Admission and Enrolment Procedure

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Category: Academic	Date Created: April 2013
Responsibility: Director Student Registry	Date Last Modified: November 2016
Approver: Executive Director, Business Development	Version: 16.3

Scope

This procedure applies to all applications for SAC funded enrolments. For all other enrolments check with Student Registry for the appropriate enrolment form.

Responsibility

Director Student Registry, Student Registry team and Faculty staff.

Procedure

1. For paper based applications, the completed and signed Enrolment Form is received, date stamped and checked for completeness.

2. For online applications the online Enrolment form is submitted, the Student Management System applies a date stamp to the form, and a staff member checks for completeness.

3. The applicant's identity, including full legal name and gender, date of birth, citizenship or residency status and eligibility to study are verified:

    a. Where an active NSN (National Student Number) exists this is sufficient to confirm identity, provided the number is included in the Personal Information section of the Enrolment form and the declaration in Section 12 is signed. UCOL staff will confirm that all data fields match the learners NSN.

    b. If the applicant does not have an active NSN, and is a New Zealand citizen, ONE of the following identification documents must be provided:

    - An assertion from the Department of Internal Affairs' RealMe online identity verification service, or
    - An original or certified copy of
    - a current passport, or
    - a Birth Certificate, or
    - a certificate of citizenship of New Zealand, or
    - An expired passport that has not been cancelled; or
    - If the student is unable to obtain a birth certificate as above, contacting the TEC to confirm that a Whakapapa statement signed by both the student and the Kaumatua is acceptable evidence of identity.

[NB: for NZ Permanent Residents, Australian learners, exchange students and other categories check TEC Enrolment Rules]

4. Applicants who have had a name change must provide verified evidence of that change, e.g. a deed poll or marriage certificate.

5. International students must supply one of the following original documents if they are studying in New Zealand:

    - Passport and a current relevant visa to study the named programmed with UCOL;
    - Work Visa holders may enrol in a short course for up to three months without a variation, or any course of study or other training where it has been authorised by the employer as part of their employment;
    - Visitor's Visa holders may enrol in courses of fewer than 12 weeks without a variation of conditions to their visa, provided the programme is an approved NZQA qualification; and

    - Evidence they have met the English language requirements for their programme of choice.

6. Where available, photo identification such as a passport or driver's licence will meet UCOL's best practice requirements.

7. Copies of original documents must be duly authorised and signed in accordance with UCOL's Verification of Documents Procedure.

8. The information provided is entered into the Student Management System and a unique student ID number is generated.

9. If the application is incomplete the student is advised that the application has not been fully processed, and the documentation or information required to complete the enrolment is requested.

10. Any applicant who has previously had an unsuccessful academic record history with UCOL is required to attend a conversation with the Faculty.

11. If the applicant's most recent attempt at studying was successful then as long as they meet programme entry criteria they can progress.

12. A student will not be enrolled if they currently have outstanding debt with UCOL, and no payment plan is in place. The applicant will need to set up a suitable debt management plan with the Student Finance Team before the application can be progressed.

13. UCOL may grant applicants conditional enrolment where evidence of meeting entry or other requirements is not yet available.

14. The application for enrolment is reviewed, if required, by Faculty staff to determine if entry requirements for the programme as set out in the curriculum have been met.

15. Any student studying for more than 1.125 EFTS to a maximum of two EFTS per year needs written approval from the Executive Deans(s) of the relevant Faculty/Faculties involved.

16. At any stage during the application and enrolment process any student could be invited to attend conversations with the Transition Coordinator for the programme or other UCOL staff to clarify and confirm their enrolment decisions or to discuss their support needs.

17. All Māori students applying to study programmes at Levels 1 to 4 who are under 25 years of age will be invited to attend a Korero with the Raukura Team. This process occurs outside of the enrolment process, ideally at enquiry stage, but if that is not possible once the application has been processed and the student is enrolled.

18. Any further requirements for any enrolled student, such as engagement in a faculty conversation or processing of RPL applications, are undertaken once enrolment is confirmed.

19. A summary of all conversations and contacts is to be recorded in the "contacts" tab in Arion.

20. In a case where a decline of enrolment is considered appropriate the recommendation of the Executive Dean will be forwarded to the Chief Executive for consideration and action. The Executive Dean of Faculty will write to the applicant explaining the reason for the decline. Contact details will be provided to enable the applicant to make an appointment to discuss the outcome.

21. Placement into a programme is in order of receipt of the completed application for enrolment unless selection criteria have been approved by Academic Board and are stipulated in the curriculum.

22. When all requirements are met, the enrolment will be confirmed in the Student Management System (SMS). This generates:
    a. Appropriate EFTS into the programme
    b. A letter confirming enrolment to be sent to the applicant, and
    c. A fees invoice.

23. To ensure the best possible chance of success a new applicant accepted after the start date of a programme will be individually assisted and supported.

24. Copies of all correspondence are kept on the student SMS file.

25. An applicant who has been declined enrolment will be advised of their right to appeal to the Executive Director, Quality.

Relevant Legislation

Education and Training Act 2020

Related Documentation and Web Sites

Enrolment Policy
Education (Pastoral Care of International Students) Code of Practice 2016
Enrolment Caps Procedure (Limiting Cohort Numbers)
International Students Procedure
RPL Procedure
Student Re-Engagement and Non Engagement Procedure
UCOL Academic Statute 2013
Verification of Documents Procedure

TEC Verifying learner identity rules http://www.tec.govt.nz/Funding/Fund-finder/SAC3/Enrolment/