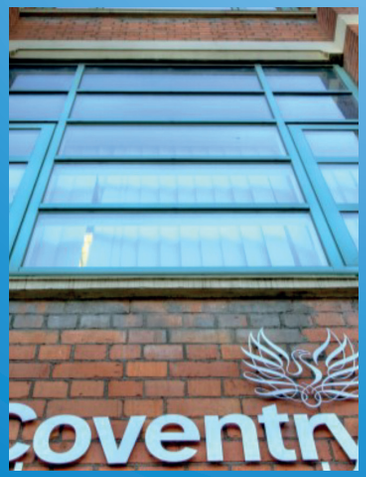
ONCAMPUS
COVENTRY

Coventry University

STUDENT GUIDE 2018/19



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ONCAMPUS COVENTRY

& THE SURROUNDING AREA

01 & 02. COVENTRY UNIVERSITY CAMPUS AND ONCAMPUS COVENTRY

05. HERBERT ART GALLERY AND MUSEUM

In the city centre the Herbert Art Gallery and Museum are cultural gems for art, drama dance and music.

61 metres | 1 mins

07. STRATFORD-UPON-AVON

A popular tourist destination owing to its status as birthplace of the playwright and poet William Shakespeare. The Royal Shakespeare Company resides in Stratford's Royal Shakespeare Theatre.

19.2 miles | 34 mins

03. COVENTRY CATHEDRAL

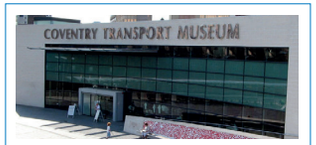
Coventry's glorious 20th century cathedral (rising above the stark ruins of the medieval cathedral destroyed by German air raids in 1940) provides a unique backdrop to the university campus.

40 metres | 1 min

08. WARWICK CASTLE

Britain's Greatest Medieval experience. Warwick Castle is a splendid and dramatic fortress rising majestically from the banks of the River Avon on a site first fortified by the William the Conqueror in 1068.

10 miles | 1 hr 5 mins | 46 mins



04. TRANSPORT MUSEUM

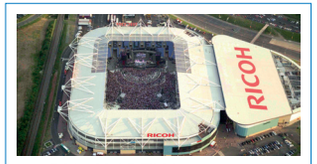
The Transport Museum has the world's largest collection of British road transport located in its birthplace, from 'bone shaking' cycles to land speed record cars.

0.3 miles | 6 mins | 2 mins

06. COVENTRY SPORTS AND LEISURE CENTRE

Coventry is also one of the few cities in the UK that can boast an Olympic-sized swimming pool, which is right next to the campus.

