

# Registration Instructions for Research Degree Students 2011/2012



UNIVERSITY OF LEEDS

This guide is intended to provide you with information you will need to register for your research degree. Please read it carefully. If having read this guide you require further information or experience any difficulties, please contact:

**Research Student Administration (RSA)** (opening hours are 0900-1700 hours Monday to Friday).

E-mail: [rp\\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk)

Telephone: 0113 3434002 (+44 113 3434002 if you are telephoning from outside the UK)

In person: visit Student Services Centre (SSC), Level 9, Marjorie and Arnold Ziff Building

(opening hours are 0900 – 1700 hours Monday to Friday (apart from Wednesday opens from 1000 with the exception of peak registration period during September and October when it opens at 0900)

**Please have available your Student ID number.**

The SSC is located at [http://www.leeds.ac.uk/studentsservicescentre/visit\\_us.htm](http://www.leeds.ac.uk/studentsservicescentre/visit_us.htm)

## Registration Overview

Every student at the University of Leeds is required to register at the start of their studies and then re-register on the anniversary of their start date. Registration is the formal process of becoming a student of the University. It enables you to receive supervision, register with the Library and other services and become a member of Leeds University Union. It is primarily a financial process of paying fees as well as ensuring that the University holds accurate and up-to-date information for you.

Registration at the University is an online process for all students. It involves using web pages to:

- check (and amend if necessary) the personal and address details we hold for you
- confirm your programme of study
- pay your tuition fees and any previous debts (please see page 8 for further details on payment)
- confirm your agreement to abide by the regulations governing your studies
- join [Sport and Physical Activity](#)
- print your registration certificate

New students should also obtain a Student ID card (where visual ID checks will be first undertaken – see page 5) in order to fully complete registration.

It is extremely important that you register as soon as possible once your School informs you that online registration is available to you. A delay in completing registration may result in you not being able to access University facilities or (if applicable) receiving any scholarship/maintenance payments. Registration will be open up to 4 weeks prior to your start date (or anniversary of your start date). Any students who have debts outstanding from a previous session will not be allowed to register for the next session until the debt has been cleared.

**You should register within four weeks of your start date (or the anniversary of your start date). Students who do not complete registration may be withdrawn from the University. The University is obligated to report international students who have not registered and hold a Tier 4 Points Based System General Student Visa to the UK Border Agency**

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## REGISTRATION FOR NEW STUDENTS

1. **Your School will notify you regarding registration. They may inform you to register on-line or your School may wish you to visit them first.**

The Research Student Handbook along with the Personal and Professional Development Opportunities for Research Students Handbook published by SDDU can be found at: [http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/registration\\_pack.html](http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/registration_pack.html) along with links to other important useful information including Summary of the Code of Practice for Research Degree Candidatures.

**Whether or not you can proceed straight to on-line registration depends on whether you need to show Academic or English Language qualifications and/or provide evidence that a sponsor is paying your fees:**

- 2.1 **Please refer to the letter which confirms the offer of a place.**

a) If this letter states **UNCONDITIONAL OFFER** and does not say that you still have to show original copies of any qualifications prior to or at registration then proceed to on-line registration (details on page 4). If it does say you need to show evidence of meeting conditions of acceptance please see 3 below.

b) or alternatively if your offer letter does state that you need to show evidence of qualifications but you or your School have already provided this information to Research Student Administration but you have not been issued with a new offer letter you can proceed to on-line registration:

c) **and you do not need to provide evidence that a sponsor is paying your fees or you are in receipt of a scholarship** (or if you did need to show the above but have already done so) please proceed to on-line registration. See section 4 on next page and page 8 for further details.

- 2.1 Proceed to on-line registration (details on page 3).

