

The London Interdisciplinary School

Enrolment and Registration Policy

Introduction

This policy sets out the principles, policies and procedures relating to student enrolment and registration at the School.

Purpose

The Enrolment and Registration Policy is in place to ensure that:

- Students are aware of and agree to abide by the provisions in the Terms and Conditions, Data Consent Notice, and other notifications;
- The School is provided with assurance of the identity of its students;
- The timely payment of tuition fees can take place;
- All students are encompassed within the full range of School academic and support facilities, including access to the library, Virtual Learning Environment (VLE) and IT services;
- Students can undertake assessment as required; and
- In case of any emergency, the School has the most up-to-date information about the student's addresses and contact details.

Scope

This policy is applicable to all students enrolling with the School from March 2020 onwards.

Policies

An applicant to the School will *enrol* when the School records an applicant's formal communication of acceptance of an offer of admission and acceptance of conditions attached to the offer. Students must enrol into their programme annually for the duration of the programme.

Students will *register* onto the programme by providing evidence of their qualifications and verifying their identity (by producing a birth certificate or passport) within 14 calendar days of the commencement of their first academic term in their first academic year. Tier 4 international students (non-EEA and Switzerland citizens) will also be required to provide a valid visa allowing them to study at the School.

Applicants may be enrolled conditional on results being outstanding on qualifying awards and may be permitted, at the discretion of the Head of Learning, to attend classes, but may not be registered until evidence of results on all qualifying awards is submitted.

Only persons who have been registered may be permitted to begin a programme of study.

No credit will be given for attendance to any programme until registration has been completed.

Students will not be permitted to register after 14 calendar days after the commencement of teaching, except where there are extenuating circumstances, and only with the written permission of the Secretary.

Tier 4 International students (non-EEA and Switzerland citizens) will be assessed for a Confirmation of Acceptance of Studies under Tier 4 requirements independently of their registration. An international student's registration does not automatically grant the School's sponsorship under Tier 4 regulations.

Procedures

There are two stages to the registration process. These are:

1. *Enrolment*—where the student checks, confirms and updates their personal information held by the School, and accepts the School's regulations. Both new and continuing students are required to complete enrolment each year.
2. *Registration*—where new students provide the School with evidence of their identity and verification of their qualifications.

Once these two stages have been completed, the student will be a fully registered student at the School; although International students may need to have their visa and passports checked by the Admissions Office. An individual's registration will not be finalised not their status as a student of the School confirmed until they have completed the necessary stages of registration.

Enrolment

A new student will enrol by submitted a formal communication of acceptance of an Offer of admissions and acceptance of conditions attached to the Offer. A student must enrol within the timeframe set out in their Offer letter.

Existing students must enrol within 14 calendar days of the start of the academic year.

All students must pay tuition fees within 14 calendar days of the start of the academic year.

Enrolled students will receive a Student ID card. This ID Card must be retained by students whilst on School premises, since it provides evidence that they are student of the School, and allows access to School facilities such as the library. ID cards must also be presented in formal examinations.

If an individual does not complete the enrolment process, they will not be entitled to:

- Their student ID card
- Resources for their programme of study
- Participate in assessment

- Receive a Council Tax Exemption Certificate (where appropriate)
- Receive their Student Loan (where applicable)
- Live in halls of residence (where applicable)
- Access additional School services and information.

Registration

All new students are required to have their identity checked within 14 calendar days of the start of their course. Original documents that can be used to confirm a student's identity are:

- Current signed passport
- Current UK or EEA photo-card driving license
- EEA member state identity card
- Birth certificate

Tier 4 International students must also provide a valid visa allowing them to study at the School.

Period of Registration

The period of registration will commence on the date that the student registers on a programme.

The minimum period within which a student will be expected to complete the programme of study and associated assessment is 3 years; the maximum period is 5 years. This includes periods of leave of absence, repeat years of study, resits and deferral of assessments due to Extraordinary Mitigating Circumstances.

A student will remain registered for the maximum period of the award or until they have achieved the award or the registration has been terminated, whichever comes first.

The period of registration may be extended if:

- The student has had to resit or retake parts of their programmes of study (see the School's Examination Regulations and Procedures);
- The student has been unable to study or complete a year of study due to Extraordinary Mitigating Circumstances (see the School's Examination Regulations and Procedures);
- The student has been given permission to take a study break (see below).

Interruption of Studies

A student may make an application to suspend registration from their programme if they have a long-term difficulty that affects their studies. First a student should discuss a potential suspension of studies with their personal tutor; they should then submit a written request to

the Learning Director. Suspensions may be granted for a defined period of a minimum of one term up to a maximum of twelve months, subject to the approval of the Director of Learning.

The Learning Director will confirm in writing the length of the suspension, the date the student should return to university, and any other conditions the student needs to meet. Non-EEA students should note that any decision to suspend their studies with the School may impact their student visa.

