

HIGHER EDUCATION ENROLMENT & REGISTRATION POLICY

Version	1.0
Effective date	August 2025
Date for review	August 2026
Policy owner	Chief Executive
Reference points	BIMM University <i>Higher Education Student Registration and Enrolment Policy</i> (2023) Office for Students regulatory requirements for student lifecycle management UK Quality Code for Higher Education NHAM Admissions Policy
Audience/handling notes	Student Services, Admissions Staff, Applicants, External, Public
Dissemination and implementation plan	This policy is published on the NHAM website and referred to in the Student Handbook. Academic and student support staff receive training during induction and refreshers via the Education Committee. Students learn about the policy during induction sessions and via programme materials.
Linked Policies, Procedures and Forms	Admissions Policy, Student Handbook, Extenuating Circumstances Policy, Deferral & Intermission Policy, Fitness to Study Policy. Student Disciplinary Policy, Student Privacy & Data Protection Policy.
Date approved	September 2024

1 Introduction

The Notting Hill Academy of Music (NHAM) is committed to ensuring that all students are registered and enrolled in a timely, accurate, and transparent manner. Registration and enrolment are the processes through which students formally join the Academy and become entitled to participate in their chosen programme of study.

At NHAM, registration refers to the creation of an official student record, the verification of personal and programme details, and the confirmation of a student's status with our validating partner, BIMM University. Enrolment refers to the formal confirmation of a student's participation in their chosen CertHE (Level 4) programme, enabling them to access teaching, facilities, and student support services.

Because NHAM offers one-year CertHE programmes, registration and enrolment are undertaken once at the start of the academic year, and there is no re-enrolment process for subsequent years unless under specific agreed circumstances for students retaking years. Students must complete the process in full before they are permitted to attend classes, access learning resources, or participate in any NHAM activities.

2 Registration and enrolment

All students must complete NHAM's registration and enrolment process before the published enrolment deadline. This process includes verifying identity and qualifications, confirming contact details, providing any required immigration documentation (where applicable), and accepting the terms and conditions of study. Enrolment also requires students to have made satisfactory arrangements for the payment of tuition fees, whether through self-funding, a Student Loans Company (SLC) loan, or other approved sponsorship.



arrangements. Students who have not confirmed their fee payment arrangements may not be permitted to complete enrolment.

Once enrolled, students are issued with a student ID card, granting access to NHAM facilities, systems, and events. They also receive a confirmation of enrolment, which may be used for purposes such as council tax exemption, student discount eligibility, and confirmation to third parties that they are a registered student.

3 Late or conditional enrolment

Late enrolment may be permitted only in exceptional circumstances and must be approved by the Head of Quality in consultation with the Academy Manager. Any late enrolment must be completed no later than two weeks after the start of the programme.

In some cases, students may be conditionally enrolled pending the receipt of outstanding documentation, such as qualification certificates, student loan agreement or proof of identity. Conditional enrolment will normally last no longer than four weeks, and students who fail to provide the required documents within that timeframe may have their enrolment cancelled.

4 Changes to student details

Students are responsible for keeping their personal and contact details up to date. This includes changes to name, address, telephone number, emergency contacts, and any immigration status information where applicable. Students must notify NHAM of such changes promptly to ensure that records remain accurate and that essential communications are received.

5 Withdrawal and interruption

A student may withdraw from their programme at any point by notifying NHAM in writing. Students who are considering withdrawal are strongly encouraged to speak to their Personal Tutor or the Academy Manager to discuss their options, including potential support to remain on the programme.

If a student's circumstances temporarily prevent them from engaging with their studies, they may request an interruption to study. Interruption is only permitted in exceptional circumstances, and the decision will be made by the Head of Quality in consultation with the Academy Manager, considering the requirements of the programme and the timeframe for completion.

NHAM may also initiate a withdrawal where a student fails to meet attendance and engagement requirements, breaches the Student Code of Conduct, or does not meet financial obligations. Any such decision will be made following the relevant NHAM policy and, where applicable, with reference to BIMM University procedures.

6 Monitoring and review

The Academy Manager is responsible for the operational oversight of registration and enrolment, supported by the Chief Executive and staff from Student Services. The policy will be reviewed annually to ensure compliance with legal, regulatory, and validating partner requirements, and updated as necessary to reflect changes in best practice or student needs.

Feedback from students and staff on the clarity and effectiveness of the registration and enrolment process will be gathered through student surveys, staff meetings, and the Education Committee. Any improvements identified will be implemented ahead of the next academic year.