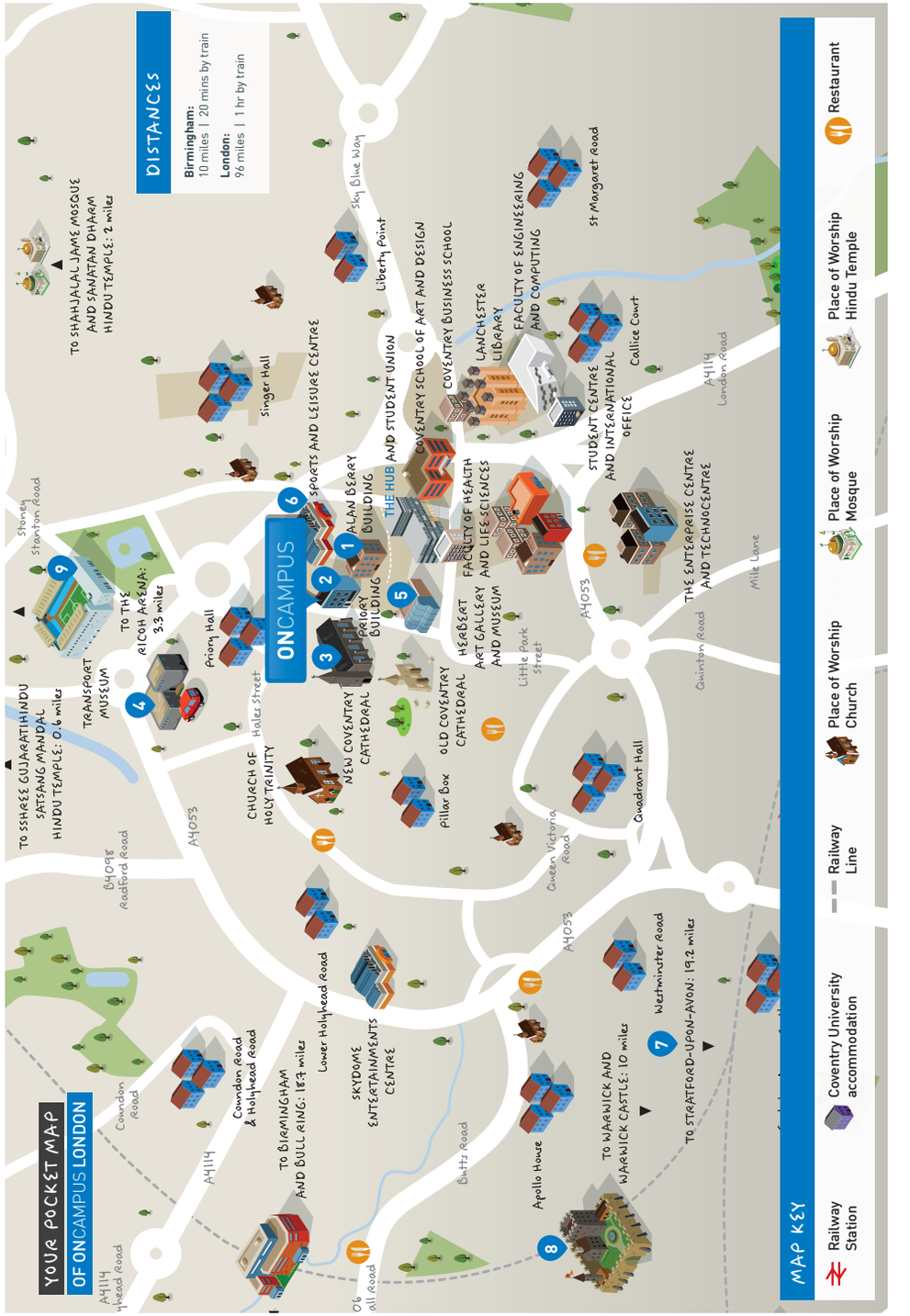
0.2 miles | 3 mins | 1 mins



09. RICOH ARENA

Home to Coventry F.C. An international destination for business, entertainment and sport. A truly multi-purpose venue located in the heart of the UK.

3.3 miles | 27 mins | 33 mins



AROUND CAMPUS...

WHERE WILL I FIND... ?

Attractions

Coventry Cathedral
1 Hill Top
Coventry, West Midlands CV1 5AB
024 7652 1200

Taxi

Pool Meadow Taxi Rank
is a 3-minute walk away from the **ON**CAMPUS centre.

Library

Central Library & Reference Library
17 Smithford Way
Coventry, West Midlands
024 7683 2314

Local council

Coventry Council,
Smithford Way CV1 1FY,
Coventry, West Midlands
02476 832314

Transport

Coventry Railway Station
Station Square, Eaton Rd, Coventry
West Midlands, CV1 2GT
www.nationalrail.co.uk

Markets

Coventry Retail Market
Market Office, Coventry, West Midlands CV1 3HT
024 7622 4927
www.coventrymarket.co.uk

Shopping Centres

The West Orchard
Smithford Way, Coventry,
West Midlands CV1 1QX
024 7623 1133
www.westorchards.co.uk

Cathedral Lanes
Broadgate, Coventry,
West Midlands, CV1 1LL
024 7663 2532
www.cathedrallanes.net

Lower Precinct Shopping Centre
Coventry, West Midlands CV1 1NQ
024 7663 4710

Solicitors

Coventry Law Centre
Oakwood House
St Patricks Road Entrance
Coventry, West Midlands CV1 2HL
covlaw.org.uk

