331.95 a week for two or more children under 15 (or under 17 if your child has special needs).

Parents Learning Allowance – gov.uk/parents-learning-allowance

Childcare Grant - gov.uk/childcare-grant

+ Adult Dependants' Grant

You may be able to claim an Adult Dependants' Grant (currently up to £3,438 a year) if you care for a dependent adult such as a partner or relative.

Adult Dependants Grant - gov.uk/adult-dependants-grant

+ Disabled Students' Allowance

You may be entitled to a Disabled Students' Allowance up to £26,948 a year to help with study-related costs if you have a mental health problem such as depression, a long-term illness such chronic heart disease or diabetes or any other disability.

We can support you with your application.

Please call 01253 504494 or email dsainfo@blackpool.ac.uk

¹ Eligibility applies – go to blackpool.ac.uk/support/funding

² Eligibility applies – go to blackpool.ac.uk/support/funding/degrees

³ Depends on individual circumstances. Speak to one of our advisers to find out more

MORE INFORMATION

For more information about eligibility and the Terms and Conditions of the financial support available to B&FC HE students please visit: blackpool.ac.uk/higher-education-bursaries-terms-and-conditions

If you have any questions about financial support please email careers@blackpool.ac.uk

Please note: Funding is restricted, based on need and eligibility, and cannot be guaranteed. This information is updated regularly but we cannot guarantee that the detail will remain accurate, as Government policy often requires changes to how we operate. Our Financial Support Policy and Appeals Procedure is available on the B&FC website.

CAREERS ADVICE

As an institution with a proud history of providing professional and technical education, we want to ensure that the course you study is aligned to your future career aspirations. That's why our Careers Team will be available at enrolment so that you can discuss your future plans with them and start your higher education journey on the right path.

NON-REPAYABLE

FINANCIAL SUPPORT FROM B&FC ***

As a B&FC degree-level student, you may be eligible for one of our non-repayable bursaries or scholarships.

+ £500 Advantage bursary 2024-25

A means-tested bursary of up to £500 to help towards the cost of equipment.¹

+ £1,000 a year B&FC Access Scholarship 2024-25

You could receive up to £1,000 a year for a maximum of three years if you are a care leaver, young carer or estranged student.¹

+ The B&FC Opportunity Scholarship 2024-25

This scholarship will support up to five new undergraduate students from Black, Asian and Minority Ethnic backgrounds and will cover the cost of tuition fees for up to 3 years.²

+ HE Support 2024-25

In exceptional circumstances, B&FC can access funding for students who find themselves facing financial hardship. Each situation is considered on a case-by-case basis. Please speak to an adviser to find out more. You cannot currently apply for this fund using PayMyStudent.

+ £200 DSA Contribution Grant 2024-25

If you are in receipt of the government's Disabled Student Allowance, you can apply for a grant of £200 which covers the personal contribution required to pay for a computer.

HOW TO APPLY

Scan here for a guide to help complete your application for B&FC financial support using PayMyStudent or visit blackpool.ac.uk/support/funding/degrees



INTRODUCING HELMS

One of the unique features of studying for a degree at B&FC is our team of Higher Education Learning Mentors (HELM) who are here to help you get the most from your experience. From advice on how to conduct academic research to managing your time more effectively, HELMS can really help you improve the quality of your work to ensure you achieve the best possible outcome. If you need a hand referencing work correctly or simply getting started on an assignment, a HELM can prove invaluable.

Available throughout your degree programme, the HELMS Team will be available at enrolment to answer any initial questions you might have and to reassure you if you have any concerns about studying at degree level.

WHAT DO I NEED TO BRING TO ENROLMENT?

■ Proof of Identity

You will be required to supply two forms of identification, one to confirm your address and one form of photo ID.

ACCEPTABLE FORMS OF ID ARE:

- Driving Licence Photo Card
- Passport
- Student Loan/Grant Confirmation Letter

■ UCAS Number (if applied via UCAS)

Please bring your UCAS number with you as this verifies to Administration Staff enrolling you that you have applied for your course via UCAS. If you have not applied through UCAS you will need to complete a Record of Prior Acceptance (RPA) form with your tutor before you can enrol.

■ Financial support

You will be given login details for PayMyStudent portal at enrolment. This will enable you to apply for non-repayable financial support from B&FC at paymystudent.blackpool.ac.uk

■ Student Finance Information

Please see page 2 on Tuition Fees for more detailed information on what you need to bring depending on your payment circumstances.

■ Address Details

If you are living away from home whilst studying at the College, please bring with you details of your 'local' address. Both your home and 'local' address will be kept on your student record.

■ Next of Kin

You will be asked to provide contact details for a next of kin - someone who we will be able to contact in case of emergencies.

Flying Start Workshops

Every year, the B&FC Higher Education Learning Mentors run Flying Start workshops to help higher education students get ready for the next step on their study journey.

These half-day Flying Start workshops provide guidance on the skills you'll need for higher education such as academic writing, referencing and research as well as time management and motivational tips.

All students who have applied for a B&FC higher education course will be invited to attend.

For more information including dates and times of workshops, please visit blackpool.ac.uk/flyingstart

Congratulations!
You are now a
B&FC student!

HE TERM DATES

For both full-time and part-time students

Term	FROM	TO
Autumn 2024	Monday 9 September 2024	Friday 20 December 2024
Spring 2025	Monday 6 January 2025	Monday 7 April 2025
Summer 2025	Tuesday 22 April 2025	Friday 6 June 2025

HE FRESHERS' FAIR *University Centre* Wednesday 18 September 11am – 2.30pm

Join us for our Freshers' Fair event at University Centre and find out about all the activities you can get involved in as a student at B&FC. Our Enrichment Team will be there to tell you about the various sports and clubs you can join and you'll get the opportunity to see what work and volunteering opportunities are available too.

There'll be freebies galore, food to sample and discounts to be had, so put a date in your diary and come down to where the fun begins.

KICKSTART YOUR B&FC EXPERIENCE

Being a B&FC student entitles you to be a full member of the Students' Union. This allows you to access the TOTUM student discount card, trips, enrichment activities and freshers' week. Take full advantage of your membership by signing up to the range of extra-curricular activities on offer before you start in September. Head to the Students' Union website for full information www.studentsunionblackpool.ac.uk