- 2.2 When you have completed registration a Registration Certificate will be displayed on screen. Print this and keep it safe. An email will also be sent to your University Webmail account (accessible through the Portal on the Webmail tab)

- 2.3 You may then bring your registration certificate and photographic ID to Level 9, Student Services Centre, Marjorie and Arnold Ziff Building, so that a digital photograph can be taken of you (and visual identity checks made) for production of your student identification card. (If you are an International Student, this visual ID must be in the form of your passport. The University will also need to take a copy of your passport and biometric identity card if you are an overseas student). Please see page 5 for further details including exemptions to this policy.

- 3 **If the offer letter states you must provide evidence of meeting conditions of acceptance:**

- 3.1 **You must bring these documents to Research Student Administration. Please come to Level 9, Student Services Centre counter, Marjorie and Arnold Ziff Building and ask to see a member of staff from Research Student Administration.**

New students who have been offered a place subject to successfully completing a previous academic qualification and/or an English Language qualification must provide an original document in English, to verify the qualification. The original certificate or copy certified by the awarding institution is required.

**PLEASE NOTE YOU WILL NOT BE ABLE TO REGISTER UNTIL RESEARCH STUDENT ADMINISTRATION STAFF HAVE SEEN THESE DOCUMENTS.**

In those cases where you have completed the previous course but have not received formal notification of the award, evidence that all the required work has been submitted must be brought with you to Research Student Administration at registration.

This evidence should take the form of a letter (in English) on headed paper from the course director and is required from all students, including those students who have completed a taught master's programme at the University of Leeds.

On production of this evidence you will be able to complete registration subject to providing formal notification of the award within a specified time period (usually 3 months). Failure to provide this could result in suspension of your studies.

NB: Students who are unable to provide written evidence from their course director that they have completed all the required work for the previous degree **will not** be able to register. It is **your responsibility** to acquire the above evidence. Staff in Research Student Administration are unable to assist students with this (i.e., we **will not** contact course directors for confirmation).

**3.2 If you need to provide evidence that a sponsor is paying your fees, or you are in receipt of a scholarship, or paying by cheque, cash or bank draft you must also bring this to the SSC. See point 4 below and page 8 for further details.**

**3.3 Once you have provided evidence of your qualifications (and sponsorship if appropriate),** you will then be informed that you can register on-line. When you have completed registration, a Registration Certificate will be displayed on screen. Print this and keep it safe. You may then bring your registration certificate to SSC counter where you can collect your ID card.

**3.4 You will then need to obtain your student ID card from the Student Services Centre.** In order to do this you will need your registration certificate and will need to show visual proof of ID (please see page 5 for further details). A digital photograph will then taken of you for production of your student identification card. (The University will also need to take a copy of your passport and, if applicable, your biometric identity card if you are an International Student).

**4. If you need to make arrangements for payment of fees by a sponsor** (this will be in the form of a letter from your sponsor confirming they will pay your fees) you must provide this to the counter staff. You may commence registration before or after handing in the sponsor letter to Student Services Centre staff. If you try to register before handing in the sponsor letter, you will not be able to complete the finance pages. You will need to enter your sponsor details on the finance page and will not be able to continue with registration until Accounts Receivable have notified you that they have processed your sponsor letter. They will notify you by sending an e-mail to your University e-mail account.

## **HOW TO ACCESS ON-LINE REGISTRATION - NEW STUDENTS**

PLEASE NOTE IF YOU ARE ALSO A MEMBER OF STAFF, YOU MUST LOG INTO THE PORTAL USING YOUR **STUDENT ID NUMBER** AND **NOT YOUR STAFF ID NUMBER**.

You can register from any PC with internet access. You will need:

- **Student ID Number:** this is the 9 digit number shown on your offer letter. It will enable you to obtain your ISS username and password.
- **Address details** including emergency contacts and telephone numbers
- **Fee payment information:** this may include bank account details, written evidence that your fees will be paid by your sponsor or awarding body, credit/debit card details, a cheque (payable to the "University of Leeds"). Please see page 8 for further details.

