Admission and Enrolment Policy

UCOL®
Universal College of Learning
Te Pāe Mātauranga Ki Te Ao

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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 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 expediently 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 Act 1989 (sections 224 – 225), TEC admission and enrolment requirements, NZQA requirements and the Education (Pastoral Care of International Students) Code of Practice 2016 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 Information 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 admission 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 Act 1989, TEC requirements and the Education (Pastoral Care of International Students) Code of Practice 2016.

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 Council (delegated to Academic Board), where there is a sound educational rationale relating to the programme. Minimum entry qualifications do not apply if a person is over 20 years of age.

3. In cases where there are legislative requirements affecting the student 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 curriculum document, must be met by international students.

5. UCOL will verify the applicant's identity and eligibility to study, and ensure that admission requirements and 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 Vulnerable Children Act 2014. This includes consent for police vetting.

7. Receipt of an applicant's completed and signed Admission and 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 will be sent to StudyLink.

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 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 in which they enrolled, and does not formally withdraw.

12. 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.

13. 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.

14. 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.

15. As a signatory UCOL is bound by the New Zealand Code of Practice for the Pastoral Care of International Students/the Education (Pastoral Care of International Students) Code of Practice 2016 (from July 2016).

16. UCOL provides a robust orientation including addressing the unique context of students new to New Zealand society, way of life and education setting.

Relevant legislation and related external regulations

- Education Act 1989
- TEC Enrolment process – SAC Level 3 and above
- NZQA Code of Practice for the Pastoral Care of International Students (becoming the Education (Pastoral Care of International Students) Code of Practice 2016 from July 2016)
- Vulnerable Children Act 2014

- NZQA Guidelines on English Language Entry Requirements for International Students
- NZQF 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 Withdrawal, Cancellation and Fee Refund Procedure – under development
- [Verification of Documents Procedure](#)
- Safety Checks required of students under the Vulnerable Children Act (2014) Procedure – under development