

## Third Time Enrolment Application

Objective	Identify if a student is eligible to study a course for the third time after two unsuccessful attempts
What are the first steps	Student must submit a Third Time Enrolment Application which needs to be approved by the APM responsible for the particular programme
What to do next	<b>When COE has just been submitted (performed in Step 1 of COE)</b>
	Ensure that student has attached and filled out the Third Time Enrolment Application
	<b>If the student has not attached the Third Time Enrolment Application (performed in step 1 of COE)</b>
	Contact the student and give them a timeframe of 24 hours to attach the form
	<b>If the student has provided the Third Time Enrolment Application (performed in step 1 of COE)</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes</li> <li>2. Identify the correct Academic Programme Manager</li> <li>3. Assign COE to step 4 for approval</li> </ol>
	<b>When change request has been assigned for line approval (step 4 of COE) and <u>CAN BE</u> approved</b>
	<ol style="list-style-type: none"> <li>1. Ensure all requirements have been met</li> <li>2. Make relevant notes supporting approval of third time enrolment</li> <li>3. Assign COE to step 5 for processing</li> </ol>
Policy Link Information	<b>When change request has been assigned for line approval (step 4 of COE) and <u>CANNOT BE</u> approved</b>
	<ol style="list-style-type: none"> <li>1. Make relevant notes supporting the reason for decline</li> <li>2. Decline COE</li> </ol>
Who can you escalate to?	
Work Instructions	