**For your safety and to ensure compliance by the University with banking and financial legal requirements, you should not pay your fees using cash. Please note: the University is unable to accept cash payments above £3,500.**

### Logging on to a University ISS Cluster PC

If you are a new student you will need to obtain an initial password if you are registering from a University (Information Systems Services) cluster PC. If you need to find out your password, type the username **mypassword** in the dialog box and **mypassword** in the **password box** and click OK. A program will automatically start to run and you will be asked for your student ID number (as shown your offer letter) and your date of birth. Follow the instructions on screen to get your new password.

When you have obtained your initial password, return to the login box and type your username and password using either the mouse or the <Tab> key to move from one part of the box to the other. Your password will be displayed as a series of dots.

[http://iss.leeds.ac.uk/downloads/campus\\_map.pdf](http://iss.leeds.ac.uk/downloads/campus_map.pdf) provides a map of cluster locations.

### Registering on line

Go to <http://portal.leeds.ac.uk>

- click 'Get your user name and password' to obtain your Student account details (if you are a member of staff you cannot use your staff username)
- follow the online instructions, keeping your username and password somewhere safe
- click 'proceed to registration'
- enter your ISS username and password to login to the Portal
- Then click on the 'Student Services & Admin' tab along the top of the page.
- Click on "Log me into Student Services" on the left side of the screen.
- Click on "Registration". You must then follow the on screen instructions to complete registration.

## **STUDENT ID CARD AND IDENTIFICATION CHECKS**

All students are required to obtain a Student ID Card in order to complete the registration process. Failure to do this may result in you being withdrawn permanently from your University Studies.

**It is recognised that there will be some exceptions where this will not be relevant -**

- **Where the student never attends the Leeds campus**
- **Where the student is a member of staff and has a University of Leeds staff ID card.**

**Your Student ID card will last for the duration of your study at the University.** If you change your programme or suspend study, and this has an impact on the duration of your study, you should visit the SSC counter to amend your ID card if appropriate.

In order for new students to obtain the card a visual ID check will be carried out at the Student Services counter. This comprises of the following:

- If you are an international student or from the EU you will be required to present your passport (International students will also be required to show your Biometric Identity Card if you have one). UK Border Agency regulations require the University to take a copy of your visa/biometric ID card if you have entered the UK under a Tier 4 General Student Visa.
- If you are a UK student you will be required to present a passport or photo driving licence, or in the case of staff, a staff ID card. Where there appears to be a valid reason for a UK students not to have one of these, a birth certificate and confirmation of home address will be accepted.
- Students who for religious or cultural reasons have concerns about a photograph being taken, for example if you normally have your face covered in public, will be treated sympathetically with options for how the ID check and the taking of the photograph are carried out. You will still be required to have a card and visual ID check however.
- In the event that a student refuses these options, no card will be issued and the student's registration status may be in question if identity is unproven. The matter will then be referred to the University Secretary for consideration.

The student card is a valuable document and has several important functions. It identifies you as a registered student at the University of Leeds, the barcode on the card identifies you as a registered user of the University Library and your username for Information Systems Services (ISS) is printed on the card. The Student card also identifies you as a member of the University Union. However, in accordance with the Education Act 1994, you have the right to opt out of Union membership. (Please see the Research Student Handbook for further information about Union Membership.) Membership of the Union is not a requirement for Registration.

Please look after your Student card carefully and carry it with you always. When collecting statements, maintenance cheques etc., you will be asked to present your valid ID card. You may also be asked to show it when you are using various other University facilities.

**Fraudulent use of a Student ID card** will be subject to action under the University Disciplinary Procedure. Such action may involve not only the perpetrator of the fraud but also the student whose card is involved if it can be shown that the student was culpable (for example if the card has been lent).

## REGISTRATION FOR RETURNING STUDENTS

Your School will notify you when on-line registration is available.

The Research Student Handbook along with the Personal and Professional Development Opportunities for Research Students Handbook published by SDDU can be found at: <http://www.leeds.ac.uk/rsa/admissionsandregistration/forcurrentstudents/register.html> along with links to other important useful information including Summary of the Code of Practice for Research Degree Candidatures.

