



Admission & Enrolment Procedures

1. Purpose

- 1.1. The purpose of this document is to outline Unitec's procedures for Admission and Enrolment and to ensure our students are treated fairly and consistently in regards to all Admission and Enrolment matters.
- 1.2. The Admission & Enrolment Procedures document is consistent with relevant New Zealand legislation and should be read alongside the Admission, Enrolment and Fees Policy (**AEF Policy**). In the event of any inconsistency between the Admission and Enrolment Procedures and New Zealand legislation, the relevant legislative provisions will prevail. In the event of any inconsistency between these procedures and the AEF Policy, the AEF Policy shall prevail.

2. Scope

The Admission and Enrolment Procedures are relevant to all:

- 2.1. Applicants to Unitec; and
- 2.2. Students and Staff of Unitec; and
- 2.3. All Programmes, Courses and Qualifications; and
- 2.4. Applications and Enrolment; and
- 2.5. Application formats including online and paper applications.

Note: For the purpose of these procedures, the terms Programme, Courses and Qualifications as stated in 2.3 are deemed to include all Unitec educational offerings (including Programmes, training schemes, unit standards, training and Short Courses) unless expressly excluded.

Note: For the purpose of these procedures, all expressions in capitals in this document have the meaning set out in Paragraph 20.

3. Procedures

Programme Regulations

- 3.1. The Admission requirements for all Programmes are as set out in the relevant Programme Regulations.
- 3.2. All Programmes must have NZQA and/or Academic Board approval before being offered to applicants.
- 3.3. To be admitted to any Course or Programme an applicant must provide acceptable evidence of meeting the criteria for entry.
- 3.4. Students may, where provided for in Programme Regulations, be admitted to any appropriate point of a Programme with cross credits or assessment of prior learning on the payment of any prescribed fee set and application completed.
- 3.5. Selection will be made by Unitec staff members with the delegated authority to offer places to applicants.

4. General Provisions

4.1. To be admitted to Unitec as a Student, an applicant will be required to produce evidence of their:

- a) Full legal name; and
- b) Date of birth, and
- c) Current Citizenship (whether Domestic or International) or Permanent/Residency visa and;
- d) Any other evidence of identity relevant to their enrolment.

4.2. The evidence required in Paragraph 4.1 above must be an original and/or true certified copy of any of the below:

- a) The original birth certificate; or
- b) The relevant pages of a passport; or
- c) A Certificate of Citizenship; or
- d) A Certificate of Identity from Immigration New Zealand if the Student is a refugee.

4.3. Where an applicant is unable to obtain a birth certificate, a whakapapa statement signed by both the applicant and Kaumātua may be accepted if confirmed by the Tertiary Education Commission.

4.4. Where an applicant is enrolling in Unitec for the first time, even where the applicant is new to tertiary, their identity must be verified even if the applicant has an active National Student Number (NSN).

4.5. For subsequent Enrolments at Unitec, a Student's identity needs to be confirmed using the Student's NSN and a photo identification document or via their use of their system login to their Student Portal.

4.6. Certified evidence of an applicant's identity will be recorded and need only be supplied once to Unitec. Where the applicant is enrolled, Unitec reserves the right to retain a record of this evidence indefinitely for the purposes of validating a Student's identity.

4.7. Enrolments for all Programmes and Courses will be recorded in Unitec's Student Management System.

5. Name Change

5.1. Where an applicant, or an enrolled Student has had a change of name since the issue of any document listed in 4.2 above, and they are using this document as evidence of their identity, the applicant or Student must provide Unitec with an original and/or true Certified Copy of any of the below:

- a) Marriage Certificate; or
- b) Dissolution of Marriage Certificate; or
- c) Name Change Certificate (For Persons Whose Births Are Not Registered in New Zealand); or
- d) Statutory Declarations as issued by the Registrar of Births, Deaths, and Marriages; or
- e) Birth Certificate.

5.2. The requirement set out in paragraph 5.1 also applies to applicants who produce evidence of admission requirements (e.g. transcript) in a different name to the identification document supplied to Unitec.

5.3. Any applicant or Student who is required to produce the evidence outlined in Paragraph 5.1 above, and fails to do so, will not be enrolled at Unitec.

