

Information on Completion of the Form

Please complete all relevant sections on the form and return with your enrolment form to the University Registry. We request that **the payment method is agreed prior to completing the Financial Registration. Please note that your registration will not be processed until we have received both the Finance & Enrolment forms.**

Section 1 – Personal Information

Please enter your surname, all forenames, home address, telephone numbers and your date of birth.

Section 2 – Tuition Fee Category

Type of Student: Please tick the type of student that you are, either a full-time or part-time student. If you are a part-time student please enter the number of credits that you will be studying in this academic year only. Full-time students are not required to enter the number of credits.

Country: Please tick the box that signifies your home country. This will assist us in establishing which fee rate that is to be charged.

Course: Please tick the box that signifies the course that you will be following during this academic year.

Section 3 – Who is to Pay

Please enter the amount of fee that is payable by you (the student or parent) and/or by a third party (Sponsor). A sponsor may be an organisation, employer, institutes etc. In order for us to charge the relevant amount to the third party we will require a copy of the third party's letter on their official company letter headed stationary bearing the organisation's logo, stating that they will be paying for your course. If you are unable to provide this document the University will assume that you will personally be liable for the payment of the tuition fees. Please note that a parent, friend or relative is not classed as a Sponsor and we will require payment by
Cheque or debit/credit card from them.

Section 4 – Method of Payment

Please tick the box that informs us of how you wish to pay for the amount that you (the student or parent) will be responsible for.

Cheques If you opt for this method please make the cheque payable to "University of Wales Lampeter". All cheques are to be in British Sterling currency.

Credit / Debit Card This option is available as a single payment or instalment payments. The instalment method is only available where the total sum exceeds £250. If you opt to use this method please ensure that the card is NOT a swipe facility only card and if the expiry date is before the final payment date, you are responsible for forwarding the new detail to the University Finance Office (01570 424979 – Ms Karen Peek) when they are known. **All overseas students should arrange the appropriate foreign clearance with their card company before selecting this payment option.**

Payment Dates Dependant on the registration date, the fees are due on the dates as specified below. Please enter the relevant date which corresponds to your registration date and per the University Tuition Fee instalment document.

<u>Registration Date</u>		
<u>October 2010</u>	<u>January 2011</u>	<u>April 2011</u>
1 Oct 2010	1 Jan 2011	1 April 2011
1 Jan 2011	1 April 2011	1 Oct 2011
1 April 2011	1 Oct 2011	1 Jan 2012

General

Tuition fees are due in full on the first day of the academic session in which a student commences a course of study. The Pro Vice Chancellor (Finance & Resources) may at his/her discretion, allow students to pay the fees in instalments. Where a student defers or withdraws from study part way through the academic year, fees are due for the full year unless a refund is due in accordance with the University financial procedures. Copy can be obtained from the University Finance Department.