

No Show type

- The No Show process is run by Enrolments Administration.
- The Unitec definition of a No Show is a student who has not attended or engaged in any of their enrolled courses for that semester.

For example, a student who is enrolled in two or more courses for semester one and has not attended one of them cannot be considered as a No Show.

What are the main points you need to know about the no show process and how it relates to a change enrolment request?

1. To support student success outcomes, it is important to ensure all attendance records are true and correct at all times.
2. Student No Shows have a financial implication to the schools and institute. They represent a full refund back to the student.
3. To qualify as a No Show the Student must not have attended ALL of their courses.
4. If they have attended some of their courses – this would then need to be raised as an admin withdrawal.
5. Unitec must be able to demonstrate an attempt at contacting the student to qualify as a no-show request.

The Enrolments Administration team will:

1. Attempt the First and second contacts with the student
2. Third and final contact is made with their Academic Programme Manager to confirm if the student is indeed a no show.

Once all actions have been taken the Enrolment Admin team will create a Change Enrolment request and will have delegated authority to approve these requests on behalf of Unitec