

**DECK COURSES - BOOKING FORM**

Please complete the Booking Form in full (using BLOCK capitals throughout), and return it with the deposit payment and photocopies of your supporting documentation.

Personal Information									
Family Name			First Name(s)						
Home Address			Date of Birth						
			Telephone No.						
			Mobile Tel. No.						
			E-Mail Address						
Post Code (UK only)			Discharge Book No.						
Do you have any disabilities (i.e. Dyslexia)		Yes/No	If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.			Passport Number			
Do you have any Criminal Convictions?				Yes / No		PLEASE REFER TO NOTE 1			
Country of Permanent Residence				Place of Birth (Country)					
Nationality			Please Circle Residential Category PLEASE REFER TO NOTE 2			1 2 3 4 5 6 9			
Do you need a Tier 4 Student Visa to study in the UK				Yes / No		Do you currently live in the UK?		Yes / No	
Have you ever been issued with a visa to study in the UK even if you did not use it?						Yes / No			
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?						Yes / No			
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?						Yes / No			
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)						Yes / No			
Have you ever had a UK visa application refused?						Yes / No			
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?									
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk									
Approximate length of watch-keeping sea service (in months) as:			RATING		OOW		CHIEF MATE		
Types of ship served on:									
Company & Training Manager			Will your company be paying your course fees? (Yes/No)						
Course Requirements									
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:							/ / 20		
OOW STCW 95 II/1	Officer of the Watch	Exam route: minimum sea service requirement 36 months	Do you require: (Please tick)	EDH Efficient Deck Hand	NaEST(O) Navigation Aids & Equipment Simulator Training	HELM(O) Human Element Leadership & Management			
UCMEP STCW 95 AII/2	Chief Mate (post HND)	Exam route for ex-Cadets with full HND and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UCMFDP STCW 95 AII/2	Chief Mate (post FdSc)	Exam route for ex-Cadets with full Foundation Degree and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
MCM STCW 95 AII/2	Chief Mate & Master	Exam route for Officers with HND Nautical Science part 1 with 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UMSD10P	Master's MCA Oral Examination (4-week course in preparation for MCA Oral Examination)								
UMSDRP	Deck Revision (Independent study option - direct tutorial support can also be arranged in advance)								
Candidates undertaking the HND Nautical Science (Chief Mates/Master examination route) must have <u>one</u> of the following: <b>A: HND or HNC Nautical Science Part 1</b> or <b>B: STCW 95 A-II/1 OOW Certificate of Competency</b>									
As stated above, indicate A or B:			College Attended:			Finish Date:			
<i>Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking.</i>									

Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?

Not yet applied for (tick):		Applied for (state date):		Obtained (please attach copy):	
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**Please note:** You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.

**Personal Statement.** Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.

### Booking Form - Application and Attachments

Deposit paid by Bank Transfer /Epayment/Card payment over phone		The total amount being forwarded is (£ GBP):	
My Notice of Eligibility is attached (tick)		Photocopies of all supporting documents*	

\* NB. Applications will not be processed unless all supporting documents are enclosed. Deposits can be paid by bank transfer, former students can use the Epayment system <https://epayments.solent.ac.uk/open> or card payments can be processed over the phone following receipt of a booking form and all the required documents. Please see the Course and Fee Guidance notes for information on bank transfers, please note these payments can take up to a week to be processed and allocated to your account.

#### DECLARATION BY APPLICANT

I confirm that I have disclosed information on all previous study in the UK and all the details in this form are correct to the best of my knowledge.

I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998 and that personal information about me will be used for personnel and administrative purposes and statutory returns. This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

I also understand that, were relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Note 1

### **Criminal Conviction**

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

**You must declare YES if any of the following statements apply to you:**

- a. I have a relevant criminal conviction that is not spent
- b. I am serving a prison sentence for a relevant criminal conviction

**If statement b applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.**

Applicants who answer YES will *not* be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

**If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details. You may do this through the Course Administrator.**

**England & Wales Criminal Records Bureau - [www.crb.gov.uk](http://www.crb.gov.uk)**

## Note 2

Residential Category (complied with the help of UKCISA)

**Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.**

**The categories are as follows:**

### **1 UK Citizen or EU National:**

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **2 EEA or Swiss National:**

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**3 Child of a Turkish worker:**

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

**4**

**Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

**5 Humanitarian Protection or similar:**

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

**6 Settled in the UK:**

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

**9**

**Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.

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Personal Information									
Family Name		NANI		First Name(s)		DEVI AR.			
Home Address		VANAJA BHAVAN, GOPALPETTA, KOTTIKULAM, BEKAL (P.O), KASARAGOD,		Date of Birth		21 DECEMBER 1983.			
				Telephone No.		+91 467 223			
				Mobile Tel. No.		+91 889377			
				E-Mail Address		deepakkumar@gmail.com			
Post Code (UK only)				Discharge Book No.		MUM 13			
Do you have any disabilities (i.e. Dyslexia)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Passport Number		2298			
		If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.							
Do you have any Criminal Convictions?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		PLEASE REFER TO NOTE 1				
Country of Permanent Residence			INDIA		Place of Birth (Country)				
					KOTTIKULAM, KERALA, INDIA				
Nationality		INDIAN		Please Circle Residential Category		1 2 3 4 5 6 9			
				PLEASE REFER TO NOTE 2					
Do you need a Tier 4 Student Visa to study in the UK			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Do you currently live in the UK?				
					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Have you ever been issued with a visa to study in the UK even if you did not use it?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Have you ever had a UK visa application refused?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?					NO				
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk									
Approximate length of watch-keeping sea service (in months) as:			RATING		36+		OOW		
							CHIEF MATE		
Types of ship served on:		OIL TANKERS, LPG TANKERS.							
Company & Training Manager		BW SHIPPING PVT LTD		Will your company be paying your course fees? (Yes/No)			NO		
Course Requirements									
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:						17 / APRIL / 2017			
OOW STCW 95 II/1	Officer of the Watch	Exam route: minimum sea service requirement 36 months	<input checked="" type="checkbox"/>	Do you require: (Please tick)	EDH Efficient Deck Hand	NaEST(O) Navigation Aids & Equipment Simulator Training	HELM(O) Human Element Leadership & Management		
UCMEP STCW 95 AII/2	Chief Mate (post HND)	Exam route for ex-Cadets with full HND and 12 months w/k sea service as OOW	<input type="checkbox"/>	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management			
UCMFDP STCW 95 AII/2	Chief Mate (post FdSc)	Exam route for ex-Cadets with full Foundation Degree and 12 months w/k sea service as OOW	<input type="checkbox"/>	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management			
MCM STCW 95 AII/2	Chief Mate & Master	Exam route for Officers with HND Nautical Science part 1 with 12 months w/k sea service as OOW	<input type="checkbox"/>	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management			
UMSD10P	Master's MCA Oral Examination (4-week course in preparation for MCA Oral Examination)								
UMSDRP	Deck Revision (Independent study option - direct tutorial support can also be arranged in advance)								
Candidates undertaking the HND Nautical Science (Chief Mates/Master examination route) must have one of the following: A: HND or HNC Nautical Science Part 1 or B: STCW 95 A-II/1 OOW Certificate of Competency									
As stated above, indicate A or B:		College Attended:			Finish Date:				
Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking.									

Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?			
Not yet applied for (tick):	<input checked="" type="checkbox"/>	Applied for (state date):	Obtained (please attach copy):
<p><i>Please note: You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.</i></p>			

**Personal Statement.** Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.

I AM WORKING IN THE MERCHANT NAVY IN THE RANK OF AN AB. PRESENTLY, I AM WORKING FOR BW SHIPPING PRIVATE LTD. MY CAREER GOAL IS TO BECOME A MASTER MARINER IN ABOUT 10 YEARSTIME OFFICER OF THE WATCH COURSE WILL HELP ME TO OBTAIN THE OOW CERTIFICATE OF COMPETENCY WHICH IS A MANDATORY REQUIREMENT FOR BECOMING A 3RD MATE ON MERCHANT SHIPS. HENCE, I WISH TO DO THIS COURSE AT WARSASH MARITIME ACADEMY, SOUTHAMPTON, UK.