If you are a Returning student you do not need to visit the Student Services Centre unless you need to make arrangements for payment of fees by a sponsor (this will be in the form of a letter from your sponsor confirming they will pay your fees) or paying by cheque/bank draft/cash.

You may commence registration before or after handing in the sponsor letter to Student Services Centre staff. If however you try to register before handing in the sponsor letter, you will not be able to complete the finance pages. Please enter your sponsor details on the finance page. You will be able to continue with registration once Accounts Receivable have notified you that they have processed your sponsor letter.

You can register from any PC with internet access. You will need:

- **Address details** including emergency contacts and telephone numbers
- **Fee payment information:** this may include bank account details, written evidence that your fees will be paid by your sponsor or awarding body, credit/debit card details, a cheque (payable to the "University of Leeds"). Please see below for further details.

**For your safety and to ensure compliance by the University with banking and financial legal requirements, you should not pay your fees using cash. Please note: the University is unable to accept cash payments above £3,500.**

Go to <http://portal.leeds.ac.uk> and enter your student ISS username and password. (There are instructions on the portal page on what to do if you have forgotten these details – you will need your student ID number as shown on your student ID card)

1. Then click on 'Student Services and Admin tab' at the top of the screen
2. Under the section Student Services Online, click "Log me into Student Services" on the left side of the screen
3. Then click on "Registration". You must then follow the on screen instructions to complete registration.

## REPLACEMENT ID CARDS

If you lose your Student ID card you should go to the Student Counter, Level 9, Student Services Centre, Marjorie and Arnold Ziff Building to order a replacement card for which there is a charge of £10.00. You will need to provide photographic identification (such as driving licence or passport) when requesting a replacement Student ID Card.

If, after a replacement card has been issued, your original card is found, please return the old card which will no longer be valid, to Research Student Administration.

Your card will be replaced free of charge if it is damaged or if you are returning from suspension, have extended your studies or are classed as registered whilst under examination – provided you will bring the old or damaged card to the counter to exchange it for a new card.

<http://www.leeds.ac.uk/studentsservicescentre/counterservices/studentcard.htm>

## **REGISTRATION CERTIFICATES and CONFIRMATION OF ACCEPTANCE FOR STUDY (CAS)**

If you require a letter from the University confirming you are a student (for example to open a bank account) please download the form from:

[http://www.leeds.ac.uk/rsa/assets/word/Forms/reg\\_statement.doc](http://www.leeds.ac.uk/rsa/assets/word/Forms/reg_statement.doc) and e-mail to [rp\\_student@leeds.ac.uk](mailto:rp_student@leeds.ac.uk).

Please let us know if you wish this to be posted to you or whether you will collect this. We can also produce a letter for council tax reduction purposes to any full time student who does not live in Leeds. (A list of full time students within their standard period of study living in Leeds will be sent to Leeds City Council at the end of October).

If you are an international student who is studying in the UK under a Tier 4 General Student Visa and require an extension to your visa, you can use this request form to ask the University of Leeds to obtain a Certificate of Acceptance for Study (CAS) number from the UK Border Agency for you. This will be sent to you in the form of a CAS Statement to your University e-mail account.

Please see <http://www.ukba.homeoffice.gov.uk/studyingintheuk> for further details about the Tier 4 student visa system.

## **ATTENDANCE MONITORING AND NON REGISTRATION**

Students must agree with their supervisor an appropriate training plan and attend relevant training. Students must also attend supervision meetings, submit work regularly and discuss any difficulties with their supervisor.

A standard attendance process will be applied to all students in relation to failure to register and non attendance. Please see [Attendance Monitoring Guidance for Research Students](#) for further details.

Please note that as a registered sponsor under the Points Based Immigration system, the University has obligations to the UK Border Agency in respect of reporting non attendance and non registration of international students who have obtained a PBS Tier 4 General Student Visa since February 2010.