6. Students under 16 years of age

6.1. Unitec may refuse to accept applicants younger than 16 years of age unless:

- a) Unitec is satisfied the applicant is capable of completing the academic requirements of the Courses or Programme that the applicant is seeking to enrol in; and
 - b) The applicant has a school exemption certificate from the Ministry of Education; and
 - c) If the applicant is, or will be, enrolled in a secondary school at the time the Programme or Course starts, the Student's Principal has signed a letter that approves the Programme or Course and that either specifies that;
- the student is not required to be absent from school during school hours; or
 - where the applicant is required to be absent from school during school hours for more than five hours per week, the school will seek reduced funding for the student from the Ministry of Education.

7. Admission Restrictions

7.1. Unitec may restrict the Admission of applicants through:

- a) Minimum entry standards for Programmes, qualifications or Courses;
- b) Setting Admission limits in line with the Student Achievement funding cap;
- c) Insufficient staff, accommodation or resources; and
- d) Other grounds as dictated by relevant government agencies.

7.2. As per the Education Act 1989, no International Student may be enrolled in any Programme or Course if the student's enrolment would have the effect that a Domestic Student who is entitled to enrol in the Course or Programme, and has applied for enrolment, would be unable to be enrolled.

7.3. Where a Programme and/or a Course requested by an applicant is not available or is not suitable in the light of the applicant's prior learning, Unitec reserves the right to offer alternative Programme(s) and/or Course(s) where possible.

7.4. The Executive Dean Academic (or their delegate) may determine the maximum number of Students who may be enrolled in a particular Class, Course or Programme in a particular year or semester.

8. Late Application/ Enrolment

Where an applicant submits an application for Enrolment in a Programme or Course(s) after the Class Start Date, or other date defined in the Programme Regulations or Programme handbook, an Academic Programme Manager (or their delegate) may approve the application if it considers that a late Enrolment will not seriously disadvantage the applicant's chance of success in the relevant Course.

9. Refusal or cancellation of enrolment

9.1. Notwithstanding any provision in Unitec's Student Disciplinary Statute or other regulations and policies:

- a) If any information provided by or on behalf of an applicant or Student in relation to any application or other process is found to be false or misleading, or
- b) If the necessary documents (or Certified Copies) to confirm identity, citizenship and evidence of meeting the criteria for entry to the Course or Programme are found to be inadequate, Unitec reserves the right to review the application or process and, where appropriate, to suspend a Student's place in a Programme or Class or to cancel a Student's Enrolment.

9.2. In exceptional circumstances, the Head of School reserves the right to cancel, and/or postpone Classes and/or Courses. In such cases, Unitec will endeavour to:

- a) Provide an alternative Class / Course for the Student; or
- b) Defer the Student's study; or
- c) Transfer the Student to an alternative provider (with the Student's agreement); or
- d) Refund 100% of the amount paid by the Student for the Class/Course in question.

9.3. Unitec accepts no liability for any direct or indirect consequential loss incurred by the Student.

9.4. International Students are reminded to refer to section 5 of Unitec's Contract of Enrolment Terms and Conditions when considering their rights under New Zealand law. All students are reminded of Unitec's Student Complaints Resolution Policy and Procedures.

9.5. Where a Student is enrolled in a Course/s and the timetable is changed after enrolment, and the Student is no longer able to attend as a consequence of this, Unitec will endeavour to provide an alternative Course that meets the Student's requirements or will cancel the Student's Enrolment and fully refund the Student's fees.

9.6. Where a Student has not confirmed Enrolment by:

- a) Payment of fees; or
- b) A confirmed Student loan application; or
- c) Producing a signed approval from an employer or other approved third party linked to a third-party contract,

by the due date for payment, the Head of School has the right to cancel the Student's Enrolment in order to make places available to other Students waiting to take up places. Where Enrolment is not cancelled, the amount owing by the Student will be recovered in accordance with Unitec's Accounts Receivable Procedures.

10. Re-enrolment

10.1. Where a Student wishes to enrol into a Course that they have previously failed twice, the Student must request approval by completing and submitting an 'Application for Third Time Enrolment Form.' These application forms can be obtained from Student Central.

10.2. If a Student fails to achieve at least 50 per cent of the credits that they are enrolled in in any 12-month period then the Student cannot automatically re-enrol in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.