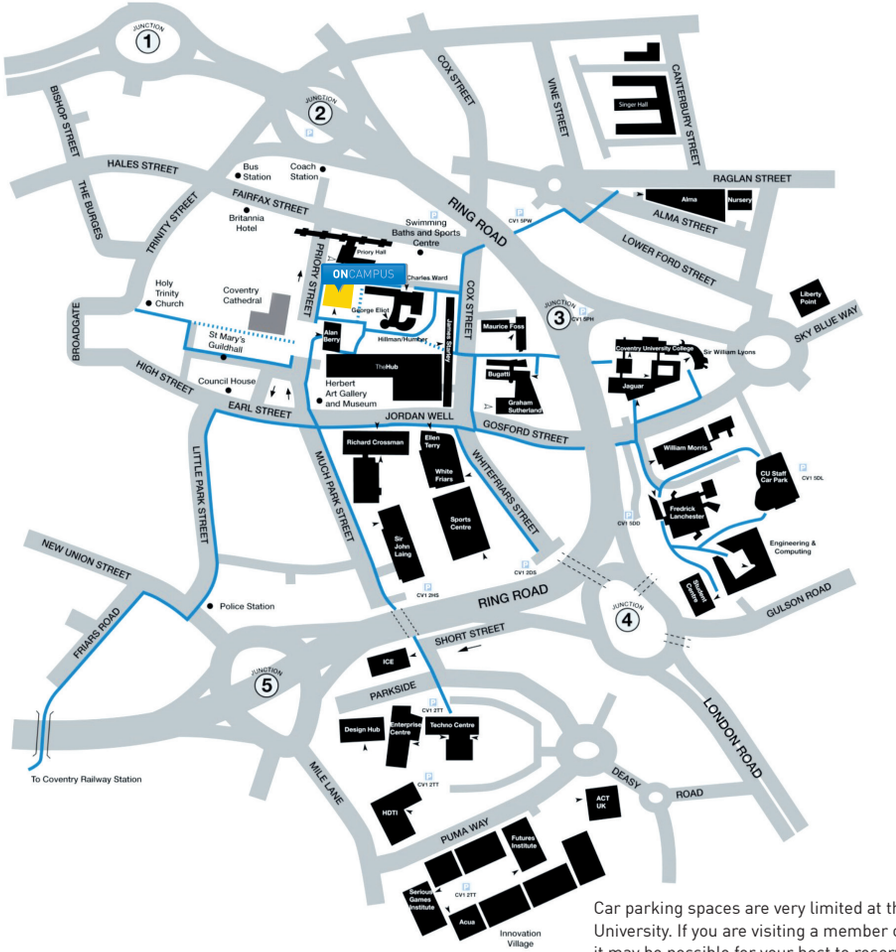
Post Office

The West Orchard Shopping Centre
Smithford Way, Coventry, West Midlands CV1 1QX
024 7623 1133
www.westorchards.co.uk

Police Station

Digbeth Police Station
113 High Street,
Birmingham, B5 6DT.
0121 626 5307
ct_ovro@west-midlands.pnn.police.uk

TEACHING BUILDINGS



KEY

- Ringroad junction
- Ringroad subway access
- Footbridge
- Power assisted door access
- Principal pathway with wheelchair access
- Pay/display parking
- Non-powered access
- Principal pathway with steps

All Coventry University buildings have wheelchair access and accessible toilets for disabled persons.

Information correct at November 2012

Car parking spaces are very limited at the University. If you are visiting a member of staff, it may be possible for your host to reserve you a car parking space. Please check in advance. This facility will not normally apply to visitors attending Open Days, Conferences or other large-scale events.

Please note that the visitors who park in the University car parks without displaying a valid permit may be clamped.

The main University switchboard number is 024 76887688.

TEACHING BUILDINGS ...CONTINUED

ONCAMPUS COVENTRY IS LOCATED AT PRIORY BUILDING, PRIORY STREET, COVENTRY, CV1 5FB.

ALL COVENTRY UNIVERSITY BUILDINGS HAVE WHEELCHAIR ACCESS AND ACCESSIBLE TOILETS FOR DISABLED PERSONS.

Key campus buildings:

William Morris Building
Coventry University Business School
CV1 5DL

Home to the Business School, the building has one of largest Academic Trading Floor in Europe, with Bloomberg terminals where you can gain experience using industry standard tools such as Reuters and Datastream.

Engineering & Computing building
CV1 2JH

The £50m faculty building is built to reflect future engineering technology. Facilities include a high precision wind tunnel, a £3m high-performance engineering centre, a Harrier Jump Jet, flight simulators and the UK's largest magnet.

Alison Gingell Building –
Health & Life Sciences Faculty
CV1 5RW

Brand new Science and Health building officially launched by the Duke and Duchess of Cambridge in January 2018.

Facilities include: Lab+ accommodating 250 students, hospital ward, rehabilitation, clinical skills training, sport and exercise environments. The Sports centre is also located in the building.