THE FOLLOWING ARE MY REASONS TO CHOOSE TO STUDY AT WARSASH MARITIME ACADEMY, SOUTHAMPTON, UK.

1. I HAVE RECEIVED GOOD FEEDBACK FROM MY COLLEAGUES WHO HAVE STUDIED AT THIS COLLEGE.
2. THERE ARE SOME INDIAN FACULTY ALSO WHICH IS HELPFUL.
3. MCA HEAD OFFICE IS IN SOUTHAMPTON. HENCE, WE DO NOT HAVE TO TRAVEL FOR ORAL EXAMS.
4. WARSASH MARITIME ACADEMY IS PART OF SOUTHAMPTON SOLENT UNIVERSITY.
5. SOUTHAMPTON BEING SOUTH OF UK, CLIMATE IS LOT WARMER THAN NORTHERN UK.
6. PROXIMITY TO LONDON.
7. STUDENTS GET TO STAY IN THE CITY CENTRE LOCATION OF SOUTHAMPTON.
8. STUDENTS CAN WORK PART TIME ALSO IF REQUIRED.

AFTER MY COURSE COMPLETION AND ON OBTAINING MY COL, I WILL COME BACK TO INDIA AND LOOK FORWARD TO JOINING MY PREVIOUS SHIPPING COMPANY AT A HIGHER RANK AND SALARY SHOULDERING HIGHER JOB RESPONSIBILITIES.

LATER ON, I WOULD LIKE TO COME BACK TO WARSASH MARITIME ACADEMY, SOUTHAMPTON SOLENT UNIVERSITY FOR DOING MY CHIEF MATES AND MASTERS COC COURSES AS WELL.

Booking Form - Application and Attachments		
Deposit paid by Bank Transfer/Epayment/Card payment over phone	<input checked="" type="checkbox"/>	The total amount being forwarded is (E GBP): 1,000
My Notice of Eligibility is attached (tick)	<input checked="" type="checkbox"/>	Photocopies of all supporting documents* <input checked="" type="checkbox"/>

\* NB. Applications will not be processed unless all supporting documents are enclosed. Deposits can be paid by bank transfer, former students can use the Epayment system <https://epayments.solent.ac.uk/open> or card payments can be processed over the phone following receipt of a booking form and all the required documents. Please see the Course and Fee Guidance notes for information on bank transfers, please note these payments can take up to a week to be processed and allocated to your account.

**DECLARATION BY APPLICANT**

I confirm that I have disclosed information on all previous study in the UK and all the details in this form are correct to the best of my knowledge.

I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998 and that personal information about me will be used for personnel and administrative purposes and statutory returns. This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

I also understand that, were relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant Deeshik Date 09-02-2017

### STCW II/I Officer of the Watch (OOW) Unlimited Certification for Experienced Seafarers

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This course enables experienced seafarers to achieve STCW Officer of the Watch certification through the examination route. Candidates will receive tuition and assessment in HNC (Nautical Science) modules, EDH, NAEST and HELM (operational courses); as well as preparation for the SQA examinations in 'Navigation' and 'Stability & Operations', and MCA signals & oral examinations.

Candidates will undertake a two-term course of study with continuous assessment and end-of-course tests in most subjects, plus two written examinations in 'Navigation' and 'Stability & Operations' conducted by the Scottish Qualification Authority (SQA) on behalf of the UK Maritime & Coastguard Agency (MCA). Successful candidates are awarded a Higher National Certificate (HNC) in Nautical Science.

### Course start dates

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18 September 2023  
15 January 2024  
7 May 2024

*Please note for those with prior yacht experience there is a specific version of the course starting in October.*

### Course fee

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Course Tuition Fee: £8,350.00 (2023/24)  
HNC Nautical Science, MCA Signals, Oral Preparations, EDH, NAEST(O), NTP, HELM(O)  
and ECDIS

### Course pre-requisites

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Candidates should have a minimum of 36 months' sea service (including 6 months Bridge watchkeeping duties). *Overseas students are required to hold an English language qualification such as IELTS (UKVI SELT) 4.0 overall with a minimum of 4.0 in each component, or equivalent.*

### Short courses

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Candidates must also hold valid STCW certificates in:

- [Medical First Aid](#)
- [Advanced Fire Fighting](#)
- [Proficiency in Survival Craft & Rescue Boats](#)
- [GMDSS General Operators Certificate](#)

If not already held, these courses can be undertaken with Warsash outside of the main course dates and fees can be seen on the above links. In addition, a personal medical fitness certificate recognised by the MCA must be held before taking their MCA Orals.

