



**Cheshire College  
South & West**

## **CCSW Academic Regulations – Part D**

### **Enrolment and Registration for Taught Programmes**

#### **Enrolment**

- All students who wish to undertake a programme of study with the College are required to enrol. Enrolment is the process by which students commit themselves to become members of the College, and to abide by its regulations, procedures and Code of Conduct.
- Students cannot enrol until they have demonstrated that they meet the entry requirements for their chosen programme, and have been formally accepted onto that programme. At enrolment students confirm the modules which they wish to study<sup>1</sup>. Enrolment will normally take place at the start of the academic year but may, with the approval of the relevant programme Assistant Director, take place at any time. All continuing students are required to re-enrol before the start of each academic year.
- In order to enrol, the student must either pay the appropriate tuition fee, or provide satisfactory evidence that the fee will be paid by a sponsoring body. Students are not permitted to attend classes until enrolment has taken place and appropriate evidence of student tuition fee funding has been confirmed with Finance.
- Students are advised that the College reserves the right to cancel courses but will give good reason for doing so.
- In the event of a course being cancelled, for example due to low enrolment numbers, the student will be given appropriate information, advice and guidance on other potential courses that may be appropriate and the enrolment may be transferred to the substitute course, alternatively, the student's enrolment will be cancelled and the student will be entitled to a refund of any fees paid in accordance with the terms and conditions of the Tuition Fee Policy.
- Students are advised to read the Tuition Fees Policy carefully; particular attention is drawn to the note concerning withdrawal from the course and how this impacts on the calculation of outstanding fees the student may then owe for the remainder of the academic year.
- Students are required to confirm that the personal details held by the College are correct, and to notify MIS of any subsequent changes.
- Enrolled students whose registration on their approved programme of study has been terminated on the grounds that they have committed an academic offence, or on

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<sup>1</sup> Subject to availability of the choice of modules

grounds related to the provision of information set out below, will have their enrolment cancelled and will not be permitted to apply for re-enrolment until at least a full calendar year has elapsed. In considering applications for re-enrolment in these circumstances the College will normally require from the applicant a written declaration (in the form of the 'Student Contract') that they understand the College's Academic Regulations and or Code of Conduct governing the offence they committed and that they undertake to comply with the regulations in future.

- Students who have committed a serious disciplinary offence and who in consequence have had their enrolment as members of the College cancelled will not be permitted to apply to re-enrol until a period of time specified at the disciplinary hearing has elapsed. In considering applications for re-enrolment in these circumstances the College will normally require from the applicant a written declaration that they understand the College's Code of Conduct and Disciplinary Procedure and undertake to comply with the Code in future.

## Registration

- Registration is the process by which students undertake to pursue an approved programme leading to a recognised award. Students must register for the programme to which they have been admitted.
- Students are required to declare during registration if they are registered for an award with any other academic institution. The College may decline to register such a student if it is judged that this circumstance will make it unlikely that the student would successfully complete the programme for which s/he is applying.
- Students may not normally register concurrently for more than one programme leading to a recognised award unless the award is approved (for example, registering for a GCSE in Maths or English or undertaking a Higher Apprenticeship and enrolling and registering for two part time awards such as an HNC and a NVQ level 4). In such instances the College may exceptionally permit a second registration if it can be demonstrated that the second programme supports and will significantly contribute to the main programme.
- The College reserves the right to terminate the registration of any student who has failed to disclose information material to the proper consideration of their application for or continuance on their programme of study, or who has presented misleading or false information in applying for their programme of study.
- A student whose enrolment has been cancelled because of an academic and / or serious disciplinary offence may not be registered for a programme of the College unless and until re-enrolment has been permitted after the lapse of the prescribed period. If re-enrolment is permitted, the student will not normally be allowed to re-register for her/his original programme but a request may be consider under exceptional circumstances.