Graham Sutherland
CV1 5PH

Built in 1959, this building is used by the School of Art & Design. Facilities include fashion studios equipped with industry standard machinery and clay studios where 3D manifestation of ideas can be realised.

TheHub
CV1 5QT

This modern, hi-tech building provides a welcoming social space for students. Facilities include a food court, convenience store, student union, doctors' surgery, a multi-cultural faith centre, employment services, a hairdresser as well as Square One which provides entertainment from cinema to live music.

ENROLMENT AND INDUCTION

Induction programme – enrolment

When you attend enrolment, please bring the following:

1. Your passport and BRP card (Biometric Residence Permit)
2. All the academic certificates and transcripts you used for your visa application: high school and/or university (only original documents will be accepted).
3. The English language certificate you used for your visa application e.g. IELTS certificate.
4. Proof that you have paid your tuition fees. If you have not yet paid your tuition fees, you should present your credit card or a cheque made payable to **ON**CAMPUS Coventry' at your induction.

Failure to bring the above may result in a delay to your starting the course, thus damaging your academic progress.

Please remember: **ON**CAMPUS will only accept ORIGINAL documents.

Registering with the police

Certain international students who come to study in the UK will be required to make an appointment to regsiter with the police within 7 days of enrolment. at **ON**CAMPUS Coventry. Please check your visa sticker or BRP card to determine whether you are required to register.

To register, you must take the following with you:

- Your passport and BRP card
- Your debit or credit card to pay the £34 fee.
- Two passport sized photographs
- The confirmation of enrolment letter given to you at the time you enrolled with **ON**CAMPUS Coventry.

If you are required to register with the police, we will provide you with a guide at the time of enrolment that will assist you in setting up an account with the police and making an appointment to go to register.

Once you have registered, you will be given a Police Registration Certificate (PRC). You will need to bring your PRC into the office for us to make a copy for our records. You should keep this throughout your time in the UK, as you will need it in the event you wish to extend your visa from the UK.

In the event you change your address or obtain a new visa, you must update your PRC by making a new appointment. This must be done within 7 days of you moving. There is no extra charge for this.

Our Student Recruitment and Support Officers will help you with police registration if necessary.

ENROLMENT AND INDUCTION ...CONTINUED

Looking after your health

Full-time courses lasting six months or more

Please be sure to register with a doctor. Instructions are included in the welcome pack that you have been given at the time of enrolment.

You are entitled to medical care on the National Health Service, not including dental or optical services. Any questions please come to reception.

Courses lasting less than six months

Students studying at **ON**CAMPUS for less than six months will need to pay for all healthcare treatment. For these students we strongly recommend taking out health insurance before coming to the UK.

There is a GP practice for Coventry University students located in TheHub. **ON**CAMPUS students are encouraged to register there as early as possible.

Dentists near ONCAMPUS Coventry

Dentist clinics are available everywhere. Please ask the **ON**CAMPUS receptionist for a list. You can also apply for an NHS card to help you with your dentistry costs. For information about registering with a dentist call 024 7624 6033.

Dental Perfection
Grosvenor House, Grosvenor Road,
Coventry, CV1 3FE
024 7622 0420

Bhandal Dental Practice
298 A-C Foleshill Road, Coventry, CV6 5AH
02476 686690

Pharmacies near ONCAMPUS Coventry

Some medicines are only available on prescription, i.e. with a doctor's authorisation. However, there are a lot more medicines available over the counter. Pharmacists are there to help you too.

Boots
49 Lower Precinct, Coventry, CV1 1DS
www.boots.com | 024 7622 6561

Superdrug Stores PLC
21-23 Market Way, Coventry
www.superdrug.com | 024 7622 3032

Lloyds Pharmacy
City of Coventry Health Centre, 24 Stoney Stanton Road, Coventry, CV1 4FS
www.lloydspharmacy.com | 02476 226230

Opening a bank account

You may need to open a bank account when you arrive in the UK, and after you have enrolled. There are a number of 'high street' banks in the UK and all will provide special student accounts. To open a bank account in the UK you will need:

- proof of identity (passport)
- proof of address (letter or receipt from your landlord/Accommodation Office)
- opening deposit
- Bank Letter, which can be provided at the time you enrol

List of banks and branches near ONCAMPUS Coventry

There are 4 main "high street" banks operating in Coventry and all will provide special student accounts:

NatWest
www.natwest.com
24 Broadgate, Coventry, CV1 1NE
0345 788 8444

Barclays Bank Plc
www.group.barclays.com
25 High Street, Town Centre,
Coventry, CV1 5QZ
0345 734 5345

HSBC Bank Plc
5-6 High Street, Town Centre,
Coventry, CV1 5RE
0345 734 5345

Lloyds Bank
www.lloydsbank.com
30 High Street, Coventry, CV1 5RE
0345 300 0000

Please note: some banks will charge a monthly fee for your current account. You might be able to avoid this so check with different branches and different banks before requesting a Bank letter from **ON**CAMPUS Coventry.

