


Policy title	Policy Registration and Enrolment	Year	2017
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1. PURPOSE OF THE REGISTRATION AND ENROLMENT POLICY

The policy addresses the rules relating to registration and the enrolment requirements for **eta** courses. Cancellations and refunds are addressed in the Policy for Fees and Income.

2. APPLYING TO ENROL IN A COURSE

2.1 The applicant completes all the details required in the application form, including their supporting documents for verification of admission. **Refer to Policy Admission and Selection.**

2.2 If admission criteria have not been met, the application is denied and no fees are charged.

2.3 The student's application for enrolment is approved if the admission criteria have been met and all supporting documents have been confirmed. The full non-refundable registration fee is now payable.

2.4 In the event that the course the applicant applied for is full, the applicant is given the opportunity of choosing another course before the non-refundable registration fee is payable.

2.5 The applicant will receive a letter of registration and conditional acceptance. This letter may be used for student loan applications.

2.6 **eta** students with bad debt wanting to re-apply for a course may not do so until their debt has been settled in full.

3. REGISTERING FOR A COURSE

3.1 After acceptance, the registration process entails:

3.1.1 Confirmation of course modules.

3.1.2 Accept terms and conditions.

3.1.3 Complete and sign declaration of payment (if student is over 18 years of age).

3.1.4 Select a payment option and sign the Payment Schedule Agreement

- 3.1.5 Complete and sign co-debtor undertaking (if student is not responsible for the account).
- 3.1.6 Pay deposit where applicable.
- 3.2 A letter of confirmation of acceptance for enrolment will be issued once the above conditions are met.
- 3.3 Acceptance of enrolment will be denied if any one of the conditions has not been met.
- 3.4 Bursary applicants are enrolled on the basis of the bursary policy as well as the admission and selection policy.
- 3.5 Registering for second or third year of study: Acceptance into 2nd year is determined by a student's academic performance of their 1st year of study. (Refer to Policy Assessment Rules). After acceptance, the registration process entails:
- Confirmation of personal details
 - Confirmation of course modules and repeat modules where applicable
 - Payment of required fees
- 4. REGISTRATION OF RECOGNITION OF PRIOR LEARNING (RPL) CANDIDATES**
- 4.1 All RPL candidates must complete a registration form and be accepted by **eta**, irrespective of the RPL category.
- 4.2 Condition for RPL candidate who needs to complete outstanding modules: student did not complete previous studies but successfully passed what he did complete and paid in full. If fees are still outstanding from previously then these must be paid in full before any new registration can be done.
- Action:** Previous learning is recognised and student is exempted from modules completed. Student registers for RPL and fees due are based on the percentage of the course that that needs to be completed.

5. APPLICATION AND ENROLMENT OF FOREIGN STUDENTS

- 5.1 Foreign applicants wanting to enrol at an **eta** campus must have a valid passport, RSA Visa and Study permit in their possession.
- 5.2 The application policy above will provide them with a letter of conditional acceptance which can be used to apply for the visa and study permit.
- 5.3 The study permit must clearly state that you will be enrolled at **eta**.
- 5.4 The duration of these documents must exceed or cover the duration of the course enrolled for.
- 5.5 The applicant can submit any foreign qualifications and results that he/she may have to SAQA through the SAQA website in order to have them evaluated and equated to SA standard.
- 5.6 Regions can request this to be done if they are in doubt of the validity or level of any qualifications submitted by the applicant.

6. COMPLETION AND VALIDITY OF FULL QUALIFICATIONS

FET Certificates 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 supplementary assessment within the validity period of the qualification. If students are registered for an FET level 4 qualification which includes the 56-fundamental credits, the programme may be offered over 24-months.

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 supplementary assessment within the validity period of the qualification.

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 supplementary assessment within the validity period of the qualification.

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 supplementary assessment within the validity period of the qualification.

*Course commencement date: the course commencement date is defined as the date indicated in the student's letter of confirmation.

7. COMPLETION AND VALIDITY OF SHORT COURSES THAT LEAD TO A QUALIFICATION

7.1 The validity guideline for short courses is based on allowing 8-hours a week for studies (including assessment and practical learning and experiential hours).

7.2 The validity of short courses of less than 50 credits is usually 3 to 6-months.

7.3 The validity of short courses greater than 50 credits is usually 9 to 12 months.

8. EXTENSION OF STUDY TIME

8.1 The course duration period is strictly adhered to and exceptions are only considered in exceptional circumstances where extenuating circumstances restrict the student's ability to study and carry out their assessment tasks.

8.2 In the case of serious illness or an accident, see Policy and Procedure Fees and Income.

8.3 In the case of death in the family, necessary and extended travelling time or any other such circumstance:

8.3.1 Extended time of assessment dates will be considered within the valid course period.

8.3.2 Extended time of learning beyond the valid course period will not be considered, lost learning will have to be covered through self-study and Friday mentoring sessions dependent on availability.

9. RE-REGISTERING AND EXPIRY OF REGISTRATION

- 9.1 Students continuing from 1st to 2nd year do not pay a registration fee for their second year.
- 9.2 Students who wish to re-register for a course that they did not complete must apply again and fulfil the application procedure as per this policy. The registration fee can be waived if the student reregisters within one year.
- 9.3 If a student has applied to study with **eta** and paid their non-refundable registration fee but does not enrol with **eta** for the year they applied to study, the registration fee is forfeited. Should the student wish to apply again, the registration fee applies.
- 9.4 Students who did not complete in the required time period: **Refer to RPL policy and to Point 3 of this policy.**

10. FAILURES AND DROP OUTS

- 10.1 A student is logged as 'failed' at the end of a year if **the last** summative assessment task has been attempted and course criteria has not been met. A "fail" is defined as attendance of a course **AND** attempts of summative assessments, but not completed the course successfully therefore does not achieve all the assessment criteria required to pass the course. Student fees and student debt is still pursued.
- 10.2 A drop-off / discontinuation is a registered student who meets any of the following criteria:
- Never attended their course (no show) – may be marked as "drop off".
 - Cancelled his/her registration during the cooling off period
 - Gave written notice at any point throughout the course (up until the last summative of their course (1st attempt) that he/she is no longer studying with **eta** (*final summative not attempted*). These registrations are marked as "discontinued".

NB: If the final summative (first attempt) is attempted, the discontinuation letter may not be accepted from a student.

- 10.3 Disappears from classes and never returns again to complete the year (within validity period). These registrations must be marked as “drop offs” after the final assessment week of the course (before supps).
- 10.4 Distance Learning: a distance learning drop-out is one who has been participating in the learning process but does not attempt the final assessment week summative by the closing of the final assessment week for the course.
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