### **University compliance duties - UK Border Agency and International Students on a Tier 4 General Student Visa**

All UK higher education providers who hold a Tier 4 sponsor licence must:

- keep copies of all international students' passports, visa documents and biometric ID cards;
- keep up-to-date contact details for students; and
- Notify UKBA of any unauthorised absences, failure to register or if a student suspends or withdraws from their studies.

## **PAYMENT OF TUITION FEES**

The Accounts Receivable team is responsible for the charging and collection of fees. There are various methods of payment available to you. If you/your parent or guardian are paying your fees directly to the University this is called "self funding". Students who are not self funding may be in receipt of a scholarship or may be sponsored (for example by their employer). There are different payment arrangements depending on how your fees are being paid. Further information can be found on the Accounts Receivable website: <http://www.leeds.ac.uk/ssc/fees.htm>

Our preferred method of payment is online payment. You can pay online by debit/credit card on the Accounts Receivable website and through the Student Services tab of the student portal. Alternatively you can pay using the following methods of payment:

**Cheque** payable to "University of Leeds" (name and student number on the reverse) send to: Accounts Receivable, Marjorie and Arnold Ziff Building, University of Leeds, Leeds, LS2 9JT

**In Person** at Cash Services, SSC, Marjorie and Arnold Ziff building

**Telephone** credit/debit card payment please call the relevant clerk

**Bank Transfer** Barclays Bank Plc, 77 Albion Street, Leeds, LS1 5LD

Sort Code: 20-48-46, Account No: 20821845 IBAN: GB48BARC20484620821845

**Sponsored students:** If you are a sponsored student or you are in receipt of a scholarship please ensure that Accounts Receivable are informed and have a copy of your letter of sponsorship. There are guidelines for what a letter of sponsorship should contain on the Accounts Receivable website. **Please be aware that if you are unable to provide acceptable evidence of sponsorship you will not be permitted to register.**

**If you are experiencing delays or difficulties obtaining this paperwork please keep Accounts Receivable informed.** The University may be able to assist with some of the problems you may be having. Once you have successfully completed your registration an invoice will be sent to your sponsor. Payment in UK sterling is required 30 days from the date of the invoice. Sponsors are required to make full payment upon receipt of invoice. The University makes every effort to obtain payment from your sponsor, however if your fees remain unpaid the tuition fees will be transferred to your account and will then become your responsibility to pay.

**Self-funding students:** If you are paying your own fees you can pay in full before completing registration or in two instalments. The first instalment of 50% must be paid before or at registration and the remaining 50% must be paid 5 months after their start date on the 1<sup>st</sup> of the month by Direct Debit from a UK bank account. This must be a current account and not a savings account. **Alternative methods of payment are not acceptable for the second instalment.**

Students wishing to set up an instalment plan can do so during online registration. To complete this step you must be in a position to input your UK bank account details and we must have received the payment of the first 50%. Students who cancel their direct debit will be required to pay the outstanding balance in full immediately. If an instalment is not paid on the due date a late payment administration charge of £20 will be added on the account at the beginning of the following month. A further £20 for each month will be added until the balance is up to date. **Please keep Accounts Receivable informed of any change to your financial circumstances.** If you are in financial difficulty please contact the Student Advice Centre.

## Members of staff:

Full policy is available at [http://www.leeds.ac.uk/rsa/assets/word/policies/part-time\\_study.doc](http://www.leeds.ac.uk/rsa/assets/word/policies/part-time_study.doc)

### 1. New students commencing study from 01 September 2007 onwards

For those members of staff commencing part-time research degree study from 01 September 2007. The full policy for fee concessions for part-time research degree study at Leeds by members of Leeds University staff can be found in the Research Student Handbook or in the link above.

**Eligibility:** The University recognises the importance of identifying development needs of members of staff through the Staff Review and Development Scheme, both to enhance knowledge and skills needed for their current role and to assist towards agreed career progression.