ONCAMPUS Student Portal

The Student Portal is our student intranet and gives you access to your own personal page.

Go to http://my.oncampus.global/ and log-in to:

- Check your personal information
- View your timetable
- Monitor your attendance
- View your exam entries and results
- Access your emails

You will be given your username and password at the time of enrolment. Staff will assist you with logging in, assigning a new password and viewing your timetable. You will also be able to access email through the student portal, through your computer or your phone.

We encourage students to access the student portal and email on a daily basis, in case of any timetable changes or important information and notices.

ATTENDANCE

General rules

Attendance at all classes and examinations is compulsory. We expect 100% attendance and commitment from all students. You are required to attend Monday to Friday from the first day of the term until the last day, including any examination and resit weeks.

If you do not maintain an attendance level of above 90%, you will have disciplinary action taken against you and in severe cases this can result in exclusion from your examination or termination of your programme of study.

If you encounter problems of any nature, which prevent you from attending classes, you must inform the Attendance Officer as soon as possible.

Lateness

If you arrive after the scheduled start of the class you may be marked as "Late" or not permitted entry for your class.

Religious/Cultural Holidays

As a multicultural education centre, **ON**CAMPUS has respect for all faiths. We may authorise one day's absence for religious holidays at the discretion of the Centre Director.

Planned Absence

If you know about your absence in advance, for example if you have a doctor/dentist/ embassy appointment, you must submit "Absence Request Form" along with evidence of your appointment (appointment card or medical certificate). This form would need to be authorised and signed off before your absence takes place.

Illness

If you are ill, you MUST contact us on the morning of your absence. Please phone 02477655454 or email coventry-attendance@oncampus.global

You can self-certify your sickness for up to 2 consecutive days. After 2 days you must provide a sick note from a Registered Medical Practitioner. To find your nearest NHS doctor, use the link www.nhs.uk/service-search

YOUR RESPONSIBILITIES

Your responsibilities as an **ON**CAMPUS student

As an education provider holding a Tier 4 licence, **ON**CAMPUS is legally required to ensure Tier 4 students understand and comply with the conditions of their visa. You may be on a Short-Term Study visa or have the permission to study as a European Citizen or as a dependant / parent / spouse. As a student, you still have responsibilities relating to regular attendance on your course, and will be monitored in the same way as students under Tier 4 visas.

You are required to follow the below rules:

- Enrol at the right time on your programme at **ON**CAMPUS as stated on your offer letter, and return on the first day at the start of each term. If you are on a Tier 4 Student visa and you have not enrolled by the stated enrolment deadline, **ON**CAMPUS are obliged to report this to the UK Visas and Immigration (UKVI).
- Inform **ON**CAMPUS of any letters and/or e-mails or other messages you receive from the Home Office and/or UKVI.
- If you arrive with evidence of pending visa application, you must inform **ON**CAMPUS of any correspondence you receive from the UKVI.
- If you do not attend your course regularly, **ON**CAMPUS will be obliged to withdraw you (and if you are a Tier 4 student - report you to the UKVI). **ON**CAMPUS is also obliged to inform the UKVI if a Tier 4 student chooses to withdraw from their course, defer or suspend.
- You must keep **ON**CAMPUS informed of any changes to your contact details throughout your studies with us (phone number, email address, postal address). If any of your contact information has changed, you will need to complete the "Change of Contact Details" form, which is available in our office.
- You must not breach the work conditions of your visa. None of the Tier 4/Short-Term Study students enrolled on **ON**CAMPUS courses are permitted to work.
- You must inform **ON**CAMPUS immediately of any changes in your personal circumstances (change of visa, marriage/civil partnership, birth of a child in the UK, change in dependent circumstances etc.).

Penalties

Penalties for failing to comply with the above may be severe and long lasting. They may include your removal from the UK and/or your exclusion from the UK for a number of years.

