

National Award for SENCO (PG Certificate programme)
Specific Admission criteria (to be posted on the website with Admissions info)

Students applying to the NASENCO programme will need to complete ALL FOUR of the following steps in order to enrol on the programme:

1. Direct Application ([link to application form](#))
2. Head Teacher consent letter signed and returned (available to download from course page).
3. Sponsor Letter - Mandatory if your employer will be paying the course fees on your behalf. (see below for more detail)
4. Once accepted onto the programme, **all students** will need to complete the 4-step Online enrolment process, including accepting the Finance Terms & Conditions (even if your fees are being paid later by a sponsor). *Failure to accept the T&Cs will delay your enrolment and may prevent you from joining your programme on time.*

Online Enrolment process

There are 4 steps to the online enrolment system:

1. Tick acceptance to the student contract
2. Check and confirm address details
3. Upload a photo for the student ID card
4. Complete fee payment section: tick acceptance to Finance T&Cs, and if applicable, select sponsor option from the dropdown menu* and upload sponsor letter (if it has not been emailed to IncomeTeam in advance)

** If this is the first time we have enrolled students from your school it will not be on the list and you should contact the Income Team.*

Once these steps have been completed, the student will become registered and receive a confirmation of enrolment via email to obtain their ID card.

Payment by an approved financial sponsor

If student tuition fees are to be paid by an approved sponsor such as their employer, or by a Professional Career Development Loan, it is the student's personal responsibility to ensure that the tuition fees are paid by the student sponsor.

Applicants or continuing students in receipt of funding, either in full or in part by a private sponsor, such as a commercial or charitable organisation, must provide an **official letter of sponsorship** to the University.

This is to be provided prior to or during, the enrolment period and should:

1. be an official letter of sponsorship on the organisation's headed paper signed by an authorised signatory of the sponsor
2. include the invoice address, contact details and name of the official contact at the sponsor
3. reference the full name of the student and the amount of the sponsorship

The University will invoice the sponsor directly and payment must be made in full within 30 days from the date of the invoice. Please note, enrolment will not be complete until payment is made in full.

Parents, family members or friends are not classed as sponsors.

Should the sponsor default on payments or withdraw funding, the responsibility will fall upon the student to pay the fees. In which case the student must contact the Finance Department and make acceptable arrangements to pay any outstanding fees promptly.

TIP: To enable to you complete the Finance section of your enrolment more quickly, you can email your official sponsorship letter in advance to: IncomeTeam@roehampton.ac.uk with the subject: NASENCO Sponsor. The Income Team will then be able to upload your sponsor letter on your behalf and add your employer in the drop-down menu. Alternatively, you will be asked to upload the sponsor letter during the enrolment process.

Please note: If your sponsor is new to Roehampton, please contact the Finance team asap at IncomeTeam@roehampton.ac.uk.