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| Student Part Enrolment Procedures |
| **2024-2025** |

**Student Part Enrolment Procedures**

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# Summary

The Student Part Enrolment Procedures explains the University’s approach to managing student enrolments where, through the admissions or enrolment process, a student has outstanding conditions or issues that must be resolved to allow them to fully enrol with the University.

# Glossary of Terms

**Confirmation of Student Registration Certificate (CSRC)**: is a certificate issued by the University to enable a student to prove their student status and also claim council tax exemption

**Disclosure and Barring Service (DBS) checks:** the service is provided by an executive agency of the Home Office; the checks assist the University to make informed recruitment decisions. They provide details of a person’s criminal record including convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC) and information held by local police forces.

**Enrolment:** is a mandatory process all students must follow to become a member of the University, activate their IT/Library account, and release their student loan funds.

**Medical clearance check:** students are required to meet the statutory requirements of the profession for physical and mental fitness. The University’s appointed Occupational Health Service considers information provided by a student and confirms whether they meet the requirements.

**Statutory returns:** the University is required to collect data and produce a number of student number related statutory returns required by Government agencies.

**Teacher Trainee:** someone who is training to become a teacher

**UK Visa and Immigration (UKVI):** is a division of the Home Office responsible for the UK visa system.

# Purpose

These procedures provide a set of overarching principles for managing student enrolment when there are outstanding admissions or enrolment issues that must be resolved before a student can fully enrol with the University. Part enrolment allows students to access University systems and engage with their studies while any outstanding issues are being resolved. It applies to all Edge Hill students.

# Student Part Enrolled Procedures

## Introduction

The University aims for all students to complete their enrolment at the start of their academic year. Sometimes, there are non-academic entry conditions or reasons relating to the enrolment process that stops students from being able to fully enrol.

These reasons may include:

**Conditions of entry:**

* verification of qualifications
* receipt of satisfactory references
* confirmation of medical clearance check
* completion of the Disclosure and Barring Service (DBS) check
* police check/Certification of Good Conduct from their home country for non-UK domiciled and UK nationals who have lived abroad

**Enrolment and other:**

* production of relevant identification documents including visa documentation (see [Enrolment identification requirements](https://www.edgehill.ac.uk/departments/support/registry/enrolment/enrolment-identification/))
* any other administrative procedures deemed necessary

The University can allow a student to part enrol to allow them access to University systems and engage with their studies while their outstanding issues are being resolved.

Where a continuing student returns from a period of interruption and is required to meet conditions of entry e.g., DBS and/or medical clearance check, they may be allowed to part enrol to allow time to resolve any outstanding conditions.

## Part enrolled status

The Head of Admissions and/or Head of Academic Registry have the discretion to apply this status. Normally students can be part-enrolled for a period of six weeks from the start of a course, or where a student starts late - the date they enrolled This is to allow time to fulfil all non-academic entry conditions and/or enrolment reasons. (***please note: Teacher trainees can only be part-enrolled for three weeks from the start of their course***)

Part enrolled students can:

* attend lectures, seminars, tutorials, supervisor meetings
* access library services in the Catalyst, network services, including email
* pick up their Unicard (ID Card)
* access University buildings and facilities
* live in University accommodation
* access Blackboard virtual learning environment
* seek support from University services

Part enrolled students cannot:

* receive their student finance loan, bursary, scholarship, or external funding. students are strongly advised to contact [Money Advice](https://www.edgehill.ac.uk/studentservices/moneyadvice/)
* apply to the Student Opportunity Fund
* start or attend their placement
* receive a Confirmation of Student Registration certificate (CSRC)
* submit coursework or attend examinations

When the six weeks has elapsed (three weeks for Teacher Trainees), the Faculty will be consulted to see if an extension maybe granted, the following will be taken into consideration:

* can the student manage financially (as no funding will be released until the student is fully registered)?
* has the student missed too much time on placement?
* has the student failed to submit relevant documentation?
* is the student still able to complete the course within the designated time frame?

## Management of the part enrolled status

The monitoring process will be:

| **Admissions** | Student is informed of their outstanding conditions of entry and implication on their enrolment status |
| --- | --- |
| **Enrolment** | Student will complete stage one and two online enrolment and receive an email message referring them to the part enrolled procedures and guidance notes. |
| **Week three** | Admissions will contact the student to remind them of the outstanding conditions and submission date. ***(Teacher Trainees will be required to leave their course and Admissions will communicate the decision to the student unless the part enrolled deadline is extended by the Faculty).*** |
| **Week six** | Admissions will contact the student to remind them of their outstanding conditions and deadline. Student will be referred to the Faculty who will consider whether to approve an extension to the deadline. Where the Faculty does not agree to the extension, the student will be asked to leave their course Admissions will communicate the decision to the student. |
| **After week six** | If extension deadline agreed Admissions will continue to monitor as detailed in week six. |
| **Final decision** | Student can fully enrol, or student must leave their course and Admissions will communicate the decision to the student (if the student is returning from interruption Academic Registry will notify the student). |

## Fully enrolled status

Students will be notified when their status is changed to ‘Registered’, which means they are fully enrolled with the University. Following enrolment, the normal [University's Tuition Fee Policy and Regulations](https://www.edgehill.ac.uk/document/tuition-fee-regulations/) will apply.

## Implications to the University

The implications on the University when a student is part enrolled include:

* the student will not be included in statutory returns
* student attendance will not be confirmed with or funds received from the

Student Loans Company (SLC) or NHS Bursary Services

* the student will not receive any bursary payments i.e., teaching bursary
* assessment marks cannot be recorded on the student record system or considered by an Assessment Board

# Endmatter

| Title | Student Part Enrolment Procedures |
| --- | --- |
| Policy Owner | Admissions Manager/Assistant Registrar – Academic Records |
| Approved by | Head of Admissions/Head of Academic Registry |
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