STUDENT SUPPORT AND ADVICE

TheHub

TheHub really is the centre of student campus life - the place to gather, meet friends, have a coffee at Costa Coffee, or a meal in the fantastic food court where you can get world cuisine, pizza and pasta, deli, and food-to-go. The Costcutter convenience store is good for essential shopping, and the Students' Union and Square One provide excellent entertainment from quiz nights to live music. It is all in one place — TheHub.

TheHub is also home to:

The Health and Wellbeing Centre
This is where the Medical Centre is located, if you need to see a doctor or if you have any health issues.

The Spirituality and Faith Centre
A quiet oasis amidst the hectic pace of student life. Here there are quiet spaces for reflection and meditation, a non-denominational chapel, Muslim prayer rooms with ablutions, and a spiritually focused social space for students and groups to meet. You can also arrange to talk to any of the University's multi-faith chaplains at the Spirituality and Faith Centre.

The Future Works Office
This is where you can discuss your future career path and talk about the broad range of extracurricular modules to help you achieve your dreams. It is a facility dedicated to helping you develop a career plan and enhance your career prospects.

Students' Union advice centre
The first point of contact for advocacy support and advice on a range of issues. The Students' Union is here to help and support students, and you can talk to them about almost any student issues.

Disability

For the purpose of this statement, disability is defined as: "A physical or mental impairment with substantial and long term adverse effect on normal day to day activities."

The Health and Wellbeing Centre, located in TheHub at Coventry University, also houses the Disabilities Office and has a team of staff who can provide advice and support on a range of issues that you may need help with. You can contact the team at disoff.ss@coventry.ac.uk

Taxi transfers

When you are ready to go home, you can book a taxi to pick you up from the campus and drop you off at the airport. Please contact us at: liveincoventry@oncampus.global if you would like to make a taxi booking. Our Student Arrivals Coordinator will be pleased to make the booking on your behalf and send you the confirmation. Our trusted drivers will meet you at the campus and take you straight to your destination. You can pay for your taxi in advance whilst you are still in college, so you will not need to have cash ready for the driver.

STUDENT SUPPORT AND ADVICE ...CONTINUED

Making international calls

Keeping in touch with your family and friends at home is important. You should make sure that you have a way of communicating with them regularly. Today's technology makes this very easy. Your options include using the internet, international dialling cards and mobile phones. The option that works best for you will depend on your individual circumstances and you should look at which method is the most cost effective and practical.

Internet

Software such as Skype allows you to call landlines, mobile phones and other Skype users over the internet. Calls between Skype users are free of charge. Call rates from a Skype user to a landline and mobile phone vary, depending on country.

International calling cards

You can buy cards from a number of places including grocery stores and the Post Office. Again, rates differ based on which country you are calling and whether you are dialling a landline or mobile phone. The Post Office phone card features monthly offers (e.g. free calls on Saturdays to particular countries). See their website for further information.

Culture Shock

Leaving home and travelling to study in a new country can be a stressful experience. Even though it may be something you have planned and prepared for, the extent of the change and the effects it has on you may take you by surprise. If you find that you are surprised by the effects of the change, it might be helpful to realise that your experience is quite normal. This applies whatever country you come from, and wherever you are going to study, even though some cultures are more similar than others because of geographic, historic, demographic and other factors

Culture shock is entirely normal, usually unavoidable and not a sign that you have made a mistake or that you won't manage. In fact there are very positive aspects of culture shock. The experience can be a significant learning experience, making you more aware of aspects of your own culture as well as the new culture you have entered. It will give you valuable skills that will serve you in many ways now and in the future , and which will be part of the benefit of an international education. If you would like to talk to someone then contact your personal tutor, **ON**CAMPUS student support staff, accommodation halls officers or the student support services at Coventry.

Mobile phones

A number of mobile phone operators cater for the needs of international students. These companies, including Nomi and Lebara, offer very cheap calling rates to a number of countries overseas.

Gifts for staff

Please do not embarrass your tutor or any Centre staff member by offering expensive gifts, as they cannot accept gifts of more than a modest nature.

CLUBS AND SOCIETIES

Coventry University Student Union sports and societies (CUSU)

Looking to join a sports team or one of the many and varied societies through CUSU? CUSU has more than 130 sports clubs and societies, varying from football, film and netball through to groups you might not expect to find at Coventry University such as a polo team or medieval and chocolate appreciation societies.

