

Policy Reference	PP Registration, enrolment	Year	2012
Version	Version 7	Replaces	Version 6.1
Type of policy	Student Policy		
Last update	November 2009		
This policy replaces	PP Registrations 11		
Name change from	PP Registrations, admissions		
Name change to	PP Registration		
Linked Strategy/Plan	eta Strategic Plan		
Documentation linked to this policy	Registration forms		
Database	DB Students		
Responsibility for policy implementation	Campus Manager		

PURPOSE

The policy also addresses the registration and requirements for enrolment to **eta** courses.

POLICY

This policy defines the controls regarding the following:

1. Completion and validity of full qualifications
2. Completion and validity of short courses
3. Completing the registration procedure
4. Conditions of registration for foreign students
5. Enrolment of students
6. Extensions of study time
7. Students who have not completed in the required time period
8. Cancellation of course by a student
9. Cancellation of a course by eta

1. Completion of full qualifications

This section of the policy will be revised for 2011 to address the changes in the HEQF.

FET Certificate level 4: Students have one year (**12 months**) from the date of course commencement* in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2nd assessment).

Certificate level 5: Students have one year (**12 months**) from the date of course commencement* in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2nd assessment).

Diploma level 5: Students have two years (**24 months**) from the date of course commencement* in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2nd assessment).

Diploma level 6: Students have three years (**36 months**) from the date of course commencement* in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2nd assessment). Part time students are allowed 4 years to complete this qualification.

***Course commencement date:** the course commencement date is defined by the date indicated in the student's letter of acceptance. See below for cancellation and refund policy.

2. Completion and validity of short courses

- 2.1 The validity guideline for short courses is based on allowing 8-hours a week for studies (including assessment and practical learning and experiential hours). This is assuming that a student on campus is involved in full time studies or a working applicant will study part-time. If students wish to give more time to their studies, they can complete the courses sooner. The validity of short courses of less than 50 credits is 6-months.
- 2.2 The validity of short courses greater than 50 credits is 12-months.
- 2.3 Students requiring extensions to complete assessment must apply in writing. Once an extension exceeds the validity period, an additional assessment fee will be charged.

3. Completing the registration procedure

- 3.1 The prospective student must fill in all the details required in the registration form and follow the instructions on the form
- 3.2 The application fee must accompany the registration form
- 3.3 Students continuing from 1st to 2nd year do not pay a registration fee for their second year.

- 3.4 Students wishing to re-register for a course that they did not previously complete must apply again and fulfil the application procedure.
- 3.5 The application fee can be waived if the student registers *within one year* of the end date of their previous course.
- 3.6 If re-registration is more than one year after the end date of their previously uncompleted course, the application fees must accompany the registration form.

4 Conditions of registration for foreign students

- 4.1 **eta** staff must adhere to government's policy regarding the admission of foreign students.
- 4.2 **Foreign students must have in their possession a valid RSA Visa and Study permit.** This visa can only be obtained once they have registered and paid their application fee and received a letter of confirmation from their campus. Note that the study permit must clearly state that you will be enrolled at **eta**. The duration of these documents must exceed or cover the duration of the course enrolled for.
- 4.3 Student must also have a valid passport.
- 4.4 All foreign qualifications and results can be sent to **SAQA** through the SAQA website in order to have them evaluated and equated to SA standard. Regions can do this if they are in doubt of the validity or level of any qualifications submitted by the student. This is not compulsory.
- 4.5 Certificates in foreign languages should be submitted, after a translation in English has been completed by a sworn translator.

5 Enrolment of students

- 5.1 Students are enrolled once they have met the course admission criteria and have completed their course fee payment process.
- 5.2 Bursary applicants are enrolled on the basis of the bursary policy as well as the admission and selection policy.
- 5.3 Once applications have been reviewed against the admission policy for their learning programme and tuition fees have been paid, accepted students are registered to the Student Management System.
- 5.4 All students' biographical information that is captured on the student registration form is carried through to the **eta** SMS.

- 5.5 Students are only linked to their course and registered to study on that course on the SMS once their pack fee and course deposit has been paid and they have met the admission criteria.

6 Extensions of study time

The course duration period is **strictly adhered to** and extensions are only allowed in exceptional circumstances where extenuating circumstances restrict the student's ability to study and carry out their learning activities or assessment tasks. Examples are listed below:

1. Serious illness or accident
 2. Death in the family
 3. Overseas travel for work that seriously disrupts study e.g. a professional athlete with sport commitments.
- In these cases, a letter of explanation from the student requesting the extension is required together with a medical certificate (in the case of illness).
 - The manager must authorise the extension or postponement of study and provide this in a formal letter confirming extension or postponement dates. One copy is kept in the students file and the information is noted on the database.