## Course duration

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This course is delivered across two-terms plus MCA orals, and includes HNC tuition and associated assessments, NAEST(O), HELM(O), ECDIS & EDH courses, SQA examination preparation and MCA signals & orals preparation.

## Course content

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- HNC (Nautical Science) modules in Bridge Management, Maritime Trade & Transport, Law, Navigation, Ship Operations, Stability and Ship Construction.
- SQA preparation for 'Navigation' and 'Stability & Operations' papers
- MCA Signals Preparation/Examination and MCA Orals Preparation
- Electronic Chart Display & Information Systems (ECDIS)
- Navigation Aids & Equipment Simulator Training (Operational Level) - NAEST(O)
- Human Element, Leadership & Management (Operational Level) - HELM(O)
- Efficient Deck Hand - EDH

## Funding

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This course is eligible for funding from Student Finance England (for home students living in the UK), more information can be found at: <https://www.solent.ac.uk/finance/paying-your-fees> and <https://www.solent.ac.uk/finance/tuition-fees>

British seafarers are also encouraged to explore the Slater Scholarship: <https://www.marine-society.org/slater-scholarship>

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For further information, please contact Admissions:

Tel: +44 (0)23 8201 5066

Email: [admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)



# SOLENT UNIVERSITY

East Park Terrace  
Southampton  
SO14 0YN  
UK

Tel: +44 (0)23 8201 3000  
[www.solent.ac.uk](http://www.solent.ac.uk)

18 May 2020

## Bank Details - Unlimited

Bank Name: Lloyds Bank PLC  
Bank Address: PO Box 72  
Bailey Drive  
Gillingham Business Park  
Gillingham  
Kent  
ME8 0LS

Account Name: Southampton Solent University  
Account Number: 02052321  
Sort Code: 30-00-02  
Swift Code: LOYDGB2L  
IBAN code: GB14LOYD30000202052321

## **SUMMARY OF TERMS AND CONDITIONS FOR STUDENTS ON UNDERGRADUATE AND POSTGRADUATE TAUGHT COURSES IN FULL-TIME AND PART TIME MODES FOR 2020-2021 ACADEMIC YEAR ENTRY**

### **1. Whole Agreement**

This summary document and the documents referred to herein, constitute the extent of the Agreement between Solent University and yourself. If at any time you change your mind and decide not to take up your place, or wish to defer your entry, please write to the Admissions and Enrolment Office as soon as possible. If after enrolment you wish to suspend your studies or withdraw from the course you must inform the Student Registry department at the University, but should be aware that you may remain liable for some or all of your fees as highlighted below. As a Tier 4 (General Student) Sponsor of the UK points based immigration scheme, the University is required to inform the Home Office where a Non-EEA applicant, having accepted the course and secured a visa using the University's sponsor licence number, fails to enrol at the University or later withdraws from the course. The terms of this offer and the regulations governing studies at Solent University are subject to English Law. By accepting the offer and subsequently by enrolling on the course, you are agreeing to abide by the University's regulations, policies and procedures current at the time of enrolment or as changed in line with these terms and conditions.

### **2. Course information; Regulations; Policies and Procedures**

Details of the University's courses and facilities are set out on the University's website. This offer is subject to the conditions outlined on the website and the University's academic and other regulations including finance, fee payment policies and disciplinary procedures.  
(<https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses>)

### **3. Entry criteria**

Students are required to provide the Admissions and Enrolment Office with original or certified qualifications, as stated in their offer, prior to enrolment unless they are a UCAS applicant who has received confirmation via UCAS Apply. The University is entitled to withdraw its offer to you, or terminate your enrolment as a student of the University, if it is discovered that you have made false statements, omitted significant information or provided counterfeit or forged documents in your application to the University. Non-EEA students should note that their eligibility for a Certificate of Acceptance for Studies (CAS) will be assessed separately to the academic offer. The offer of a place on a course at Solent University should not be taken as confirmation that the University will be able to issue a CAS for non-EEA applicants.