If you have any questions about how sports and societies work for students or what CUSU can do for you, please visit www.cusu.org and use your Coventry University username and password to log in (which can be obtained by visiting the Frederick Lanchester Library IT Helpdesk).

www.cusu.org

WHAT'S GOING ON IN THE CITY

Things to see and do

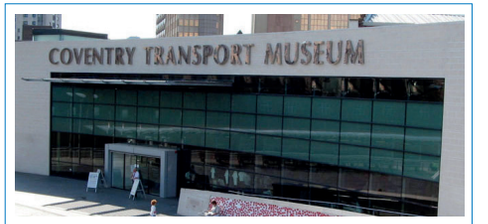
You need never be at a loss for things to do in Coventry and Warwickshire, no matter what your age. From cathedrals, castles and manor houses, to acres of parkland, green space, sporting venues, theatres, shopping landmarks and historical sites of interest, Coventry and Warwickshire provide a fantastic day out for all the family. Whether you like free-entry museums, high-street shopping, popular cafés and bars, great restaurants and lively nightclubs, we have something for everyone.

Five recommendations

1. Coventry Cathedral – CV1 5AB | www.coventrycathedral.org.uk

2. Warwick Castle, Warwick – CV34 4QU | www.warwick-castle.com

3. The Herbert Art Gallery Coventry – Coventry University Square | www.theherbert.org



4. Coventry Transport Museum and Millennium Place, CV1 1JD | www.transport-museum.com

5. The Bullring Shopping Centre, Birmingham Birmingham City Centre | www.bullring.co.uk

STUDENTS' UNION

Whether it is advice or fun you are looking for while you are at university, CUSU is there to help you have the best time you can while studying in Coventry.

The Students' Union is run by students for students, ensuring that it is a fun and vibrant place to be. The Students' Union offers many services to all students including a bar and nightclub, volunteering, sports clubs and societies, an advice centre and most importantly it represents the views of students both locally and nationally.

We have over 130 sports clubs and societies; there is a sport or society for everyone. We currently offer societies in everything from Football, Cheer-Leading and Karting to Mountaineering, Live Music and Geography.

Throughout the year the Students' Union holds a wide range of entertainment events from live music to themed entertainment nights.

www.cusu.org

STUDENT REPRESENTATIVES

Students from each course are nominated by their teachers to represent the views of students at the Staff-Student Liaison Committees. These meetings happen once a term and are designed to improve the management and enhancement of their programmes of study.

Staff and students consult each other on all aspects of their learning experience and future developments.

Students will communicate with their peers on their courses and attend meetings to discuss this feedback in Centre and then with the other student representatives nationally once a term.

It is a chance to really make a difference, to improve your student experience.

PAYING YOUR FEES

Fee payment information

We want to make paying your fees as easy as possible. You have paid your deposit and secured your place. See below for details of your payment plan for the remainder of your programme. Tuition fees for each term of study at the Centre are due before the course begins. All fees are payable in GBP (pounds sterling).

Please note: non-payment of fees can result in you being suspended or withdrawn from the programme.

3-term Programme*				
Terms	**Tuition fees**	**Deposit**	**Registration fee**	**You will pay**
Term 1	£4,665	+ £2,200	+ £300	**£7,165**
Term 2	£4,665			**£4,665**
Term 3	£4,665	+ £2,200		**£2,465**
Total				**£14,295**

2-term Programme*				
Terms	**Tuition fees**	**Deposit**	**Registration fee**	**You will pay**
Term 1	£4,665	+ £2,200	+ £300	**£7,165**
Term 2	£4,665	- £2,200		**£2,465**
Total				**£9,630**

1-term Programme*			
Terms	**Tuition fees**	**Registration fee**	**You will pay**
Term 1	£4,665	+ £300	**£4,965**
Total			**£4,965**

*This is a guide only. Your full payment plan is available on request.
Please contact Reception for further details.

Fees can be paid via the following methods:

International bank transfer

flywire by peerTransfer

ONCAMPUS has partnered with flywire as a fast and easy way to make international payments. This is the best way to send funds from overseas. By using flywire you can be sure that your funds arrive on time and that **ON**CAMPUS will always receive the correct amount.

Payment by this method also means you do not have to pay any bank charges, which can be expensive; with flywire the rates are clear so you can always be sure about the total cost of the transaction.