7. Students who have not completed in the required time period

- 7.1 Once supplementary assessments have been conducted in January and results have been issued, the course is complete and the validity date has expired. Students can apply to repeat modules or sections of the course not achieved in the following year.
- 7.2 Diploma students who have outstanding work from first year may complete in their second year. The assessor must advise the student whether it is necessary for modules to be repeated (either through attending classes or with home study).

8. Cancellation of course by a student

- 8.1 **Cancellation by a campus student:** campus students are granted a 7-day cooling-off period, from the course commencement date. During which time the student may inform **eta** in writing that they wish to cancel their enrolment. After this 7-day period, no cancellations are considered.

- 8.2 **Cancellation by a distance learning student:** if an enrolled **Distance Learning** Student cancels his or her enrolment within 7 (seven) *days of receipt of the course material*. After this 7-day period, no cancellations are considered.

Refunds are paid to the student or sponsor through Electronic Fund Transfer.

9. Cancellation of a course by eta

- 9.4 A minimum of 15 registered students is required for a course to run.
- 9.5 Courses are only cancelled by **eta** if there are insufficient student numbers to make the course viable for **eta**. In this **unlikely** event, all course fees paid by the student are refunded in full. The refund is paid within 30 days of the course being cancelled.
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PROCEDURES

The following procedures are addressed:

1. Registration process
2. Registration procedure
3. Status of students
4. Payment of registration fee and deposit
5. Administering refunds and cancellations
6. Registering groups

1. Registration process

- Student completes the registration form and pays the non refundable registration fee
- For further processing of the information, a non-refundable registration fee of R 1000 must be paid with the submission of the registration form. See PP Course fees
- Included with the form are copies of Grade 11 and or Grade 12 results

To assist in the selection process;

- Include a brief letter motivating reasons for wanting to do **eta** course and what they intend to do with the course.
- Include a reference letter from class teacher or school principal.

2. Registration procedure

- On receipt of the registration form and the submission of supporting documentation, the registration will be processed.
- Depending on the findings while processing the forms, a pre-registration interview can be arranged before approval letter is sent.
- Once the application is approved, a **confirmation of registration (letter 1)** will be issued and sent to the applicants address.
- Together with Letter 1, the student will be provided with an **invoice for their tuition fees** due for their two years or study on their diploma or, if relevant for one year if registering only for a certificate.
- In addition to the signed Letter 1, to be officially **enrolled** on an **eta** course, the student is required to **pay the Learning Resource Pack Fee**.

- Once the learning resource pack fee is paid, the amount is receipted and the student is sent their **Acceptance Letter** (letter 2).
- **Tuition Fees** are payable by the **course commencement date** and students applying for student loans must provide a letter of confirmation of the loan before they can start their course.
- The student will be required to sign a student **code of conduct** and will be issued with their file and student packs.
- The **eta** administrator must sign on a copied letter of admission and give it back to the student to keep.

3. Student status

- **Applicant:** Student has registered for the course, completed the registration process and signed the registration form, paid the registration fee; receives **confirmation of registration letter 1**. An invoice for tuition fees and learning resource pack fees is sent to the student.
- **Enrolled:** Paid the Learning Resource Pack fee, this is receipted and the **Acceptance Letter 2** is sent.
- **Active:** Student is on course, **has paid tuition fees**.
- **Graduate:** Student has complied with the learning and assessment criteria and **achieved** the qualification

4. Payment of registration fee and deposit

[See PP Income Management](#)

5. Administering refunds and cancellations

[See PP Income Management](#)

6. Registering groups

If an **eta** region forms an alliance and offers an **eta** course or part of an **eta** course with their learning programme and the college is responsible for collecting the fees then the registration is done by the college on behalf of the group. In this event, the person responsible for the group and the payment of the fees from the college completes and signs

ONE application form and a list of the students on the eta course is attached to the application form.

If the college is agreeing a payment plan with an **eta** region (anything other than a full payment before course commences is considered a payment plan) then this must be treated in the same way as any other payment plan and the relevant agreements must be completed by the person responsible from the college.

There is an **eta** standard **Service Level Agreement** for alliances with other colleges on learning delivery. This must be agreed and signed BEFORE commencement of any alliance with **eta**.

Procedure for registering groups

- Registration forms are completed in full and signed by the college representative
- The person responsible for the payment must complete the acknowledgement of debt section of the form and this must accompany the registration if there is an extended payment plan.
- A complete list (DB students) with full details of each student must accompany the application form.
- Once the **eta** website is again functional, each student on course must be loaded to the **eta** website therefore the **eta** administrator needs a copy of the first page of the **eta** registration form completed so that they can load the details to the website.
- Students' details must also be loaded to the THETA site for certification purposes.