A student given approval to take an interruption of studies within the academic year or term may be required to repeat part or all of that academic year or term.

A student who has completed the academic year or term and all associated assessments successfully shall be permitted to progress to the next level of the programme.

On application from the student, one further interruption of studies of a minimum of one term or maximum of twelve months, either consecutively or at a separate point in the programme, may be permitted by the programme leader, after which the person will be deemed to have withdrawn and must apply for readmission.

During an interruption of studies, the registration of the student is suspended and they have no right to avail themselves of School services unless this is expressly authorised in writing by the School.

Jury Service

Students may be summoned for jury service during their time at the School. Such service may be incompatible with their study. Students summoned for jury service must contact the Learning Director to discuss the impact of this on their study.

Students may seek to be excused from jury services by contacting the Secretary at the earliest opportunity, who will normally provide a letter supporting an application to be excused. Students should not however that excusal is not a right.

Withdrawal of Registration

If a student wishes to withdraw their registration and leave the School before completion of their programme, they are advised to speak to their personal tutor in the first instance. If the student decides to withdraw and terminate their registration, they must give notice in writing to the Learning Director. Students should refer to the School's terms and conditions; however, fees already paid will not normally be refunded and any monies due will be charged notwithstanding the withdrawal.

A student may be presumed to have withdrawn and terminated their registration if they do not re-register within the specific registration period at the start of the programme stage or are absent from a term without prior approval for a period of 15 working days.

Persons who are classified as withdrawn are not students and have no right to avail themselves of School services unless any are expressly authorized in writing by the School.

Non-EEA students should note that any withdrawal from the School may impact their student visa.

An application for entry from a student who has previously withdrawn or terminated their registration shall be treated as a new application.

Terminating Registration

The School shall reserve the right to terminate a student's registration, temporarily or permanently, who:

- Is in arrears with the payment of fees or any other dues to the School; or
- Has failed to satisfy the academic requirements necessary to continue on the programme of studies concerned; or
- Has temporarily withdrawn from the School and has failed to meet the conditions laid down for resumption of study; or
- Has been disciplined in so far as the disciplinary action taken by the School relates to registration or re-registration; or
- Has provided materially inaccurate information in support of their application; or
- Has acquired a criminal conviction of sufficient seriousness or has failed to declare a police caution or criminal conviction during the course of their studies; or
- Has lost immigration status/ permission to study in the UK.

Changes in registration particulars

A student must notify the Registrar of any changes occurring in the particulars supplied for enrolment or registration purposes.

Where changes are such that initial enrolment and registration would not have been permitted had the changed circumstances applied at the time, the School reserves the right to terminate the student's registration and require them to withdraw from the programme of study.

For practical purposes, it is important that students keep the Registrar informed of any changes in contact details. Failure to do so may result in students not receiving important information in relation to their programme, such as assessment dates and results.

Fees

Students are responsible for the payment of fees and the School reserves the right to suspend a student unless all their fees have been paid by specified dates. A suspended student is not entitled to any privileges of membership of the School including the granting of an award, access to assessments, or the release of assessment results.

Chief Executive Emergency Powers

In extreme cases and in cases of great urgency, the Chief Executive has the authority to suspend a student with immediate effect. Such measures are not intended as a penalty but as a mechanism to protect the School community.

The Chief Executive's Emergency Powers may be exercised to suspend students:

- Who are considered a danger to themselves or others, and are in serious breach of health, safety and environmental protection
- Against whom a criminal charge is pending or who are the subject of a police investigation.

Under the Chief Executive's Emergency Powers, a student may be barred completely or partially from School premises and activities. Upon the recommendation of the Learning Director, and at the discretion of the Chief Executive, a suspended student may be allowed to attend examinations as part of the programme, while the case is under investigation.

Where a student has been suspended under the Chief Executive's Emergency Powers, the reasons for the decision will be recorded in writing and made available to the student within 48 hours from the date of the suspension.

A student suspended under these provisions will be given the opportunity to make representations in person or in writing to the Chief Executive or their nominee within 5 working days from the suspension date.

Decisions to suspend students under the Chief Executive's Emergency Powers will be reviewed by the Chief Executive and two other members of the Academic Board (one internal and one external) every 28 days in the light of any developments and of any representations made by the student or any other individual on their behalf.

Where a student is expelled from the School, they will not be entitled to any refund of fees being paid and will remain liable to pay any fees which are still outstanding.

A student who has exhausted the School's internal appeals procedures may refer the matter to the Office of the Independent Adjudicator (OIA) within 12 months of the School issuing a Completion of Procedures Letter. The OIA is an independent body established by the Government and funded by the university sector to run an independent student complaints scheme for universities in England and Wales.

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Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	The London Interdisciplinary School Terms and Conditions Student Conduct Policy and Disciplinary Procedures Student Complaints and Appeals Procedure Attendance Policy Academic Progress Policy Admissions Policy

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1	Hannah Kohler	21/02/2019	Original draft