

		Ref No.	5 - 01
		Version No.	9
		Date Issued	10 June 2010
Title	STUDENT INFORMATION, ADMISSION AND ENROLMENT		
Responsibility	Academic Quality Programme Manager		

1. PURPOSE

To ensure that prospective Telford students receive timely, accurate and up-to-date information, advice and support that will assist them to choose programmes best suited to their needs.

To ensure that efficient and effective systems are in place for meeting all requirements for student admission and enrolment.

2. APPLICATION

This Policy and Procedure applies to all prospective students, programmes of study, qualifications and courses offered by Telford, including community education, STAR and programmes offered by Telford in partnership with another provider.

3. DEFINITIONS

International Student

A student of non New Zealand origin (other than from Tokelau, the Cook Islands Niue, and Australia) who does not hold New Zealand citizenship or residency. .

International students studying programmes longer than 3 calendar months should hold a valid New Zealand student visa except that.

A student visa or permit is not required in order to undertake:

- a) any training (other than an apprenticeship or a cadetship) provided by an employer as part of the normal conditions of employment offered to the holder of a work permit (eg, routine-on-the-job training); or*
 - b) a single course of study or training lasting not more than 3 calendar months.*
- [Immigration Regulations 1999 Schedule 1, Part 3]*

Note 1: The Department of Immigration has confirmed on 26 January 2010 that courses such as those offered under Farmsafe fit category a) (above) and that students may enroll in more than one short course under this category.

Note 2: The Code of Compliance head office has confirmed on the 26 January 2010 that, over-arching any Department of Immigration requirements, there is the need to comply with the Code of Compliance for international students. This code requires that any international person seeking to participate in *any* course of training, must be processed as per the code – e.g. visa checks, insurance checks, accommodation checks.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Fair Trading Act 1986 and Consumer Guarantees Act 1993. It also complies with Section 124 of the Education Amendment Act 1990 which deals specifically with student eligibility for admission to courses and programmes. In addition to statutory requirements, the Ministry of Education and/or

Tertiary Education Commission have enrolment statistical information requirements in relation to equity issues and funding that will be incorporated – as appropriate – on the Telford application form.

5. POLICY

5.1 Information

Telford will ensure that prospective students have all the necessary information that pertains to the programme of study, qualifications or courses which is/are of interest to them.

5.2 Telford will provide timely accurate and up-to-date information that will enable students to make informed decisions when choosing their programme of study.

5.3 Admission

Telford will have sound systems in place for admission and enrolment of students, and will ensure that students are given clear information on admission and selection criteria, provisions for Assessment of Prior Learning (APL), interviews (if required) and right of appeal.

5.4 Enrolment

Telford will have systems in place to ensure that all enrolment requirements, including documentation and provisions for payment of fees, are met prior to students commencing their programme of study.

5.5 Telford will ensure that its enrolment forms incorporate all information specified by the Ministry of Education and/or Tertiary Education Commission for statistical and reporting purposes, together with a statement signed by the student, which permits Telford to make this information available to designated authorities.

5.6 Students will have access to Telford personnel who are able to assist them with programme specific enquiries, as well as with meeting the requirements for completing the enrolment form.

5.7 International Students

All international student applications must be approved by the Academic Director prior to enrolment. This applies whether fulltime or short course and includes courses taught directly by Telford or under partnership arrangements.

5.8 Telford will not enrol international students who are under the age of 18 years.

5.9 The Academic Director will ensure that the requirements of this policy are communicated to contracted providers and that contracted providers' responsibilities for enrolment information and procedures are clearly defined within the programme facilitation agreement accordingly.

6. PROCEDURE

6.1 All prospective student enquiries will be logged and a current programme information pack will be sent out. This pack will normally contain, but is not limited to:

- Telford Prospectus
- On-campus, off-campus and correspondence programmes/courses
- Fee schedules
- Scholarships and bursaries

6.2 Where required, due to the physical nature of a programme, students may have to complete the Student Medical Statement in addition to the standard Telford Enrolment Form.

6.3 School leavers enrolling in a full time on campus programme of study are required to provide a completed Principal's Report.

6.4 International Students are required to complete the Enrolment Form for International Students.

6.5 All completed enrolment forms received at Telford will be stamped with the date of receipt and acknowledged from Administration. Once all required information has been received, checked and verified, eg. birth certificate, academic transcripts etc. the forms will be forwarded to the relevant Programme Coordinator.

- 6.6 The Programme Coordinator will assess all enrolment forms for eligibility against the entry and selection criteria for the programme of study, arrange for interviews where necessary, and request any further information or documentation from the applicant eg. portfolio, evidence of achievement, references..
- 6.7 Once the Programme Coordinator has indicated acceptance of an applicant by signing the Acceptance Form, Administration will notify the student of his/her acceptance into the programme of study. Students who do not meet entry criteria will be notified by the PC that their application is not accepted.
- 6.8 An information package is sent to all accepted on campus students prior to course commencement.
- 6.9 A student may be accepted on to a programme, declined, or wait-listed. Wait-listing is used either because there is a restriction on the number of students able to be accommodated on the programme. If the programme's viability is in question because of low enrolment numbers, students will be notified at least one week prior to commencement date.
- 6.10 Students may only re-enrol on the same qualification if:
- they have previously failed
 - they pay the full fee
 - they have a high probability of success

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Community Education Enrolment Form	Academic Director	Academic Directors Office	Indefinitely
Farmsafe Enrolment Form	FarmSafe Office Manager	FarmSafe OM's Office	Indefinitely
Enrolment form (Full time) incl. International, Medical Statement and Principal's Report	Senior Administration Manager	Student File	Indefinitely
ITO Enrolment Form	Administration Assistant	Course File	Indefinitely
STAR Enrolment Form	Administration Assistant	Student File	Indefinitely
Selection criteria sheet (where required)	Programme Coordinator	Student File	Indefinitely
Acceptance Letter	Senior Administration Manager	Student File	10 years
Supporting documentation	Senior Administration Manager	Student File	Indefinitely

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A5 – 01A	Enrolment Form
A5 – 01B	Re-enrolment Form
A5 – 01C	Community Education Enrolment Form
A5 – 01D	FarmSafe Enrolment Form
A5 – 01E	ITO Enrolment Form

A5 – 01F	STAR Enrolment Form
A5 – 01G	Enrolment Form for International Students
A5 – 01H	Student Medical Statement
A5 – 01I	Principal's Report

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
2	New version.	External Consultant	April 2004
3	Triennial review – No change.	QMS Team	Nov 2004
4	Enrolment Form review.	QMS Team	April 2005
5	Minor change.	QMS Team	Sept 2006
6	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 4.3 and 5.7 and reference to an Application Form deleted from version 5. Responsibility changed from DFA to AD and clause 8 added in version 6, minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008
7	Triennial Review – minor changes	QMS Policy Review Committee	22 October 2009
8	Insert: Definition of Information and new 5.7 and 5.8	QMS Policy Review	22 February 2010
9	Insertion of new 5.9	QMS Policy Review Committee	10 June 2010