

# Enrolment Policy

<b>Version</b>	1.1
<b>Effective date</b>	September 2024
<b>Date for review</b>	August 2025
<b>Policy owner</b>	Head of Quality
<b>Reference points</b>	Office for Students information for applicants: <a href="https://www.officeforstudents.org.uk/media/2db81e6b-e4c7-4867-bc5d-ff67539d13e8/guide_to_providing_info_to_students.pdf">https://www.officeforstudents.org.uk/media/2db81e6b-e4c7-4867-bc5d-ff67539d13e8/guide_to_providing_info_to_students.pdf</a> QAA report on credit transfer: <a href="https://www.qaa.ac.uk/docs/qaa/news/achieving-credit-transfer-at-scale-an-analysis-of-uk-university-policies.pdf?sfvrsn=75f9bd81_10">https://www.qaa.ac.uk/docs/qaa/news/achieving-credit-transfer-at-scale-an-analysis-of-uk-university-policies.pdf?sfvrsn=75f9bd81_10</a>
<b>Audience/handling notes</b>	Academic, Staff, Applicants, External
<b>Dissemination and implementation plan</b>	This enrolment policy will be published on the LSA website.  Admissions staff will receive training in how to apply this policy and its procedures. They will also be directed to where it is published. The Academy Manager will be responsible for the dissemination of the policy and procedures to academic staff; the Student Services Manager will be responsible for training admissions staff on the application of this policy.
<b>Linked Policies, Procedures and Forms</b>	Student Recruitment & Admissions (Policy), Application form HE IAG
<b>Date approved</b>	September 2024

## 1 Introduction

Enrolment is the NHAM process through which students formally agree annually to abide by NHAM's Student Code of conduct and our collaborative partner (validating institution) Regulations and become a student member of NHAM and our collaborative partner in whole or in part of the academic year. The term 'student' in this policy encompasses any individual eligible to participate in a NHAM programme of study. This includes:

- Full-time students at all sites
- Staff undertaking a student programme
- Students studying at the campus of ISEB's collaborative partner (validating institution)

## 2 Purpose

The policy ensures that all students enrol as members of NHAM, which in turn ensures registration and enrolment with NHAM's collaborative partner (validating institution) for students to have full access to the full range of agreed academic facilities and support mechanisms from that collaborative partner.

NHAM's fee income (paid by students and/or their financial sponsors) depends directly on students' timely enrolment, to ensure that NHAM's collaborative partner has all agreements and approvals in place to facilitate student loans and payments.

Enrolment is fully compliant with the requirements of the Data Protection 2018 for the processing of personal data as described in the Enrolment Declaration and the NHAM Data Protection Policy.

A student must be enrolled each year in order:



- to participate in any programme of study, including all placements and field-work.
- to receive marks and credit for assessments, as well as be eligible for the award of credit, certification, diploma or degree.
- to be eligible for Council Tax exemption (full time students only).
- to receive Student Loan Company maintenance funds.
- to receive (where applicable) Disabled Students' Allowance (DSA).
- to receive and retain their Student ID card.

From a student perspective it is at Enrolment that the student enters a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key personal information. Following Enrolment, new students will be advised that they have the Right to Cancel this contract within 14 days of enrolment without incurring any fees.

### 3 Timescales

The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August each year. Enrolment normally opens on the first working day of August.

NHAM requires **all** students who are eligible to enrol/re-enrol, to have completed the process **within seven days of re/commencement of their programme of study**.

NHAM will deem withdrawn from their programme of study for students who remain unenrolled by the end of the Enrolment period, which is the end of the fourth week after the re/commencement date of their programme of study.

### 4 New Students

All new students are required to provide original documentation so that NHAM can verify:

- The student's identity via a security check against photographic documentary evidence
- Their qualifications where these have NOT been verified directly by the UCAS admissions system

New students are defined as students who are attending a programme of study for the first time. This will include:

- students on Level 4 programmes
- students retaking Level 4
- students starting a new level of study (e.g. Master's)
- students studying discrete modules (e.g. Continuing Professional Development)
- Students who have an outstanding Tuition Fee debt to NHAM as a result of previous study, will not be able to enrol until they have either cleared the debt or, exceptionally, have agreed an appropriate repayment plan with the Chief Executive.

### 5 International students

NHAM does not currently enrol international students and NHAM programmes are not currently available through our collaborative partner (validating institution) to international students.

### 6 Online enrolment

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## 7 Paper Enrolment form

The University makes available a paper enrolment form which is only to be used in those circumstances where the individual is unable to complete the online enrolment. Such cases should be referred to the [Enrolment Helpline](#).

## 8 Enforcement, monitoring and review

Every two years, the Academy must review this policy to ensure that it continues to comply with and work efficiently with NHAM's collaborative partner (validating institution) regulations, policies and procedures. In addition, the policy will be reviewed to ensure it:

- it remains up to date and continues to meet the expectations of the UK Quality Code and Office for Students, applicable legislation or guidance;
- areas of improvement, or any concerns, raised by students, relevant external colleagues, or professional bodies have been addressed; and
- opportunities to reduce unnecessary bureaucracy have been taken.

