

Enrolment Procedure

From	Student Administration and Academic Affairs
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Related policies	Data Protection Policy
Related regulations	Enrolment Declaration Regulations Governing Students Sponsored by the University under the Student visa route of the Points Based System Fees charges and expenses
Approving authority	Education and Student Experience Committee
Contact point	Head of Student Records
Review	Annual
Version	1.0
Consultation	Finance, Student External Returns Department, VISAS, Student Hub.
EDI assessment (if required)	

1. Procedure Intent

The enrolment procedure is designed to:

- Ensure that all students understand their responsibilities in relation to enrolment.

- Ensure students understand the implications of not enrolling.
- Outline the processes the university will take to ensure students are able to enrol.

2. Definitions

- Enrolment is the University of Southampton's process through which students formally agree to annually abide by the Charter, Statute and Regulations and become a student member of the University in whole or part of the academic year.
- The term 'student' applies to any individual eligible to participate in a University programme of study. This includes:
 - Full or part-time students on all campuses in the UK and overseas
 - Full or part-time students on placements and exchange arrangements
 - Full or part-time online and distance learning students
 - Staff undertaking a programme as a student
 - Students studying for a University of Southampton award at the campus of a partner institution
- The term 'new entrant' applies to any student starting a programme for the first time. This includes:
 - First year or year zero students except those repeating or progressing from a foundation year programme
 - Students starting a new level of study (e.g. undergraduate to postgraduate)
 - Students who are direct entrants into a second or third year of a programme
 - Incoming visiting or exchange students
 - Lifelong learning students starting a new module
 - Students studying discrete modules (e.g. continuing professional development)
- The term 'continuing student' applies to those students who are continuing/progressing to study on the same programme or level of study. This includes students who are returning to the university after a pause in study; those who are repeating a year internally; those who are undertaking a compulsory work placement as part of their programme of study; and those who are studying at an overseas institution for any part of a year.

- Academic Year defines the period from 1 August to 31 July each year. Enrolment normally opens on the first working day of August.

3. Scope

This procedure applies to all students.

4. University Procedure

4.1 Procedure principles

- All students are required to enrol as members of the university in order to:
 - Have access to academic facilities, IT services and support mechanisms.
 - Be covered by the university's third party liability insurance and the university's Health and Safety policy.
 - Ensure that the university is fully compliant with the requirements of its external stakeholders and professional, statutory and regulatory bodies, including the Office for Students and Student Loans Company.
 - Ensure that the university is fully compliant with the requirements of a licensed sponsor to report to UK Visas and Immigration any students in the UK by virtue of a Student visa who have not enrolled within the required period.
 - Ensure that the university is fully compliant with the requirements of appropriate data protection legislation for the processing of personal data as described in the [Enrolment Declaration](#).

4.2 Procedure statement

- A student must be enrolled each academic year in order to
 - Participate in any programme of study, including all clinical and vocational placements, lab work and field work
 - Receive marks and credit for assessments
 - Be eligible for the award of credit, degree, certificate or diploma
 - Be eligible for Council Tax exemption (full time students only)
 - Be eligible to live in University halls of residence
 - Comply with terms of Student visa regulations
 - Receive student maintenance loans and bursaries or research studentship funds

- Receive their student ID card

4.3 Compliance with this procedure

- New entrants who fail to create their university computing account before the start of teaching will be deemed as non-showing entrants.
- New entrants who fail to enrol within the specified time period will be deemed as non-showing entrants.
- New entrants that are sponsored with a CAS for a Student visa that are deemed to be non-showing entrants will have visa sponsorship removed/CAS withdrawn.
- Continuing students who fail to enrol within the specified time period will be deemed withdrawn.
- Continuing students that are sponsored with a CAS for a Student visa that are deemed withdrawn will have visa sponsorship removed.

5. Roles and responsibilities

5.1 New entrants

- New entrants will need to create their university computing account before commencing enrolment.
- New entrants are required to provide documentation so that the university can verify the student's identity.
- New entrants are required to enrol online by the end of the second week of teaching of their programme (normally three weeks after the start of Welcome week for students with a standard commencement date).
- It is at enrolment that a new entrant enters a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key personal information. Following enrolment, new entrants will be advised of their Right to Cancel this contract.

5.2 Continuing students

- Continuing students are required to enrol online by the end of the fourth week of teaching in each academic year.
- Postgraduate Taught students who are completing their project or dissertation and not undertaking any taught module are regarded as enrolled by virtue of their 'writing up' enrolment status.

- Postgraduate Research students on nominal registration are regarded as enrolled by virtue of their enrolment status.
- External repeat students are regarded as enrolled by virtue of their enrolment status.

5.3 Students with a debt

- Students who have an outstanding debt to the university as a result of previous study, or from a previous academic year, will not be able to enrol until they have either cleared their debt.

5.4 Non British or Irish Citizens studying at UK campuses

- All students who are not British or Irish are expected to complete online enrolment and will be considered as provisionally enrolled until their immigration status in the United Kingdom has been verified by a member of specially designated University of Southampton Staff.
- Where a CAS has been issued, students are expected to complete enrolment and a Right to Study check by the latest acceptance date stated on their CAS, and those who do not do so will have their visa sponsorship withdrawn by the University.

5.5 Students sponsored for tuition fees

- Students sponsored by sources such as Research Councils, employers, foreign governments or embassies need to provide the university with a copy of their official letter of sponsorship or complete the [Sponsorship Form](#) before the first day of their studies.
- Failure to return sponsor information will result in the student being asked to pay the full tuition fee. The SP1 form or official sponsor letter should be emailed to sponfee@soton.ac.uk
- Tuition fees paid by Research Councils or the Student Loans Company are paid in accordance with government guidelines.
- All other sponsors will receive an invoice, which is to be paid within 30 days of date of invoice.
- The liability to pay tuition fees is transferred to the student if the named sponsor subsequently fails to pay the tuition fees.
- Sponsored students should regularly log onto their University account to view all outstanding fees.

5.6 Student Administration and Academic Affairs

- Ensure the online enrolment system is up to date each academic year
- Maintain the enrolment website and associated documents and ensure that the Enrolment section of the Welcome website is up to date.
- Ensure that students receive communications about the need to enrol at the start of each academic year.

5.7 Any other groups

- VISAS are responsible for removal of visa sponsorship/CAS withdrawal where students on a Student visa fail to enrol.
- iSolutions are responsible for making sure the online enrolment system is available for students to use outside of specified outage times.