

Approval – Third Time Enrolment Request

Objective	Identify if a student is eligible to study a specified course for the third time.
What are the first steps	1. Student must attach the Application for Third Time Enrolment form which needs to be approved by the APM responsible for the programme. 2. Continue with required checks as per your step
What to do next	Step One Actions:
	Step One Actions: COE request has just been submitted
	1. Ensure that student has attached and filled out the application third time enrolment: a. If Yes Make any relevant notes Continue with COE Checks for Step 1 b. If No Send student correct application form Assign Call back date for 24hours
	Step Four Actions
	Step Four – All Documents have been received and CAN BE approved
	1. Review Application form 2. Ensure all requirements have been met 3. Make relevant notes supporting the approval of third time enrolment 4. Provide any additional approvals as required 5. Assign COE to step 5 for processing
	Step Four – All Documents are received and request is declined
	1. Make relevant notes for decline 2. Decline COE
Policy Link Information	• Admissions, Enrolments and Fees Policy
Who can you escalate to?	• Team Leader – Enrolment Administration • Operations Manager – Enrolment Processing
Work Instructions	• tbc