Whilst a member of staff is employed full or part-time by the University, it will not be possible to undertake a research degree on a full-time basis (with the exception of the Marie Curie Early Stage Training Scheme where special arrangements exist) and only part-time registration will be possible.

Please note that full-time research students who undertake some teaching assistance are not regarded as being members of staff for the purposes of this policy. Such individuals are permitted to undertake up to 250 hours of teaching assistance a year (see the Research Student Handbook for further advice).

**Payment of Fees:** Where a School agrees, as part of the Staff Review discussions and consideration of any strategic priorities, that an internal research degree is an appropriate form of staff development, the academic fees will be met by the School/Faculty/Department. Part time staff will now benefit from full fee remission in the same way as full time staff.

Staff on a fixed term contract must be in University employment for at least 6 months of any year for which they are applying to study in order to benefit from the payment of fees by the School/Faculty/Department. If the contract of employment ends before the end of the standard period of study for the research degree is reached, the individual will be required to register and pay fees for the outstanding period of study. The rate of fees will depend on whether the continued period of study is on a part time or full time basis, in accordance with the scale of charges applying at the relevant time.

No Staff Submission Fee will be due when the thesis is submitted for examination for new students commencing study from 01 September 2007. Examination arrangements are given in the Research Student Handbook.

**Method of payment of fees by Schools/Faculties (Form 21):** In order to arrange for payment of the academic fees, Schools/Faculties should complete the Form 21 for Notification of Postgraduate Awards.

This form must indicate that full academic fees are to be covered by the School/Faculty and should include the details of the account from which the fees will be met. The form must be authorised by the Head of School (or authorised representative) and returned to the Accounts Receivable Office

### 2 Returning Students already in Receipt of Fee Concessions (approved prior to September 2007)

The University will honour any prior commitments to fee waivers or concessions that have already been approved for individuals who commenced research degree study prior to 01 September 2007 **so long as those individuals remain members of staff of the University on the approved contract of employment.** If employment ceases before the standard period of study for the research degree is reached, candidates will be required to register and pay fees for the remaining standard period of study. The level of fees charged will be dependent on whether the candidate continues in part-time attendance or is required to transfer to full-time attendance.

A Staff Submission Fee is charged when the thesis is submitted for examination. The fee charged will be dependent on the number of external examiners. Please refer to the Research Student Handbook or [http://www.leeds.ac.uk/rsa/assets/word/policies/part-time\\_study.doc](http://www.leeds.ac.uk/rsa/assets/word/policies/part-time_study.doc) for further advice.

The details of any concession of fees for which a research candidate is eligible will be noted by Research Student Administration (RSA) who will inform Accounts Receivable Office. The Accounts Receivable Office will only grant a remission of fees to those students with the appropriate authorisation by the RSA.

Part-time members of staff will be required to pay academic fees on a pro-rata basis per academic session (see payment information above).

Cheques should be made payable to the "University of Leeds". You will receive a receipt if you pay at the Cash Office in the Student Services Centre.

## **STUDENTS RECEIVING MAINTENANCE/SCHOLARSHIP PAYMENTS**

### **Students Receiving Maintenance/Scholarship Payments**

**Note: Students in receipt of a Scholarship administered by the Research Student Administration Postgraduate Scholarships Office will receive payment information/notification directly from that office. As a general rule, students in receipt of a Scholarship administered by the Postgraduate Scholarships Office are paid quarterly with due dates being detailed in the Scholarship award letter.**

**If you are in receipt of a scholarship administered by the Postgraduate Scholarships Office for tuition fees, although you may be able to commence on-line registration, you will not be able to complete the process until the Accounts Receivable Office has received notification from the Postgraduate Scholarships Office that your fees are being met by a scholarship. Returning students also need to have received their scholarship renewal letter from the Postgraduate Scholarships Office to enable them to complete registration. The fees on step 6 of On-line Registration will show as zero when Accounts Receivable have been notified that your fees (either in full or in part) are covered by a scholarship.**

Student Maintenance is *usually* only paid to students who have completed registration and submitted UK bank account details in Student Services via the secure portal. Since the University of Leeds work to strict payment deadlines it is imperative that you register as early as possible to ensure your 'money' is cleared by the due date. The due date for the majority of awards is the first of the month, however due to process timing constraints it is not always possible for the payment to clear on the 1st. If this is the case payments are processed to clear in bank accounts the nearest preceding Tuesday to the 1st. Awards are normally paid quarterly in advance.