10.3. When calculating the 12-month period in 10.2 above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.

10.4. Students who have outstanding fees on their accounts will have their access to re-enrol removed. Students should follow processes as per Unitec's Fees & Refunds Procedures Paragraph 5 to assist with their re-enrolments.

10.5. Postgraduate Students who have been given an extension after their enrolment period finishes and who require access to specific student services and facilities to complete their thesis, will need to make a request to their supervisor for a reinstatement of access to these services for a period of 90 days.

11. Student responsibility

11.1. Where a Student has enrolled in a Course(s)/Class (es) and it eventuates that the Student has enrolled in a Course(s)/Class (es) which they are unable to attend, the Student must apply to change their Enrolment to alternative Course(s)/Class (es). Refer to Section 16

- 11.2. Where a Student has enrolled in a semester before all results are known and it subsequently eventuates that the Student has not passed prerequisite Courses for progression, or met other requirements set out in the Programme Regulations, the Student must change their enrolment to meet the mandatory requirements of the relevant Programme Regulations. If the Student fails to change their enrolment, Unitec reserves the right to cancel such Enrolments.
- 11.3. Final responsibility for Enrolment choices sits with Students. It is the Student's responsibility to check their student portal to ensure that they have enrolled in all courses required to complete their Programme according to the Programme Regulations and the Student's Study Plan. Unitec staff will provide guidance and advice to Students to assist with suitable choices to be made. If the Student is in any doubt, they must confirm with the Admission and Assessment team.

12. Certificate of Proficiency

- 12.1. A Student may be enrolled in a Course on a Certificate of Proficiency basis where:
- a) The completion of the Course is to cater for individual needs and the Student is not currently enrolled in any Programme; or
 - b) The Student is currently enrolled in a Programme, but the Course concerned is not an elective within that Programme and will not contribute in any way towards achieving that Qualification.
- 12.2. Applications to enrol in a Course on a Certificate of Proficiency basis must be approved by the relevant Academic Programme Manager of which the Course forms a part. The Programme Regulations for that Programme shall apply.
- 12.3. A Student who has attained credit for a Course on a Certificate of Proficiency may apply at any time to have that credit credited to a qualification on the condition that the credit recognition requirements set out in the relevant Programme Regulations are met.
- 12.4. Certificate of Proficiency Courses are only offered for level 4 – 7 Programmes.
- 12.5. International Students completing Certificate of Proficiency Courses must have a valid visa that covers the period of study.

13. International Students

- 13.1. All first time International Students will be charged a Non-refundable Enrolment fee as stated on their offer of place.
- 13.2. All Students studying at Unitec on an approved visa must also provide evidence of their ongoing eligibility to study every time their enrolment is extended or when there are changes to their visa conditions.
- 13.3. All Students studying at Unitec on a Permanent Residency/Residence Visa must also provide evidence of their eligibility to study when there are changes to their visa conditions.
- 13.4. International Students may only be enrolled in Programmes approved for International Students.
- 13.5. Enrolment will only take place once a formal unconditional offer of place has been issued and accepted.
- 13.6. Fundamental terms of the contract of enrolment of an International Student are that they have:
- a) An appropriate visa valid for the duration of the study period they have been enrolled in as per the Student's offer of place; and
 - b) Appropriate medical and travel insurance that meets the requirements of the Code of Practice for the Pastoral Care of International Students. Unitec facilitates the provision of insurance that meets these requirements, but Students must advise the insurer of any pre-existing condition within 31 days of the policy being placed with the insurer.

