Registration Guide

2025/26

Colchester Institute

University Centre Colchester

Hello! This booklet will help you to prepare for Registration

It has been designed to explain what to expect when you begin your studies with University Centre Colchester. We hope you find it helpful and we look forward to working with you as you start your journey into Higher Education.

What will happen?

If you are a new student, you will receive details confirming the date and time of your induction for your particular course. Details of where to report will be included, but if you are unsure of where to go please report to Main Reception.

You will be met by your tutor, who will give you information about your course.

You will also receive an email prior to your induction day with details of how to register online for your programme.

Registration

Registration is when you will formally enrol on to your study programme.

Autumn registration will take place **online** and you will receive an email explaining how to do this prior to **Thursday 18th September 2025**. In addition to your online enrolment you may also be asked to provide the following:
• Your original examination certificates and a copy (if requested)
• Student Loan Company Support Notification (if applicable), Employer Authorisation Form or other payment method

What ID will be required?

It is an essential part of the registration criteria that students upload some form of identification.

You will be asked to upload evidence of your Passport/National ID Card **or** any **one** form of ID required from the following:
• Driving Licence
• Birth Certificate
• National Insurance Card or letter
• Student Loan Company Letter relating to 2025/26 loan

Please note: students who are non-UK/EEA nationals must provide a passport.

You will also be asked to upload a photograph of yourself which will be printed on your University Centre Colchester ID Card. This should be an appropriate photograph, similar to one you would use for a passport or driving licence application. Further details will be provided in your registration email.

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Tuition Fees and Finance

New Students

Full-time undergraduate students who are new entrants to University Centre Colchester in 2025/26 will be charged tuition fees of £8,795 for the academic year 2025/26 (excluding HNC/HND programmes which will be charged at £6,795). Part-time students are charged pro-rata rates dependent on the length of their qualification. A full listing of course fees can be found in Appendix A of the **UCC Fee Policy 2025/26**, which is available at: 🌐 **colchester.ac.uk/ucc/ucc-policies-and-procedures**

All students should read the UCC Fee Policy 2025/26 prior to registration to familiarise themselves with payment options, rules and liabilities.

Loans and Bursaries

UK and EU undergraduate students commencing their first Higher Education course can apply for a tuition fee loan. This can cover either full or partial course fees, dependent on individual circumstances. Applications should be made to Student Finance England online at: 🌐 **direct.gov.uk/studentfinance**

If your circumstances change after you've applied for student finance, you'll need to tell Student Finance England. You can update your details online, including your course, university, bank or address.

Students will be notified of their outcome by receiving a Support Notification, which will be required at registration. If you have any queries regarding the level of support you may be entitled to, or require help completing the online form, please contact UCC's Student Finance Adviser on 📞 **(01206) 712446.**

It is expected that students looking to apply for a student loan would have completed their application prior to registration. Information regarding what to do if you have not yet applied by the time of registration can be found in the **UCC Fee Policy 2025/26**.

Payment of Fees

Student Loan Payment

If you have submitted everything required to Student Finance England and your loan has been approved, but you are yet to receive your support notification, you will still be able to register at enrolment.

If you have not yet applied for your loan by the time of registration, and intend to pay via this method, you will continue to be liable for your fees. You will be required to arrange a payment plan until you provide your support notification to the Registry department. Payment plans must be approved by the Colchester Institute finance department and be in place by the **3rd October 2025.**

Further details can be found in the 🌐 **UCC Fee Policy 2025/26**.

Sponsor/Employer Payment

If a sponsor or employer is paying your fees, you will need to provide a completed sponsor/employer form. This form details the Terms and Conditions for fee payment and must be provided along with a 25% payment by Friday 3rd October 2025. You can access a sponsor/employer form at: 🌐 **colchester.ac.uk/ucc/higher-education-finance**

Or you may request a sponsor/employer form by emailing:
✉ **registry@colchester.ac.uk**

Self Payment

If you will be paying for your tuition fees yourself and you wish to pay by monthly instalments, you will be required to agree a payment plan with the Colchester Institute finance department by the **3rd October 2025.** Once agreed, instalment payments will be taken automatically through a recurring payment system. Fees for the academic year are required to be paid in full within 10 months of commencing the course.

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Students Accessing Postgraduate Loans

Students who intend to pay for a postgraduate study programme, by utilising the new Postgraduate Loans System, will be deemed as self-payers and be required to make arrangements for a payment plan with the Colchester Institute finance department.