Over 40 currencies are available and they offer competitive foreign exchange rates. If you need help, they are always contactable. Please be aware that the process may still involve making a transfer through your bank.

Credit card (including Visa/Mastercard) or debit card

We do not accept American Express.

The following information is required:

- card number
- expiry date
- three-digit security code (from the signature strip on the back of the card).

To make a payment using this method, please call our Finance team on

+44 (0)1223 447794

Direct transfer of funds

Please see your pre-arrival information packs for bank account details.

An additional GBP12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided so that the College can identify funds on safe arrival into our account. This must be the student reference number as stated on your offer document. This reference means that we can then allocate the funds against your invoice accordingly. Failure to include a reference may mean we have to contact you again to establish proof of payment.

PAYING YOUR FEES ... CONTINUED

Sponsors

If your employer or government sponsors your study, we will require a letter from them confirming the following details:

- your name and course
- the amount of fees they will be paying (for example, 100%)
- the contact name, company name, telephone number and address where we should send the invoice.

Please note: student sponsor invoices will be payable in full within 30 days of receipt of invoice. If your sponsor does not make payment, you will be personally liable to pay the full amount of tuition fees.

Refunds

Acceptance of an **ON**CAMPUS offer on payment of the minimum stated deposit constitutes a binding contract between the student and **ON**CAMPUS. Tuition fees are non-refundable after the course has begun except in the case of visa refusal. For full details, please refer to the **ON**CAMPUS Terms and Conditions in your offer pack.

Any notice to withdraw or cancel must be made in writing. If the cancellation is received before the start of term we will charge the forthcoming term's tuition fees. If the cancellation is made after the start of term then we will charge both the current term's and the following term's tuition fees.

Any students withdrawing from an **ON**CAMPUS programme of study will be reported to the UK Visas and Immigration and the British Embassy/High Commission in their home country as a curtailment of their programme. **ON**CAMPUS reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at **ON**CAMPUS and the enrolment is cancelled then all fees will be refunded.

If you are living in non-university accommodation and receive a letter from the Council asking you to pay council tax, please provide them with the confirmation letter you received at the time of enrolment. The confirmation letter will show your current term-time address so please make sure you keep your contact information up to date at all times. Please also remember to request a new confirmation letter if you move house.

To qualify for a student discount/exemption:

1. You have to be enrolled as a full-time student.
2. You should be able to prove it (by means of the letter explained above). It is important that you keep this letter for the duration of one academic year of study. Replacements for lost or incorrect letters due to change address during term time are available from reception free of charge.
3. Your course must be full time.
4. Your course must last for a minimum of 24 weeks during the academic year.
5. You have to live with other people who are also exempted from payment (usually other students).

If a house or property is occupied entirely by full-time registered students then the entire household is exempted from Council Tax. This includes the halls of residence and University-owned student houses, which are occupied entirely by students.

It also applies to private accommodation which is occupied entirely by students. Houses with one or more non-student residents will have to pay Council Tax (at least 75%).

Please remember that payment of Council Tax is a matter between individuals and the Local Authority. Except in certain circumstances (for example by issuing a Student Confirmation of Enrolment letter) ONCAMPUS has no responsibility in these matters.

Financial issues

Students are responsible for managing their own budgets and for some this presents a problem. If you encounter any problems please contact the **ON**CAMPUS Coventry reception desk as soon as possible.

TERM DATES

ACADEMIC YEAR 2018/19

Students on all courses at ONCAMPUS Coventry will follow the same term dates, as follows:	
Term 1	24 September 2018 – 14 December 2018
Term 2	07 January 2019 – 15 March 2019
Term 3	25 March 2019 – 9 June 2019
Term 4	10 June 2019 – 16 August 2019

Results

We strongly advise all students to collect their certificate after completion of the course.

NOTES

CONTACT DETAILS

The **ON**CAMPUS office is where your course is managed. This is where you will get information/documentation and help with other general enquiries.

ONCAMPUS **Coventry**
Priory Building, Priory Street
Coventry, CV1 5FB
United Kingdom

Reception
Telephone: +44 (0)24776 55407

STAFF

Ross Wainwright – Centre Director
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Julie Jenkins – Student Recruitment & Support Officer (Compliance)
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Hannah Stanworth – Head of Welfare & Accommodation
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If you need to contact centre staff in an emergency outside of office hours please call: +44 (0) 7850 711 941

ONCAMPUS
Cambridge Education Group