## Enrolment on College Programmes - Rights and Responsibilities

- **Students:** Within the limits imposed by the programme specification and guided by other programme and College documentation, it is the student's right to enrol for the

combination of modules<sup>2</sup> appropriate to her/his individual circumstances or intended route to qualification for an award. Restrictions can be imposed for managerial or logistical reasons. Students will confirm, in signing the Learning Agreement, to indicate that they accept responsibility for their selection.

- **Staff:** It is the responsibility of the programme / Course Team Leader to ensure that all the materials necessary to make informed and appropriate programme and module selections are made available to students. It is the responsibility of the programme team to ensure that individual counselling is made available to students, including advice and guidance on the benefits and risks associated with different routes to qualification. Tutors are not responsible for approving module selections. Whilst programme teams may wish to confirm the choices made by students, a tutor's signature should not be taken as signifying approval, and is not formally required for enrolment on the programme to which a student has been admitted.

### **Amendments to Programmes of Study**

- Subject to the availability of places, students may change programmes or modules for which they are enrolled. Any such changes must normally take place within the first two weeks of teaching. Changes after this deadline will only be considered in exceptional circumstances and require the written approval of the receiving Programme/Module Leader.
- There is the requirement for academic approval of a module change. Module changes may not be approved if there is an alteration to the award for which the student is registered, or a change in the mode of attendance.
- An amendment to a student's programme is not valid until the appropriate documentation has been completed and submitted to MIS. A student's performance in a module for which s/he is not enrolled will not be credited to that student.

### **Transfer between Programmes**

- Students may transfer from one programme to another, subject to the approval of both programmes concerned. Transfers necessitate change to both the recorded enrolment and the registration for an award via MIS.
- Students on undergraduate programmes have the right to transfer to another programme if all the following conditions are satisfied and the partner HEI approves in accordance with its regulations:
  - The student's qualifications are comparable to those of other students on the programme to which s/he wishes to transfer.
  - If the programme is professionally based, the student possesses the attributes required for entry.
  - The programme is not oversubscribed.

### **Withdrawal from a Programme of Study and Termination of Registration**

- A student may withdraw from a programme at any time. A student wishing to withdraw must complete the relevant College and / or University form (in the case of partner HEIs). The withdrawal date will normally be the date this formal notification of

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<sup>2</sup> Subject to availability of the choice of modules

withdrawal is received or date of last attendance, whichever is considered the most appropriate.

- The College reserves the right to terminate the programme registration of a student whose performance gives cause for serious concern, as demonstrated by wholesale or repeated failure or lack of engagement in the programme of study, as defined by the Student Participation Policy (see Part E). Termination of programme registration must be authorised by the College Assessment Board and / or partner HEI Assessment Board. Students will not normally be permitted to re-enrol on the same programme.
- In the case of a withdrawal or termination of registration, the relevant Assessment Board will consider modules successfully completed and will award appropriate credit which may, if the necessary requirements have been fulfilled, lead to an intermediate award. Where credits from higher levels are taken in fulfilment of the intermediate award these credits are considered to be spent and cannot be used in the future to obtain a higher award.

### **Reapplication Following Termination of Programme Registration**

- Following termination of programme registration as above, any application to an alternative programme of study must be made through the Admissions process of the College. If a place on the programme is offered, the date of re-commencement of study will depend on the point within the Admissions cycle that the application is made, the availability of places, and may also be subject to an attendance and achievement agreement. Students should also ensure that any necessary funding is available.

### **Professional Body or External Agency Requirements**

- The regulations above may vary in the case of programmes validated by an external agency or approved by a Professional Body in which case reference must be made to the regulations of the partner agency (such as a partner HEI).

