

Third Time Enrolment

A Third Time Enrolment type relates to a student who requires permission from their Academic Programme Manager to enrol in the course for a third time in order to be able to successfully complete this course.

When approving these requests, it is important to consider the following:

- A supportive pathway plan that will help the student successfully achieve this course.
- The student's **proven capability** to successfully achieve this course.
- **Any possible implications** that will affect the student from achieving success.
- If the enrolment into the course affect the student's current papers in any way.
An example of this will be a time clash.

The request must be submitted by the student on the Third Time Enrolment form and attached to the change enrolment request.

It is important to note that a change request cannot proceed without a completed and approved form that is attached. Where a form has not been attached a student will be given 24 hours' notice to upload this to the change request otherwise the job will be cancelled.

A completed and approved form supports the enrolment into the course however will still require line approval from the APM and any relevant notes that supports this approval.

Clear notes by the APM will need to be provided in the change request that supports either the approval or decline of the course. The student will be notified via email upon a change request being declined.