Cornerstone Education Limited aspire2 | Business Management Programmes

aspire2 Health & Wellbeing

Student Admission and Enrolment Policy

Responsibility:	Aspire2 Quality Director, Business Applications Manager, Programme Manager			
Approved by:	Academic Committee			
PTE Applicable to:	Cornerstone Education Ltd trading as: Business Management Programmes Aspire2 Health and Wellbeing			
Policy Number:	Policy Version:	Date Created:	Review Date:	Next Review:
3.1	5	March 2017	December 2025	December 2026

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.

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 Enrolments are responsible for entering all Enrolment Applications into the Student Management System as they are received.

1.5 Enrolments are responsible for responding to all enquiries or Enrolment Applications within seven working days.

1.6 The Programme Manager assesses all applications where the entry criteria are not clearly met.

1.7 Enrolments will send an acceptance email, and any additional material to applicants who meet the specified programme entry criteria.

1.8 The Programme Managers are responsible for ensuring that entry and selection criteria are appropriate to the programme.

1.9 Enrolments 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.

1.10 Enrolments will ensure that all correspondence (verbal and written) to students regarding acceptance into programme is appropriate.

1.11 Students will be required to provide evidence of identity at enrolment and disclose all prior study and qualifications gained prior to enrolment.

1.12 Applicants who have been enrolled in the same course on three 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 in the future without the Programme Managers approval. The Programme Manager will assess entry.

1.13 The Enrolments Team under delegated authority from the Manager of Enrolments and General 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 is under 16 years of age during the duration of the programme.

(b) The person is not of a good character; or

(c) The person has been guilty of misconduct or a breach of discipline; or

(d) The person is enrolled for full-time instruction in another institution or in a centre; or

(f) The person has made insufficient progress in their 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
- Privacy Act 2020.