### **Period of Registration**

- The target period of registration is deemed to be the normal duration of the programme plus a further two years to complete the student's study within the maximum registration period. This period includes 'catch up' periods of study. For direct entry and entry with advanced standing the target period will be pro-rata that for whole-programme students, and the maximum registration period will be the direct entry target period plus two years. Conferment of an award terminates the period of registration. The registration period for those students also registered for an award of a Professional Body may vary according to the regulations of that Professional Body.
- Students may suspend their studies for a period of time, subject to the approval of the relevant Assistant Director and / or in accordance with partner HEI regulations.
- Programmes are normally constructed and delivered so that students with a full-time commitment to study can complete the credit requirements over a target period. The maximum period for which a student may be registered on an undergraduate degree programme is two years above the target period. The table below illustrates the

target and registration periods for typical undergraduate and minor award programmes:

	Target Period	Registration Period
<b>Undergraduate Degree</b>		
Full – time study	3 years	5 years
Part – time study	6 years	8 years
<b>Foundation Degree</b>		
Full – time study	2 years	4 years
Part – time study	4 years	6 years
<b>HNC</b>		
Full – time study	1 year	3 years
Part – time study	2 years	4 years
<b>HND</b>		
Full – time study	2 years	4 years
Part – time study	4 years	6 years

## Outstanding Debts

- The College has a statutory duty to collect tuition fees, and is obliged to take action to recover outstanding debts if payment is not made by the due date. Students are responsible for raising any queries they have about invoices, or any concerns if they are not able to pay by the due date, with the Finance department of the College. If students do not do this as soon as possible, or if they ignore the invoice, action will commence. Students are responsible for attending any interviews arranged and for answering any letters they receive in connection to their tuition fees. The College can and may take the following action if tuition fees are not paid on time:
  - Referral of debt to the relevant Assistant principal
  - Suspension of use of College facilities
  - Suspension from your course
  - Non release or ratification of results
  - Non re-enrolment onto next stage of course
- The College may also take external action to recover outstanding debts, including referral to debt collection agents and possible legal action. Please note that all costs incurred where external action has to be taken will be added to the debt.
- On payment of the tuition fee debt and any interest which is due, or an agreed arrangement for its discharge, the student will become eligible to receive the results of completed assessments and any academic credits or award which have been earned. If appropriate an invitation to a graduation ceremony will be issued and, if previously retained, any award certification will be released.
- References in either these Academic Regulations or the Finance Regulations to outstanding tuition fees owed by a student to the College means the full value of any such fees.

## Authorised Break from Study

- If the extent of disruption caused by admissible extenuating circumstances means that it is not practical for a student to continue on the programme in the current academic year, s/he may be advised to take a break from study. The student may be advised to suspend her/his studies until such time as the circumstances affecting performance have passed, provided that the maximum period of registration for the programme is not exceeded.
- The authorised break from study must be for a minimum of one semester and should not be for more than one year. Students may commence the break in study no later than one calendar month before the end of teaching on the modules involved. Thereafter the extenuating circumstances process applies, where appropriate.
- It is expected that the student will return to the same programme and stage of study. If a student wishes to return to a different programme, a programme transfer must be requested.
- Students who are on an authorised break from study are not registered with the College, i.e. a student is temporarily suspending their studies. This means that in normal circumstances the student does not have the right of access to certain College facilities.
- The authorised break from study normally commences on the date the College is formally notified by the student of their intention using the appropriate form available via the Assistant Director and / or partner HEI. On receipt of the form, the authorised break from study must be endorsed by the Assistant Director. A referral to Student Support will be advised to ensure the student is fully advised of any implications, financial or otherwise of their decision to take an authorised break from study.
- When students resume their study any marks from fully completed and passed modules will still be valid. Any modules where components of assessment had been undertaken and passed, but where the whole module had not been completed and passed will be cancelled and the student will retake the module in its entirety but will not be subject to capping arrangements. If the module assessment or the programme structure has not changed, components of assessment previously completed and passed may be resubmitted and the original mark retained. Any components of assessment for the module not taken or not passed must be submitted as a first attempt. Students should receive appropriate academic counselling to identify the most appropriate module enrolments and assessment requirements when they return to study.
- Students who require a break from study due to maternity or paternity leave of absence are directed to the Wellbeing Centre and Student Support for advice and guidance on authorised absence in the first instance.