

Student Admission and Enrolment Policy

Policy Number:	S5	Date Created:	March 2017
Responsibility:	Aspire2 Quality Director, Programme Manager, Registrar	Review Date:	July 2023
Approval:	Aspire2 Quality Director, Aspire2 Academic Committee	Version:	5
PTE Applicable to:	Cornerstone Education LTD (BMP) Naturopathic College of New Zealand.		

Purpose

To ensure that prospective 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 programme fees adhere to the annual maximum fee movement, fees are clearly stated and provided in writing prior to starting the programme.

To provide an effective and timely admission process for applicants seeking entry into programmes offered at the PTE who meet specified entry criteria and where no interview is required.

To make provision for formal interviews as a means of ensuring that applicants meet the specified entry and selection criteria:

Policy

- 1.1 The PTE will provide timely, accurate fee information according to the Tertiary Education Commission approved fees through STEO, and annual fee maximum movement. Up-to-date information regarding fees is provided that will assist students to make informed decisions when choosing their programme of study.
- 1.2 The PTE will provide timely, accurate and up to date information to inform students about programme fees, fees free funded opportunities and prospective student

- eligibility at enrolment. Where appropriate to the fund the PTE will ensure students understand the potential cost incurred, if fees free status changes after enrolment.
- 1.3 The PTE 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.
 - 1.4 The Registrar is responsible for entering all enquiries into the SMS Enquiries and intake database as they are received
 - 1.5 Enrolments are responsible for sending all requested information via post or email within two working days of the enquiry being entered into the SMS Enquiries database.
 - 1.6 The Registrar is responsible for receiving all programme applications, and entering the details into the SMS.
 - 1.7 The Registrar will send an acknowledgement of receipt of application to all other applicants.
 - 1.7 The Programme Manager assesses all applications where the entry criteria are not clearly met.
 - 1.8 Any applicant who identifies they have a disability on application or enrolment will be referred to the Programme Manager.
 - 1.9 The Registrar will send an acceptance email, and any additional material to applicants who meet the specified programme entry criteria.
 - 1.10 The Registrar will liaise with the applicant regarding any additional entry requirements and make arrangements for interviews or challenge tests if required.
 - 1.11 The Programme Managers are responsible for ensuring that entry and selection criteria are appropriate to the programme.
 - 1.12 Interviews with applicants for the purpose of selection will be documented.
 - 1.13 The Registrar will ensure that the applicant is emailed an acceptance letter and an enrolment pack (where appropriate) following an interview occurring and a decision being made to accept the applicant.
 - 1.14 Enrolments will ensure that all correspondence (verbal and written) to students regarding acceptance into programme is appropriate.
 - 1.15 Students will be required to provide evidence of identity at enrolment and disclose all prior study and qualifications gained prior to enrolment.
 - 1.16 Applicants who have been enrolled in the same course on two occasions and have not passed the course will be considered to be making insufficient progress in their study

and may not be permitted to enrol for a third time. Programme Manager will assess entry. Students are not permitted to enrol more than three times into a programme.

- 1.17 The Enrolments Team under delegated authority from the Registrar and Quality Assurance Manager or CEO may refuse to permit, or may cancel, the enrolment of a person as a student at the PTE on the grounds that:
- (a) The person does not have early exemption from MoE; or
 - (b) The person is under 16 years of age during the duration of the programme and will not gain early exemption from MoE; or
 - (c) The person is not of a good character; or
 - (d) The person has been guilty of misconduct or a breach of discipline; or
 - (e) The person is enrolled for full-time instruction in another institution or in a centre; or
 - (f) The person has made insufficient progress in his or her study or training after a reasonable trial at the PTE or at another institution.

Relevant Legislation

- Education and Training Act, 2020
- Māori Language Act, 2016
- Human Rights Act, 1993 and Human Rights Amendment Act, 2001