

September 2010

Dear Returning Student,

I am writing to offer my warmest congratulations on your success in completing last year's studies on your Foundation Degree. I hope you are proud of your achievement and that you have had a good summer break and are feeling ready for the challenges of your 2<sup>nd</sup> year.

Formal teaching for the 2<sup>nd</sup> year begins during the week commencing 4<sup>th</sup> October. Some departments may organise activities before then, in which case they will make direct contact with you.

You do need to re-enrol with the University of Bedfordshire. The good news is that you ought to be able to do this online unless you haven't paid your tuition fees. Your login will be the same as last year. To enrol online visit <http://sits.beds.ac.uk> and just follow the online instructions.

If you are not able to complete the process online, or if you have not paid your tuition fees, you will need to visit the University in person. This needs to take place on Wednesday 22<sup>nd</sup> September when the new 1<sup>st</sup> year from UCMK will be visiting the University for enrolment. We have arranged for coaches to take students from UCMK to the University. The departure times vary according to the degree course being studied.

**Please arrive at UCMK no later than the times indicated below according to your course.**

**9:00 am:**

Retail Management  
Sports Therapy  
Psychology & Criminal Behaviour  
Computer Networking & Systems Engineering

**10 am:**

Early Years Care  
Journalism  
Graphic Design  
Interior Design  
Digital Imaging & Design for Media

A division of Milton Keynes College

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Please note that the buses will leave for the University campus in Luton promptly at these times and latecomers may miss their transportation.

For the registration visit to the University on 22<sup>nd</sup> September, it is **essential** that you bring with you the following items to help you with your enrolment:

- Offer letter from the University
- SLC/LEA/DIUS letter confirming your student loan or your sponsor letter
- Birth certificate/passport/photo driving licence/national identity card
- Cash/chequebook/credit card/debit card
- National Insurance Number
- NHS number (if known)
- A strip of passport photos – if you wish to join sports teams in the UoB Students' Union for example

I would be grateful if you could let me know if you need to join us on Wednesday so that we can make the necessary arrangements.

My colleagues and I are looking forward very much to welcoming you back to UCMK. My warmest good wishes for all that lies ahead.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Keith Straughan', with a long horizontal flourish underneath.

**Prof Keith Straughan**  
**Dean – UCMK**