### **4. Payment of All Fees and Charges**

- I. All students are initially registered for the full duration of their academic course/programme and remain liable for their tuition fees. Tuition fees cover the provision of tuition and the cost of University facilities, including the libraries and computers which are available for use when studying.

- II. Students remain liable in the case where they are in receipt of a student loan, and where a sponsor or other third party is paying the fees. Students remain responsible for all course fees if their sponsor defaults on the payment, for whatever reason.
- III. Where your fees are being paid by a corporate sponsor or private loan a copy of the sponsorship agreement or loan schedule will be required at first enrolment and annually thereafter.
- IV. If you are applying for a UK government student loan to cover the fees, details of the loan arrangement will be required at first enrolment and upon request annually thereafter.
- V. All tuition fees are due annually, in full, at or prior to the commencement of a period of study. For students on courses less than a year's duration, including students on maritime senior courses, payment must be made in full prior to registration on their course.
- VI. For students on courses of at least one year's duration, including cadets on phased courses, arrangements may be made for payment of the annual tuition fee in instalments, either through standard instalment plans offered during on-line registration or by contacting the Income team. To be assured of a place on the course, all students on maritime senior courses wishing to reserve a place will, at the time of booking, be required to make a deposit payment of £1000 International or to make full payment if the course fee is a lesser amount. Students who fail to commence their course will be eligible, on written request, to transfer their deposit to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking.
- VII. Non-EEA applicants:- Non-EEA applicants will be asked to pay a deposit of £3000 on acceptance of an unconditional offer and prior to receiving a CAS or the full fee if the total fee is less than £3000. Applicants/students who are subsequently refused a visa due to deception will not receive a refund. In all other cases the deposit will be refunded where an applicant/student provides evidence that a visa could not be obtained or when a CAS has not been issued by the University. Any other non-refundable deposits or prepayments which the student is liable for will be deducted from the amount refunded. In addition, where students have made payment through QA Higher Education, the deposit paid will be refunded by QA Higher Education less an administration charge of £150 if all other terms and conditions are met.
- VIII. Additionally non-EEA students are required to pay a minimum of 50% of their tuition fees and enter into a payment plan for the remainder of their tuition fees prior to enrolment. The total amount due for 2020-2021 is advised in your offer letter.
- IX. Students must have a payment plan for any unpaid course fees with a defined method of payment in place with the University prior to registration on their course.
- X. Failure to pay tuition fees in accordance with the student's chosen payment option will result in the full amount of their annual fee becoming due immediately.
- XI. Students may be required to pay additional costs, including such items as the cost of personal membership to professional bodies and additional materials beyond the supplied standard provision, for example consumables for art and design courses. Additional costs also include optional field trips and enhancement activities for personal development which do not form part of compulsory assessment. Please note this is not an exhaustive list. Information on additional fees for your individual course has previously been identified and is on the course pages at; [www.solent.ac.uk](http://www.solent.ac.uk)

- XII. The University reserves the right to take action to recover any outstanding debts, as per its Student Debt Management Policy. A copy of the Management of Student Fees and Charges Policy is available for students from the terms and conditions web page link above. The policy includes the use of debt collection agencies, County Court action and the recharging of any fees incurred in this process to the student's account.
- XIII. Sanctions are imposed on students who fail to pay tuition fees and other related fees by the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions. Any subsequent failure to pay may result in the student being withdrawn from their course. Students withdrawn for non-payment of tuition fees will remain liable for a proportional payment of tuition fees in line with the University's withdrawal policy.
- XIV. The application of sanctions may result in the following restrictions:
- A late payment charge of £50 may be levied to cover the cost of administration where an agreed payment plan is broken, or a student is referred to a collection agency.
  - The withdrawal of access to all University IT network and hardware (including Solent Online Learning).
  - The removal of permission to borrow books from the Library.
  - The termination of enrolment during the academic year.
  - Students in debt for tuition and other related fees will be unable to progress onto further stages of the course or transfer to another course.
  - Students in debt will be unable to register on a new course.
  - The withdrawal of the invitation and permission to attend the graduation ceremony and award certificates being withheld.

