



## Enrolment and Registration Policy

<b>Policy Title</b>	Enrolment and Registration Policy			
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<b>School</b>	London	<input checked="" type="checkbox"/>	Online	<input checked="" type="checkbox"/> Ibiza
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## **1. Introduction and Scope**

1.1. This policy outlines Point Blank's intent regarding student enrolment, module registration and the on-going maintenance of a student's record. It is applicable to all students (see the definition in paragraph 3, below) enrolling with Point Blank from 1 August 2021 onwards.

1.2. In order to participate in any course, students at Point Blank must be enrolled on their course and registered to the correct modules in order to:

- i. ensure that all students are encompassed within the full range of Point Blank academic and support facilities
- ii. allow for the timely confirmation of personal details and payment of tuition fees
- iii. ensure that students are aware of and agree to abide with the provisions of various policies, regulations and other notifications that are in force
- iv. provide Point Blank with assurance of the identity of its enrolled students
- v. ensure that students are registered on the correct modules for their course and can access facilities and undertake assessment as required
- vi. ensure that Point Blank is fully compliant with the requirements of its external stakeholders including the Office of Students, Student Finance, UKVI and professional bodies.

The term 'student' covers any individual eligible to participate in a Point Blank course, including distance learning and practical courses.

## **2. Enrolling with Point Blank**

2.1. All students should enrol at the beginning of the course and at the start of each progression point as notified by Point Blank. Students may be prohibited from enrolling in the following circumstances:

- Those who are debtors to Point Blank
- Students who have provided false or inaccurate information at application
- Students who have not completed the requirements stipulated by a study visa
- Students under investigation under another Point Blank policy

2.2. All students are required to complete a Point Blank Registration Form and book and attend a registration session to complete enrolment onto the course. During the registration session, student identity and

qualifications (Degree Students only) and payment will be checked. Students unable to verify the required documents or without evidence of funding will be assigned a temporary enrolment for a maximum of 14 calendar days.

### **3. Payment of Tuition Fees**

3.1. Students should enrol and pay tuition fees within 14 calendar days of the start of their course. In accordance with Point Blank Tuition Fee Policy, students who are not enrolled without approved temporary enrolment will lose access to Point Blank's facilities and the procedure to withdraw them from their programme of study will commence.

### **4. Identity Card**

4.1. Enrolled students receive a Point Blank Identity Card. This ID Card must be retained by students whilst on campus since it provides evidence of student status.

### **5. Identity Check**

All new students are required to have their identity checked within 14 calendar days of the start of their course. Scanned copies of Identity documents (see accepted document list in paragraph 8) should be uploaded to Point Blank registration page for identity verification purposes.

Documents that can be used to confirm a student's identity are scanned copies (or good quality photograph such that details are clearly visible) of:

- i. Current signed passport
- ii. Current UK or EEA photo-card driving licence
- iii. EEA member state identity card
- iv. Birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces) and current photo ID.

Students who do not complete this requirement may be withdrawn from their programme.

### **6. Qualification Check**

6.1. All students studying on a degree route are required to produce their original qualifications and load a copy of their highest entry qualification when completing the registration form. Students unable to produce the

required evidence will be allowed a temporary registration for 14 working days after which they will be deferred/withdrawn from the course.

## **7. Credits**

- 7.1. Students should register on the correct number of credits for their programme of study. For fulltime Undergraduates this typically means taking 120 credits a year Students must ensure that they register for credits appropriate for their mode of study in order to meet the rate-of-study requirements stipulated by funders.
- 7.2. Students will be assessed according to published assessment criteria for all modules on which they are registered according to Point Blank's student record system and published to students via Student Records Online, unless:
  - i. A request to withdraw from the assessment of a module due to extenuating circumstances is approved
  - ii. A request to 'Restart' a programme is requested and approved
  - iii. A request to withdraw from a module is made no more than 14 calendar days after the module's first timetabled activity.

## **8. Course enrolment**

- 8.1. Course and Module enrolment is booked either online or by telephone.
- 8.2. Practical students are booked onto courses via the sales team or via the website.
- 8.3. Degree Students are booked onto the course through the VLE or may also book over the phone.

## **9. Induction**

- 9.1. Following registration and enrolment all students should attend the induction week as part of the onboarding process to Point Blank.

## **10. Restarting a Course (Level 4 Students Only)**

- 10.1. Currently enrolled students studying at Level 4 (typically first-year Undergraduates) may request a change of course where they have determined that their original programme is no longer suitable. It is not possible to restart onto the same programme.
- 10.2. The request to 'restart' must be made and approved no later than 14 calendar days from the start of the academic year in which the new course commences.

- 10.3. Where a 'restart' is approved, the module results associated with the previous course will not be included in future academic progression decisions.
- 10.4. In changing course, all existing module results (including passed and failed modules) will be recorded on the new course record.

### **11. Discontinuation of Study: Withdrawal and Interruption of Studies at Student Request**

- 11.1. Students may wish to leave permanently leave their course or interrupt their studies on a temporary basis.
- 11.2. Those intending to permanently leave their course must discuss the matter with their Personal Tutor and seek support from the Student Support. Students should clarify the financial implications of leaving their course, and in particular on their tuition fee liability, as outlined in Point Blank's Tuition Fee Policy.
- 11.3. Students may request to interrupt their studies on a temporary basis. Interruption of studies is not an automatic right. Each request will be reviewed on a case-by-case basis considering the following:
- i. An interruption will be for a defined period (normally no longer than one academic year)
  - ii. The period of interruption still counts toward the maximum period of registration
  - iii. An interruption will usually coincide with natural breaks in the academic year or course delivery and the anticipated date of return must be established in accordance with this
  - iv. An interruption will not normally be approved for courses currently phasing-out or where a course is subject to curriculum amendment during the period of interruption such that a student's ability to resume their studies will be affected.
- 11.4. It is the student's responsibility to ensure that the consequences of interrupting studies/withdrawing are understood, particularly from the perspective of impact on academic progress, any fee liability, and responsibility to funders. Students will remain liable for tuition fees in accordance with the Tuition Fee Policy. The last date of attendance on the programme will be the date that the interruption/withdrawal is processed unless evidence is provided by the student that supports an alternative date.
- 11.5. Following withdrawal from a programme students will lose access to Point Blank's facilities.

## **12. Point Blank Initiated Withdrawal of a Student**

- 12.1. Enrolled students may be withdrawn from their course by Point Blank in the following circumstances:
- i. where there is little evidence of attendance and engagement with studies;
  - ii. where at any time within a student's period of study their immigration status becomes invalid (e.g., their leave to remain in the UK expires or is revoked);
  - iii. as the result of being in tuition-fee debt to Point Blank;
  - iv. as a result of disciplinary action by Point Blank which results in a requirement for the student to withdraw from Point Blank
  - v. as a result of academic failure which is confirmed by a Board of Examiners
  - vi. as a result of a breach in the Student Contract or one of the policies referred to in the Contract
  - vii. as a result of the failure to complete the Identity Check requirements or enrol on their course within the stipulated time.

## **13. Point Blank Initiated Interruption of Studies**

- 13.1. Enrolled students may be required by Point Blank to interrupt their studies in the following circumstances:
- i. as a result of an allegation of misconduct under the Student Disciplinary Procedure;
  - ii. where an allegation has been made under the Student Disciplinary or Fitness to Practice Procedures which suggests that there may be a mental health issue or otherwise, and where the student's behaviour is causing distress or concern to other students or staff.
- 13.2. Students may appeal against the decision to withdraw them from their programme by following the Academic Appeals Procedures.