



Outlook

You can now pre-enrol online

From admissions [REDACTED]
Date Wed 07/09/2011 10:42
To sally.hoang [REDACTED]

7 September 2011

[REDACTED]

Miss Sally Hoang
50 Chichester Road
Bognor Regis
PO21 2XJ

Dear Miss Hoang

Course: BA Honours English Literature - Full-time
Year of Course: 1
Start Date: September 2011

We have now completed our checks on your application record at the University of Westminster and look forward to meeting you when you come to enrol.

We would like you to check your personal details yourself to make sure these are up to date by completing the first part of this pre-enrolment online. Click on the link below

[REDACTED]

and follow the instructions. This should only take about 10 minutes. To enter the system for the first time you will only need your date of birth and your reference number from the top of this email.

Once you have completed this part of the pre-enrolment, you will be able to complete the process at the University and collect your ID card much more quickly.

Please print the enrolment form if possible and bring it with you to your enrolment session.

When you enrol you will need to bring proof of your identity. We will accept either:

- A full, valid passport
- EU Identity Card
- A full or provisional UK Driving Licence (both the photocard and the paper part)

Or two of the following:

- An International driving licence
- TFL/Oyster Photocard or Young Person's Railcard
- A cheque book or credit / debit card (one only)
- IND. Document
- An original birth certificate in English

You will also need to bring the original certificates for the qualifications which we have admitted you on. You can see which qualifications we need from you when you pre-enrol online. You will only need to bring certificates for courses that do not have a status of VERIFIED or VERIFIED UCAS.

Paying Fees

Students wishing to pay their fees online should note that the system uses 3D Secure. This is a security feature which ensures that payments using certain credit and debit cards are authenticated by the card holder with their bank at the time of the transaction.

For prevention of fraud the card holder must be registered for 3D secure with their card provider (MasterCard SecureCode/Verified by Visa). During the payment flow you will be prompted by your bank to enter a password. This verifies that the transaction is authorised by the card owner before the transaction can be completed. If you have not yet registered for 3D secure, you will need to do so before you can continue with your online payment.

Some card providers limit the amount that can be paid online. You may need to speak with your card provider to clear the payment first and also to make sure you have sufficient cleared funds.

Please note that the University does not accept American Express, Diner's Club or International Maestro Cards.

When you finalise your student loan with the Student Loans Company, please make sure that your bank details are correct. The University will confirm your attendance automatically so that you can get your loan. However, if you are fully enrolled and haven't received your maintenance loan or grant by the date given on your payment schedule letter, please email the Student Funding Office at [REDACTED]

We hope that you will find the enrolment system easy to follow and enjoy your time at the University of Westminster

Regards,

University of Westminster

This e-mail and its attachments are intended for the above named only and may be confidential. If they have come to you in error you must not copy or show them to anyone, nor should you take any action based on them, other than to notify the error by replying to the sender.

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