## **5. Attendance**

- The University monitors student attendance. You are expected to attend all timetabled sessions of your course and to fully engage with the course by submitting and attending for all required assessments.
- As part of its duties as a sponsor of Non-EEA students, the University is required to monitor the attendance of all Non-EEA students and to report to the Home Office those students who are not attending or fully engaged with their course.
- As part of its duties to funding bodies and sponsors, the University will share attendance and engagement data as required.

## **6. Changes to Teaching Sessions and Examinations**

All reasonable steps will be taken by the University to provide educational services as described and to minimise any disruption to those services. However, the University reserves the right, to postpone, re-locate, re-structure or cancel any classes, tutorials, lectures, seminars or other teaching sessions or examinations due to the occurrence of any event or circumstance beyond its reasonable control (including, but not limited to, industrial action, whether on the part of the University's staff or otherwise, short notice absence of teaching or other staff, short notice unavailability of premises, facilities or materials.) The University will make all reasonable efforts to inform you of any such changes as early as possible.

## **7. Withdrawal, Cancellation and changes of Courses**

- I. The University seeks to continually enhance its students' experience and achievement and to ensure that courses remain current and in line with sector best practice. As such modifications to courses or university regulations may be made following for example: Changes to the requirements of external sector bodies, Professional, Statutory or Regulatory Body requirements, Student feedback, External examiner feedback or other changes that the University believes will enhance the students' experience and or achievement, that affect either individual courses or the wider provision and assessment of Higher Education.
- II. The University has made reasonable efforts to ensure that the information provided in the prospectus and on our web site is both helpful and accurate as at the date of publication. However, this information is subject to change over time. For this reason, it is particularly important that you should check the website for updates ([www.solent.ac.uk](http://www.solent.ac.uk)) or contact the University using the contact details provided, prior to accepting an offer and before enrolling on the course.
- III. Some circumstances (such as staff changes, resource limitations, industrial action or a change in the law or the level of demand for a particular course or unit and other factors over which the University has no control) may result in the University having to withdraw or change aspects of the course, units and/or student services detailed in the prospectus or previously on our website. This could include, but not necessarily be limited to, course/unit content, staffing, the location where the course / unit is taught or the manner of teaching delivery, and the facilities provided to deliver or support the course. In the unlikely event that the University does discontinue a course of study or changes it significantly before it begins, we will tell relevant individuals (for example, those with an offer of a place) at the earliest possible opportunity. In the case of other changes, we will ensure that they are reflected on our website as soon as possible and relevant individuals will be informed. Where the University has withdrawn or changed material aspects of the course, units and/or student services, any prospective or continuing student adversely affected to their detriment by those changes may request an exceptional change to their course of study (such as changing to a different course where possible) or other remedy (including permitting the student to transfer to another provider or to withdraw from the University without financial penalty) to mitigate any specific detriment suffered by that student as a result of the change(s). Any such requests should be made in writing to the student registry department and will be considered on a case by case basis.

## **8. Fees**

The tuition fee and all other fees quoted are the level of fees to be charged in relation to the delivery of your course for 2020-2021. The University reserves the right to vary tuition fees in line with national inflation rates and subject to Government Policy on Higher Education. For other fees changes will be kept to a minimum, subject to changes in the cost of the provision to the University. Fees payable to external bodies are not set by the university and as such beyond our control, resulting in any changes being passed to the student. Students will be notified of any planned changes as soon as possible. As the tuition fee is based on the information available at the time of offer, if it is subsequently found that an

incorrect fee has been quoted, the University reserves the right to increase or decrease the fee accordingly.

### 9. Cancellation & Withdrawal

Once a student has accepted an offer to study at Solent University (firm or insurance), they will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which you accepted the offer, which is the date on which your contract with the University began. To exercise your right to cancel, you must inform us of your decision to cancel this contract by a clear written statement, which may be sent by post or email. An example cancellation form can be found at: <https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses/notice-of-right-to-cancel>

All students who withdraw before the start of their course or unit may be eligible for a full refund of any tuition fees paid, providing that prior to the commencement of the course, written notification of withdrawal has been received by the University. Any deposits or regulatory prepayments paid prior to registration will not be refunded. Where they withdraw after commencing their course, they may be eligible for a reduction in fees depending on the length of the course, the student fee status, and at what point in the academic year they withdraw.