The Colchester Institute finance department can be contacted on:

✉ **finance@colchester.ac.uk**

UCC Information

Accommodation

If you require student accommodation, or have any other queries regarding this, please contact our UCC Academic Services team by emailing: ✉ **uccacademicservices@colchester.ac.uk** or calling 📞 **(01206) 712613**.

Disability and Additional Learning Support

We are committed to meeting the requirements of all our students. We offer services to support our students with additional support needs, disabilities, learning difficulties and medical conditions.

If you require support or would like further information about extra support that may be available, please email ✉ **uccsupport@colchester.ac.uk** or contact UCC Academic Services on 📞 **(01206) 712013**.

Criminal Convictions

All new students will be asked to disclose if they have any criminal convictions or pending prosecutions. This is unlikely to affect your registration but you may be asked to provide us with additional information.

This information is only required to assist us in fulfilling our responsibilities to assess any potential risk to the large number of young students in the college and will be treated in strict confidence.

Please note: if you fail to disclose a criminal conviction at the point of registration and we are subsequently informed of this, you may be subject to disciplinary action or removal from the course.

Car Parking

There is student parking on our campus, however this is limited and there is no guarantee of a space.

Colchester Institute is a cashless campus, our car parks are managed by ANPR barriers and we use app-based technology to pay for Pay and Display parking with Parkonomy.

Please go to the Apple App Store or Android Play Store to download the app and add your details prior to parking on campus. To find out more information about parking, please visit 🌐 **parkonomy.com**

Parking Information

Pay and Display – from £2.50 per day

You can make payment on arrival or in advance when paying online (daily, weekly or monthly). You can pay using the payment kiosk provided on site, downloading the Parkonomy app, or by visiting 🌐 **parkonomy.com/book/1366**

Alternative Parking and Travel Arrangements

Due to the limited onsite parking, it is recommended that students try and use alternative methods such as walking, cycling, or public transport wherever possible. The campus is easily accessible by public transport, with the mainline railway station within walking distance. Those who wish to cycle to University Centre Colchester can benefit from Colchester's network of cycle ways and a secure onsite bike shed.

Where car parking is required, there are several other public car parks close to the campus. University Centre Colchester also benefits from being just 10 minutes away from the Middleborough bus stop, which is included in Colchester's Park-and-Ride scheme.

Semester Dates

Registration and induction activities will take place on **Thursday 18th September 2025**. Your first week of taught classes will be week commencing **22nd September 2025**.

Full details of dates on which you will be required to attend during your first few weeks will be included in your registration letter. Your timetable will be issued either with your registration letter or on your first day.

Below are some other important dates for your diary:

Semester One	22nd September 2025 - 16th January 2026
Reading Week	27th October 2025 - 31st October 2025
Christmas Break	22nd December 2025 - 4th January 2026
Semester One Restart: Assessment/Tutorials/Examinations	5th January 2026 - 16th January 2026
Inter-Semester Break	19th January 2026 - 30th January 2026
Semester Two	2nd February 2026 - 29th May 2026
Reading Week	16th February 2026 - 20th February 2026
Easter	30th March 2026 - 10th April 2026
Semester Two Restart	13th April 2026 - 15th May 2026
Assessments/Tutorials/Examinations	18th May 2026 - 29th May 2026
Semester Two Ends	29th May 2026

Please note: the BA (Hons) Business and Management degree programme, and the Level 6 Chartered Manager degree apprenticeship course follow a different academic calendar. The alternative academic calendar will be provided to students separately by their course team.

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The University Centre Colchester Academic Services Team

The University Centre Colchester Academic Services team provides a one-stop information service for enrolled students covering all aspects of your learning experience.

If we don't hold the information you need, we will find it for you.

We can help with any questions you have about your course, such as where, when, and how to submit coursework, what to do if you cannot complete work on time, the help available if you have a problem, and what to do if you need to take a break in study.

You can contact us through the following methods:

In person: Find us in room HE103 in the University Centre Colchester building

By phone: (01206) 712613

By email: uccacademicservices@colchester.ac.uk

The University Centre Colchester Academic Services Office is open between **10am and 2:30pm (Monday to Friday).** A virtual service is available outside of these times from **9am to 4:30pm (Monday to Friday).** The virtual service can be accessed by emailing **uccacademicservices@colchester.ac.uk**

Contact Numbers

Below is a list of useful numbers that you may need:

UCC Admissions: **01206 712432**

UCC Academic Services: **01206 712613**

Registry: **01206 712555**

Disclaimer:

This guide is accurate at the time of publication but is for guidance only and does not form part of a contract.