POLICY
STUDENT REGISTRATION AND ENROLMENT
(05.006)

POLICY

All students shall complete the required registration and enrolment process and agree to pay all fees required before enrolment is complete. Northland Polytechnic Ltd shall ensure student registration and enrolment procedures comply with internal and external requirements.

PURPOSE

This policy establishes the requirements for the registration and enrolment of students at Northland Polytechnic Ltd.

APPLICATION AND SCOPE

This policy applies to all student registrations and enrolments at Northland Polytechnic Ltd.

DEFINITIONS

- *Enrolment*
  The entry of student details and course of study data into the student management system

- *Registration*
  The completion of the registration form by the prospective student, either in paper format or on-line

COMPLIANCE OBLIGATIONS

Education Act 1989

Responsibility	Executive manager responsible for academic quality
Approval dates	November 2017
Next Review	November 2023

OTHER RELATED DOCUMENTS

Associated Procedures and Guidelines (Appended)
TEC Fund Information
Northland Polytechnic Ltd Academic Statute and Regulations
Policy: *Debtors (03.018)*
Policy: *Student Fees (03.017)*
Policy: *International Students (05.003)*
R007 Registration Form and Guide
INT 001 International Registration Form and Guide
R006 Re-enrolment Form

PROCEDURES AND GUIDELINES

1.0 All student registration and enrolment requirements will comply with the Tertiary Education Commission Fund Information, the Academic Statute and the Northland Polytechnic Ltd Regulations.

2.0 A student will not be enrolled if they are a debtor, except by approval of the executive manager responsible for finance. Refer policy: *Debtors (03.018) - Sections: 3.6 and 3.7.*

3.0 Academic approval must be given for each student's study plan by staff with delegated authority to admit students into the programme. Academic approval will confirm that:

- the entry criteria have been met
- the published selection criteria have been applied
- the courses selected are coherent and satisfy programme regulations, and
- the student has the potential to achieve the standards required for successful completion of the programme of study.

4.0 An offer of place into a programme of study will be in the form of a letter to the student from Northland Polytechnic Ltd.

5.0 Students are required to return the signed Offer of Place to Northland Polytechnic Ltd to confirm acceptance into the programme of study.

6.0 For domestic students, when Northland Polytechnic Ltd has received the signed Offer of Place from the student and appropriate fees are paid or provision for payment is made, the student enrolment is completed.

7.0 For international students, when Northland Polytechnic Ltd has received the signed Offer of Place (contract) from the student, the appropriate fees are paid, and the student study visa conditions have been met, the student enrolment is completed. Refer to Northland Polytechnic Ltd's policy *International Students (05.003) - Section 1.7.*
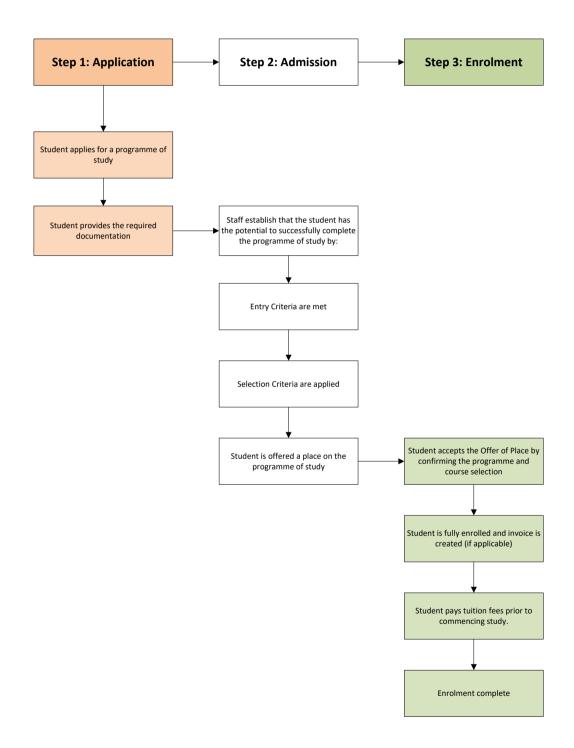
KEYWORDS
Registration
Enrolment

REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New – replaced A02/01	QMS Team	June 2009
2	Review – management structure changes	QMS Team	July 2010
3	Review – minor changes to policy statement and P & G; new flowchart added	QMS Team	August 2015
4	Review – P & G and Flowchart updated	QMS Team	November 2017
4.1	Add 'Ltd' to Northland Polytechnic	QMS Team	May 2020
4.2	Triennial review: minor change to P & G	QMS Team	October 2020

Updated October 2020	Version 4.2	Page 2 of 3
05.006 Student Registration and Enrolment		
Hardcopies of this document are considered uncontrolled copies of the original.		
Please refer to the electronic source (Quality Management System) for the latest version.		

Student Registration and Enrolment (05.003)
October 2017

Step 1: Application	Step 2: Admission	Step 3: Enrolment

Student applies for a programme of study

Student provides the required documentation

Staff establish that the student has the potential to successfully complete the programme of study by:

Entry Criteria are met

Selection Criteria are applied

Student is offered a place on the programme of study

Student accepts the Offer of Place by confirming the programme and course selection

Student is fully enrolled and invoice is created (if applicable)

Student pays tuition fees prior to commencing study.

Enrolment complete