

### Registration of Higher Education Students

- All students are asked to complete a higher education registration form which contains questions relating to HEFCE and ILR funding guidance and requirements.
- These forms are pre-populated with certain information collected from the student's application. They are asked to check and amend any information that is no longer correct.
- The form must be completed with the student's legal name.
- This form must be signed by both the student and the tutor, head of school or admissions officer before registration is permitted to take place.
- Students are also asked to confirm how they intend to pay their tuition fees before registration can occur. In the circumstance that a student intends to pay via a student loan, but this cannot be evidenced as either applied for or approved, we ask for a deposit to be paid which is refundable upon loan approval.

### Holding Student Records

- All higher education student registration forms are held in the registry office, in a designated filing cabinet that is locked at the close of business every day.
- Additional information such as withdrawal or intermission documents are stored electronically in a shared data drive that is only accessible by the registry team.

### Student Names Policy

- Students are asked to provide a form of legal identification from the list below:
  - Valid passport
  - Valid driving licence
  - ID card or other form of National ID
  - National Insurance card
  - Bank credit/debit card
  - Birth Certificate
  - Marriage/ Divorce certificate
  - Deed Poll
- Students also have the option to choose 'none provided' in the identification field.
- Student names appear on the registration form and EBS database as it appears on the legal identity. This is checked by the registry department where ID is provided
- Students are also able to provide a 'known as' name which will appear on their ID card, however all systems and certificates will remain in their legal name.
- We follow the guidelines above for student names in addition to having an ID and Site Access Policy – link below.
- [http://portal.colchester.ac.uk/support\\_departments/Hum\\_ResandStaff\\_Dev/Human%20Resources/PoliciesProceduresGuides/Documents/ID%20Policy.pdf](http://portal.colchester.ac.uk/support_departments/Hum_ResandStaff_Dev/Human%20Resources/PoliciesProceduresGuides/Documents/ID%20Policy.pdf)