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	**When COE has just been submitted (performed in Step 1 of COE)**
	Ensure that student has attached and filled out the Third Time Enrolment Application
	If the student has not attached the Third Time Enrolment Application (performed in step 1 of COE)
	Contact the student and give them a timeframe of 24 hours to attach the form
	If the student has provided the Third Time Enrolment Application (performed in step 1 of COE)
	1. Make relevant notes 2. Identify the correct Academic Programme Manager 3. Assign COE to step 4 for approval
	When change request has been assigned for line approval (step 4 of COE) and CAN BE approved
	1. Ensure all requirements have been met 2. Make relevant notes supporting approval of third time enrolment 3. Assign COE to step 5 for processing
	When change request has been assigned for line approval (step 4 of COE) and CANNOT BE approved
	1. Make relevant notes supporting the reason for decline 2. Decline COE
Policy Link Information	
Who can you escalate to?	
Work Instructions	