- 13.7. **For new International Students** - Where Unitec facilitated insurance is not being used, Students must provide proof of coverage from an insurer on the list of Unitec approved insurers, and the full policy wording in English, by the first day of the month in which the Student's Programme starts.
- 13.8. **For Continuing Students** - Where Unitec facilitated insurance is not being used, Students must provide International Student Support Services with proof of continued coverage at least 14 days prior to the expiry of their current policy.
- 13.9. All International Students must as soon as practicable after their acceptance of an offer of place, and any subsequent extension of their enrolment, present their visa details to Unitec for approval.
- 13.10. Any International Student who does not present their visa and insurance details to Unitec as above will:
- a) Not be considered enrolled; and
 - b) Have a Negative Service Indicator (NSI) added to their Student record denying them access to Unitec Services; and
 - c) Be reported to Immigration New Zealand in relation to their visa condition.
- 13.11. Unitec will ensure outcomes of The Code of Practice related to International Students under 18 years of age are met.
- 13.12. Any documents to satisfy entry requirements that are provided to Unitec that are translated into English need to be provided in conjunction with the original version for Unitec to verify the original documents.
- 13.13. Where a student takes a leave of absence that is longer than that permissible under the Programme Regulations, the student may be required to re-enroll. At the time of re-enrolment, the student must provide evidence that they meet Unitec's English Language Requirements. Students must review the evidence that they originally provided and ensure that it remains valid. This is because the internationally recognised English proficiency tests must have been achieved within the two years preceding the date of re-enrolment.
- 13.14. Returning International Students must ensure they have a current offer of place for the Programme in which they are enrolling. Failure to have a current offer of place may result in cancellation of their Enrolment.

14. Short Course Eligibility – International Students

- 14.1. An International Student currently enrolled in a formal Programme at Unitec and holding a valid Student visa can enrol in a Short Course provided that it does not conflict with their approved Programme.
- 14.2. People admitted into New Zealand on a work visa can enrol in a Short Course. The Student will be classified as an International Student and so must have medical and travel insurance cover in place for the period of study which satisfies the requirements of the Code for the Pastoral Care of International Students.
- 14.3. People admitted into New Zealand on a visitor's visa can only be enrolled in Short Courses, or multiple Short Courses, where the total enrolment duration does not exceed 12 weeks and is aligned to their visitor's visa conditions. The Student will be classified as an International Student and so must have medical and travel insurance cover in place for the period of study which satisfies the requirements of the Code for the Pastoral Care of International Students.
- 14.4. Any International Student wishing to study for a total combined duration exceeding 12 weeks must have a Student's visa.
- 14.5. No Student shall be enrolled in a Short Course without having paid any prescribed fee.

15. Changes to Enrolment

- 15.1. All Change Enrolment Requests must be submitted no later than The 10% Date.
- 15.2. Students wishing to make a change to their Course(s) or major for which they have been enrolled must submit a Change Enrolment Request form using student self-service providing a valid reason for this change to support their request.
- 15.3. Students wishing to change the Programme(s) for which they have been enrolled must withdraw from their Programme and apply for a new Programme by completing a Change Enrolment Request form.

- 15.4. Students wishing to change their class to a different class under the same Course, will not incur any fees or penalties to their Academic record (s) regardless of when the Change Enrolment Request form is submitted.
- 15.5. Any fees associated with a Change to Enrolment (outlined in the Fees and Refunds Procedures Document in Paragraph 5) will depend on:
- a) Whether the Student is Domestic or International; and
 - b) At what point in time the Student withdraws.
- 15.6. Unitec reserves the right to decline a Change Enrolment request.
- 15.7. International Students wishing to change their major (plan) or change to part-time study must consult with International Student Support Services first to discuss how/if this may impact the Student's visa and insurance.

16. Withdrawals

- 16.1. Students wishing to withdraw from their Programme, Class or Course must provide notification by completing and submitting a Change Enrolment Request form or providing Unitec Advice in Writing (see definitions).
- 16.2. The effective date for processing any withdrawal will be the date the Change Enrolment Request form is submitted, or Advice in Writing is received by Unitec.
- 16.3. When a Student withdraws, their Programme, Course and/or Class status will be marked appropriately as per the refund tables outlined in the Fees and Refund Procedures.
- 16.4. When a Student has stopped engaging and/or attending Class(es), all reasonable efforts will be made to contact the Student to determine whether they intend to continue their studies. The Head of School may approve the withdrawal of any Students who have stopped engaging and/or attending Class(es). This will be categorised as an administrative withdrawal.
- 16.5. Withdrawals advised prior to the Class Start Date will have their Enrolment in such Courses cancelled completely.
- 16.6. Any outstanding fees will be charged in accordance with the Fees and Refunds Procedures.
- 16.7. A Student wishing to apply for a leave of absence must follow the guidelines in the relevant Programme Regulations.
- 16.8. Where a Student's Application for Assessment of Prior learning or Cross Credit/Credit Recognition for the Course has been accepted after the Course has started, Unitec will withdraw the student and they will be entitled to a full refund for the relevant Course. Unitec reserves the right to off-set any amount owing by the student in relation to the Assessment of Prior Learning or Cross Credit/Credit Recognition against any amount owing by Unitec to the Student.
- 16.9. All International Students who wish to withdraw from a Programme must consult with the International Student Support Services first to discuss how/if this may impact the student's visa and insurance; if required they may then submit a Change Enrolment Request Form.