Students attending a course lasting **less than a year** remain liable for the full fee regardless of date of withdrawal.

Students attending a course lasting an academic year or more, who withdraw within 14 days of their course start date, in their first year of study, will not receive a refund of any deposits or regulatory prepayments paid prior to registration unless exceptional circumstances apply but the university will refund any other tuition fees that the student has paid. Students who withdraw after this period will be charged as detailed below.

Fee Status	First Term Withdrawal	Second Term Withdrawal	Third Term Withdrawal
<b>Home/EU/EEA</b>	25% of the annual fee	50% of the annual fee	100% of the annual fee
<b>Overseas</b>	50% of the annual fee	100% of the annual fee	100% of the annual fee
<b>Postgraduate Research</b>	Pro rata on a monthly basis based on the annual fee	Pro rata on a monthly basis based on the annual fee	Pro rata on a monthly basis based on the annual fee
<b>Apprenticeships</b>	Pro rata based on ESFA Terms and Conditions	Pro rata based on ESFA Terms and Conditions	Pro rata based on ESFA Terms and Conditions

Where a student engaged in a maritime phased course leaves within 21 days of their course start date they will be eligible for a refund of any fees paid less any deposit payment where written notification of withdrawal has been received by the University. Students who leave after 21 days will be liable for the full phase fee.

**10. Credit Balance Refunds**

In all cases a refund will be made to the original payee. This may be the student or a person or organisation paying on the student's behalf such as a parent, employer or scholarship provider. Where the original payment was made by debit or credit card then the refund amount will be sent to the card used. If the card has expired then the Income Team will contact the student for up to date bank details and the refund will be sent by bank transfer.

For all other overpayments the refund will be by bank transfer.

Where the bank transfer has been received from overseas, the payment will be refunded back to the account from which it was sent.

All refunds will be calculated in UK Sterling but may be refunded in the currency of the original payment. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.

Refunds will not be made in cash.

**11. Apprentices**

These terms and conditions apply to apprentices, however if there is a conflict between these terms and conditions and ESFA funding conditions, the ESFA funding condition will take precedent.



**COMPANY**

**TO WHOM IT MAY CONCERN**

10-2013

This is to certify that Mr [redacted] Indian National, holder of Indian **Passport No.** [redacted] and Indian **CDC No.** [redacted] been employed on our vessel on the following Rank as detailed below:

Vessel Name	IMO No	Type of Vessel	GRT	Rank	Sign On	Sign Off
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

During the above period Mr [redacted] has performed his duties to our entire satisfaction.

This certificate is issued upon his request without any prejudice to the company.

For [redacted]

Mr. [redacted]  
Manager - Technical

H A L U L





██████████ GEMENT LTD

**SEA SERVICE TESTIMONIAL -- DECK RATING**

**PART 1 – WATCH KEEPING SERVICE**

**This is to certify that**

Full name of the rating : ██████████

Date of birth : ██████████

CDC Number : ██████████

**Has served on**

Name of vessel ██████████

IMO ██████████

Type of vessel : ██████████

Gross Tonnage ██████████

**From** : ██████████

**To** ██████████

During this period the above named rating accrued the following bridge watch keeping service (under the supervision of a certificated navigation officer) for not less than 8 hours out of every 24 hours whilst the vessel was engaged on unlimited voyages :

In addition the above named rating :

- (a) Regularly carried out other duties in connection with routine and maintenance of the ship
- (b) was granted no leave of absence .

**PART2 – TESTIMONIAL**

My report on the service of the above named deck rating.during the period stated, is as follows:

**Conduct :** V. GOOD

**Experience /ability :** V. GOOD

**Behavior/sobriety :** STRICTLY SOBER AT ALL TIMES

**PART3 – OFFICIAL ENDORSEMENT**

Name of master : ..... CAPT. ██████████

Ships / company stamp and date : ..... ██████████

Signature of master : ..... ██████████