Further information about payment dates can be found at:

[http://www.leeds.ac.uk/studentsservicescentre/financial\\_admin/pgmaint.htm](http://www.leeds.ac.uk/studentsservicescentre/financial_admin/pgmaint.htm)

It is the policy of the University of Leeds to process all student payments by the Bankers Automated Credit System, commonly known as BACS. In order to comply with this policy we request that you submit your UK bank account details as soon as you register using Student Services via the secure Student Portal. The following procedure details how to do this:

**If you have not used the portal before:** you need to obtain your Portal Username and Password before entering your bank account details:

- From the University of Leeds homepage (<http://www.leeds.ac.uk>) select **The Portal**
- in **Secure Access Login** click '**get your login name and password**'  
**NB: To obtain your secure username and password you will need your Student ID Number.**
- Complete the process and logout. Follow the process for existing students to submit bank account details.

#### **Existing Portal Users:**

- From the University of Leeds Homepage [http://www.leeds.ac.uk/](http://www.leeds.ac.uk) select '**The Portal**'.
- In '**Secure Access Login**' enter your **Username** and **Password**.
- Select the '**Student Services**' tab.
- In '**What you can do in Student Services**' click '**Log me into Student Services**'.
- Select '**Payments & Financial Aid**'.
- Select '**Provide bank details for financial support payment**'.

- In '**Select a term**' select the academic year in which you are currently registered. Failure to select the correct academic year will result in the error message: 'No record available for update' when you attempt to submit your details
- Click '**Submit**'
- Taking care, enter your UK bank account details accurately. *Note: For the purposes of making a BACS transfer you should be quoting an eight-digit bank account number, and six-digit sort-code (With no hyphens or spaces). If you are unsure of either of these please consult your bank account statement, or check with your bank.*

**Note:** some banks do not display the account number on their debit cards.

Students whose first payment instalment is due on 1 October 2011 must have registered and submitted UK bank account details by 16 September 2011 to guarantee payment by the due date. Students who register and submit UK bank account details by 26 September 2011 will guarantee payments into their bank on 4 October 2011 and students who register and submit bank account details by 3 October 2011 will guarantee payments into their bank on 11 October 2011. After these dates, providing you have completed stage three of the registration process and submitted UK bank account details by 4pm on any Monday, and that all payment criteria is met your payment will be included in the Tuesday payment run and will clear in your bank account seven days later. This is providing notification of your award, either a Form 22 (for payment by instalments) or a Form 10 (for a single payment) has been submitted to the Financial Aid section of Student Administration by your School in advance of your registration.

## **SPORTS USER SYSTEM**

The University offers an unrivalled range of sport, health and fitness facilities and services right on your doorstep on campus.

If you wish to join the Sports User System, you should register and pay the membership fee to the Sports Centre or join via On-line Registration. For price and further details please see

<http://www.leeds.ac.uk/sport/pages/general/membership.htm>

## **DATA PROTECTION**

For information on the University's Code of Practice of Data Protection visit:

[www.campus.leeds.ac.uk/dpa](http://www.campus.leeds.ac.uk/dpa)

## **HESA Data Collection**

Each year the University provides information to the UK Higher Education Statistics Agency relating to its academic staff and students. This is a national record providing statistics to the Higher Education Funding Councils and the Department of Education for Northern Ireland and to the Higher Education Institutions themselves. Please see <http://www.hesa.ac.uk/collection-notices> for further information.