17. Consequences of withdrawal

- 17.1. The Refund Summary Tables (in the Fees and Refund Procedures outlined in Paragraphs 6 & 7) summarises:
- a) The amount (if any) of the refund Student's will be entitled to; and
 - b) What will be applied to the Student's Academic Record.
- 17.2. Immigration New Zealand will be notified of withdrawals made by International students.

18. No Shows

18.1. Unitec's "No Show" Policy applies across all Programmes / Courses that a Student is enrolled in. If a Student does not attend any Classes for one Course they are enrolled in but does attend Classes for another Course they are enrolled in, then the student is not a "No Show" as they have attended Class.

18.2. Students who are enrolled and have not formally withdrawn in writing or via a Change Enrolment Request form can only be considered "No Shows" if they have not:

- a) Signed an attendance register; or
- b) Attendance is recorded in SEAtS; or
- c) Submitted Course work or other forms of assessment; or
- d) Accessed Moodle or any of the electronically based class material after the Class Start Date.

18.3. Students identified as "No Shows" will be administratively withdrawn.

18.4. All No Shows must be identified within 30 days of the Class Start Date and processed within 60 days of the Class End Date in the year in which the Student was enrolled.

18.5. If, due to exceptional circumstances, a No Show is identified subsequent to this date, the withdrawal must be approved by the Executive Dean Academic or their delegate.

18.6. If at any time evidence is provided that a Student has attended Classes or taken actions as per Paragraph 18.2 but has not paid their fees, Unitec reserves the right to pursue collecting the debt for the relevant Enrolment.

19. Responsibilities

Role	Responsibilities
Head of School	▪ Approve Cancellation of Classes as per Paragraph 9.2 ▪ Approve Cancellation of Student Enrolments as per Paragraph 9.6 ▪ Approve Administrative Withdrawals as per Paragraph 16.4. ▪ Exclude Students from a Programme as per Paragraph 10.2
Executive Dean Academic	▪ Determining the maximum number of Students who may be enrolled in a particular Class, Course or Programme in a particular year or semester as per Paragraph 7.4 ▪ Approve retrospective No Shows as per Paragraph 18.5
Academic Programme Manager	▪ Approve late applications as per Paragraph 8 ▪ Approve relevant applications to enrol in Courses on a Certificate of Proficiency as per Paragraph 12.2 ▪ Approve re-enrolment as per Paragraph 13.13

20. Definitions

Date Definitions

Term	Definition
Class Start Date	The date on which a given Class in a Course is to be delivered, as recorded in the Student Management System. This date is relevant for Study link purposes and for the purpose of calculating The 10% Date.
Class End Date	The official date recorded in the Student Management System that a given Class ends for the course duration. For the purpose of calculating The 10% Date, the Class End Date will be deemed the Sunday after the last Class for the Course.
The 10% Date	The date which is 10% of the way through a Course as calculated by reference to the number of days from the Class Start Date to the Class End Date. For double semester courses where the course consists of two components – Semester A and Semester B, The 10% Date is defined as 10% of the duration of Semester A + 10% of the duration of Semester B.

All other Definitions

Term	Definition
Admission	The process of being assessed and approved for participation in a Programme, training scheme or Course.
Advice in Writing	The following methods of communication sent by a Student will be considered by Unitec to be Advice in Writing for the purposes of this Policy provided that the Student's full name and Unitec Student ID Number are specified in the communication: a) A signed and dated communication on paper; b) An email from the student's email address recorded in the Student Management System; or c) Entering a self-service information change or request via the Unitec Web self- service system. The following methods of communication from a Unitec staff member to a Student will be considered to be Advice in Writing for the purposes of this Policy: a) An email to the student's email address recorded in the Student Management System; or b) Correspondence posted to the Student's mailing address recorded in the Student Management system; or c) A text message to a mobile phone number recorded in the Student Management system. Any communication under this Policy will be deemed to have been received: a) 3 Working Days after the date of mailing if sent by ordinary post within New Zealand or 10 Working Days if sent from overseas; b) If sent by email, on the date it enters the recipient's mailing system; c) If sent by text, when noted as successfully sent on the sender's phone; d) At the time of delivery if delivered by hand.
Attendance	The physical attendance at a defined Class or virtual online attendance through engagement with online Class and content.

