

Admission and Enrolment Policy

Controlled Document – refer to Intranet for latest version

Category: Academic	Date Created: November 2015
Responsibility: Executive Director, Quality & Academic Assurance	Date Last Reviewed: February 2022
Approval: Academic Committee	Version: 22.1

Purpose

UCOL recognises that it operates within a competitive tertiary education market and continually strives to inspire individuals, businesses and communities to choose UCOL as their preferred provider of learning.

This policy mandates that UCOL delivers a seamless and responsive customer experience that meets all legislative and UCOL Academic requirements, together with a commitment that UCOL will be explicitly clear throughout the process about both the applicant's and UCOL's respective roles and obligations at each step of the process.

UCOL will ensure that all prospective students, domestic and international, have easy access to the right information and advice about the qualification, programme of study, and course options available to them, the related admission/enrolment requirements and comprehensive, user-friendly instructions about the enrolment process.

UCOL is committed to ensuring that prospective students promptly receive a formal indication about the outcome of their application, the options available to them and information about the requirements to secure a confirmed enrolment.

UCOL will ensure the requirements of the Education and Training Act 2020 (sections 255 and 309), TEC admission and enrolment requirements, NZQA requirements and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) are met; and that accurate records of all enrolments, withdrawals and changes of circumstances exist.

Scope

This policy applies to all enrolments, domestic and international.

Responsibility

The Director Student Registry or their nominee has overall responsibility for the implementation of this policy.

Policy Statements

1. Prospective students will be provided with accurate and fit for purpose information on entry requirements, qualifications, courses (including fees and all costs, e.g. for work-based training) and enrolment processes. We will use a student-first approach, taking into account the Education and Training Act 2020, TEC requirements and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.
2. UCOL is committed to removing barriers to student participation in programmes wherever possible while at the same time seeking to maximise student success. Therefore minimum entry qualifications will only be established for programmes, and approved by the UCOL Board (delegated to Academic Committee), where there is a sound educational rationale for doing so relating to the programme. While minimum entry qualifications do not apply if an applicant is over 20 years of age (due to the provisions in the Education and Training Act 2020), they are highly recommended providing a strong foundation from which to study at a higher level or in a different subject area.
3. In cases where there are legislative requirements affecting the applicant's age and where failure to do so would result in a student or UCOL being in breach of such legislation, UCOL may establish a minimum age for entry to a course or programme.
4. English language proficiency requirements for entry to programmes, as specified in the approved curriculum document, must be met by international students, and may apply for domestic students whose first language is not English. This English proficiency is necessary to manage and do well with the learning material and subsequently in any applied, workplace-based contexts.
5. UCOL will verify the applicant's identity and eligibility to study, and ensure that programme entry qualifications are met.
6. Safety checks are required for students in programmes with a practicum component when the student is deemed to be a core worker under the Children's Act 2014. This includes consent for police vetting.
7. Receipt of an applicant's completed and signed Enrolment Form plus proof of identity constitutes a formal contract between the applicant and UCOL for study at UCOL. The student will be provided with an invoice, or a Verification of Study sent to StudyLink will result in the fee being paid.
8. Any student studying for more than 1.125 EFTS to a maximum of two EFTS per year needs written approval from the Executive Dean(s) of the relevant Faculty/ Faculties involved.
9. UCOL will advise students of the availability of Recognition of Prior Learning, and provide application forms for RPL. The assessment may result in the applicant receiving credit for some portion of a programme (one or more courses) that leads to a qualification.
10. UCOL will publish withdrawal dates for each course in a manner which is accessible to students. A formal written request to UCOL (such as a completed Change of Details/ Circumstances Form or an email), within the specified time frame, entitles the student (domestic or international) to a partial refund.

11. UCOL reserves the right to reverse the enrolment of a student who does not engage in study at any time before the end of the published withdrawal date for the course(s) in which they enrolled, and has not formally instigated withdrawal themselves.
12. UCOL further reserves the right to deny the enrolment of a student who applies for a programme at UCOL who has previously made unsatisfactory progress including those students who have been subject to Breach of Contract enrolment cancellation. This would usually apply after three attempts at any programme, but not necessarily the same programme.
13. Students may enrol in a/the same course for a maximum of three times. Any further enrolment will be at the discretion of the Executive Dean of Faculty.
14. Should UCOL decide to limit the number of eligible students who can enrol in a programme, formal processes will be followed and applicants will be provided with the criteria and processes for selection.
15. UCOL will ensure accurate records of all enrolments, eligibility to study, details of fees and charges made, withdrawals and changes of circumstances exist. Records will be securely stored and maintained to adequately protect against unauthorised access.
16. UCOL acknowledges the principles of the Treaty of Waitangi and will ensure this policy does not place barriers to the admission to UCOL of Māori students.
17. As a signatory UCOL is bound by the [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#).
18. UCOL provides a robust orientation including addressing the unique context of students new to New Zealand society, way of life and education setting.
19. An applicant who has been declined enrolment can appeal to the Executive Director, Quality & Academic Assurance, on the grounds of: new evidence, which was not available at the time of the decision; the severity of the decision; or a breach of natural justice.

Relevant legislation and related external regulations

- Education and Training Act 2020
- TEC Enrolment process – SAC Level 3 and above
- [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)
- Children’s Act 2014
- NZQA Guidelines on English Language Entry Requirements for International Students
- NZQA Programme Approval and Accreditation Rules

Related Documentation

- [Admission and Enrolment Procedure](#)
- [International Academic Qualifications Entry Criteria Guidelines](#)
- [International Students Procedure](#)

- [Recognition of Prior Learning Procedure](#)
- [Student Fee Refund Procedure](#)
- [Student Re-Engagement and Non-Engagement Procedure](#)
- [Verification of Documents Procedure](#)
- [Children's Act \(Student Placements\) Policy](#)
- [Children's Act \(Student Placements\) Procedure](#)