Certified copies	A copy of the original document that has been: a) Sighted and signed by an authorised person as listed in the Oaths and Declarations Act 1957. This includes a Barrister or Solicitor of the High Court, a Justice of the Peace, a Notary Public, a Court Registrar or Deputy Registrar, a Member of Parliament, or a Land Transport Safety Authority, Public Trust, or local authority employee designated for this purpose; or b) Made by a staff member in Unitec's Student Central who has photocopied the document/s and certified, stamped and signed the copy. Student Recruitment staff are also able to certify original documents.
Class	A component of a course e.g. a lecture stream.
Course	A self-contained block of study made up of Classes in specific disciplines. A specified Course or collection of Courses forms a Programme or training scheme. A course may also be referred to as a paper, module or unit of study.
Domestic Student	Has the same meaning as set out in the <u>Education Act 1989</u> and in broad terms includes a person who is: a) A New Zealand citizen; or b) The holder of a residence class visa granted under the Immigration Act 2009 who satisfies the criteria (if any) prescribed by regulations made under the Education Act.
Enrolment	The process of allocating a place in a Programme/Course to an eligible student.
Fees	Fees charged by Unitec, including but not limited to tuition fees, resource fees, student services fees, course compulsory costs and administration fees but excludes any non-refundable enrolment fee.
International Student	Has the same meaning as set out in the Education Act 1989 and in broad terms includes any student who is not a Domestic Student.
International Student Support Services	Unitec's dedicated team in supporting our International Students. The team can be reached <u>here</u> . Alternatively an <u>appointment</u> can be made to speak with them at Unitec's Mt. Albert Campus.
Negative Service Indicator (NSI)	A code that is added to a Student's record on the Student Management System to prevent access to various Unitec systems, functions and services.
No Show	Students who are enrolled and have not formally withdrawn in writing or via a Change Enrolment Request form can only be considered "No Shows" if they have not: a) Signed an attendance register; or b) Attendance is recorded in SEAtS; or c) Submitted Course work or other forms of assessment; or d) Accessed Moodle or any of the electronically based class material after a Class Start Date.
Programme	A programme of study or training leading to a qualification listed on the New Zealand Qualifications Framework. A programme is made up of one or more Courses.
SEAtS	Unitec's attendance tracking application.
Short Courses	Study or training that is neither a Programme nor a Training Scheme. Short courses are typically not TEC funded.
Third Party	Any person or organisation (other than the Student themselves, TEC or Study Link) that will be paying for a Student's Fees.
Student Central	One of Unitec's frontline centres where Students can seek advice on Programmes and Courses and make payments to the cashier. There is a frontline centre located at Unitec's Mt Albert Campus and Unitec's Waitakere Campuses.

Reference Documents

- [Education Act](#)
- [NZQA](#)
- Fees and Refund Procedures **
- Admissions, Enrolment and Fees Policy **
- [Student Disciplinary Statute](#)
- [The Education \(Pastoral Care of International Students\) Code of Practice 2016 \(Code of Practice\) Admission Requirements Procedure](#)
- [International Terms and Conditions](#)
- Relevant Programme Regulations (Available on the [Unitec Website](#) under the Programme Overview for each Programme)
- Oaths and Declarations Act 1957
- [Student Complaints Resolution Policy and Procedures.](#)

Approval Details

Version number	1	Issue Date	November 2019
Version History	New Procedure created after the formal periodic review of the Admission, Enrolment and Fees Policy		
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Procedure Sponsor (Has authority to approve minor amendments)	Executive Director - Partnerships & Student Recruitment, Office of the Chief Executive	Procedure Owner:	Director - Enrolments & Academic Operations
Contact Person	Chantelle Daniels	Date of Next Review	November 2020

