

Enrolment Policy & KPI's

Partner Policy

UNIVERSITY OF WOLVERHAMPTON

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Enrolment Policy (UK Partner Students)

1. Purpose and Scope

This policy defines the University's enrolment requirements for students studying on programmes delivered through UK partner colleges under franchise arrangements. It should be read in conjunction with the Academic Regulations, Tuition Fee Liability Policy, and Student Engagement and Attendance Policy.

Eligible students at partner colleges will be offered enrolment on University awards and included in the University's OfS registration. As the OfS-registered provider, the University is responsible for ensuring enrolment is made available to eligible students, but not for the completion of the enrolment process by students.

Students subject to immigration checks will only be enrolled once all UKVI right-to-study requirements have been met. New students must complete all stages of the application process before enrolment is permitted.

2. Definition of Enrolment

Enrolment is the formal annual process by which an applicant becomes a student of the University. A student is only recognised as a registered and enrolled student once all required enrolment steps have been successfully completed and confirmed by the University.

Attendance at classes, access to learning materials, participation in induction activities, or engagement with teaching delivered by a partner institution does not in itself confer student status. A person does not become a student of the University until enrolment has been fully completed and confirmed.

Continued enrolment is contingent upon ongoing monitoring of attendance and engagement, in accordance with the UK Partner Attendance and Engagement Policy.

3. Attendance Prior to Enrolment

In some circumstances, applicants may attend teaching or induction activities delivered by a partner institution before enrolment has been completed. Applicants who choose to do so do this at their own risk and acknowledge that:

- They are not students of the University until enrolment is complete.
- They are not entitled to the rights, services, protections, or benefits afforded to enrolled students.
- Any teaching attended prior to enrolment does not guarantee enrolment, continuation on the course, or eligibility for assessment.

- They cannot be confirmed to Student Loan Company until all stages of enrolment are complete each academic year.

The University reserves the right to prevent attendance at teaching activities where enrolment has not been completed by the published deadline.

4. Responsibility for Accurate Personal and Contact Details

Students are responsible for ensuring that all personal and contact details held by the University are accurate, complete, and kept up to date at all times. This includes, but is not limited to:

- Full legal name
- Date of birth
- Term-time and permanent residential address
- Telephone number(s)
- Trusted contact information for use in an emergency

Students must update their details promptly via the University's designated systems whenever their circumstances change.

5. Enrolment Process

Enrolment for UK partner students is a two-stage process. Both stages must be completed in full for enrolment to be confirmed.

5.1 Stage One: Online Enrolment via e:Vision

Applicants must complete the University's online enrolment process via the e:Vision portal by the published deadline. This includes, but is not limited to:

- Confirming personal details
- Confirming term-time and permanent address details and uploading evidence
- Accepting relevant declarations and regulations
- Providing any required information to support funding, statutory, or regulatory requirements

Completion of online enrolment via e:Vision does not in itself confirm enrolment.

5.2 Stage Two: In-Person Identity and Address Verification at the Partner College

Following completion of online enrolment, applicants are required to attend their partner college in person to complete mandatory identity and address verification checks.

Applicants must present original documentation as specified by the University, which will normally include:

- Valid photographic identification; and
- Acceptable proof of current residential address (ideally this should be SLC funding notification letter).

Partner colleges are responsible for conducting these checks in line with University requirements and confirming completion to the University through agreed processes.

Failure to attend the partner college in person, or failure to provide acceptable documentation, will result in enrolment remaining incomplete.

5.3 Confirmation of Enrolment

A student is only recognised as fully enrolled once:

- Online enrolment via e:Vision has been completed; and
- In-person identity and address verification has been successfully completed and confirmed.

Until both stages are complete, the applicant will not be treated as an enrolled student of the University, regardless of attendance at teaching, induction, or other activities delivered by the partner institution.

6. Student Loan Company (SLC) Responsibilities

Where a student is in receipt of, or applying for, funding from the Student Loan Company (SLC), it is the student's responsibility to ensure that all personal and contact details held by the SLC are accurate, complete, and consistent with the information provided to the University, including their residential address.

The University is not responsible for any errors or delays in funding that result from inaccurate or inconsistent information submitted by the student to the SLC.

Students must also ensure that their funding application correctly reflects their course, study location, and start date. The University cannot be held responsible for any funding delays arising from mistakes on the SLC application.

7. Verification of Contact and Address Details

As part of its regulatory, funding, and compliance obligations, the University will undertake checks to verify that a student's residential address details are valid and, where applicable, consistent with information held by the Student Loan Company.

Where the University is unable to confirm a student's address or identify discrepancies that cannot be resolved within a reasonable timeframe, the student will be required to provide further evidence or clarification.

Failure to provide accurate and verifiable contact and residential address details may expose the University to regulatory and funding risks. Where an address is found to be inaccurate and the student is unable to provide or verify their correct address, the University may act, which may include:

- Suspension of the student's enrolment.
- Consideration of withdrawal from the course, in accordance with the University's regulations and procedures.

8. University Responsibilities

The University's Registry Services are responsible for the oversight, administration, and assurance of enrolment for UK partner students. In fulfilling this role, Registry Services will:

- Admissions are responsible for ensuring that all applications and associated checks are complete and the student is ready to enrol prior to the start of the course.
- Set and publish enrolment requirements, deadlines, and processes in line with University regulations and external regulatory and funding body expectations.
- Determine and confirm a student's enrolment status and maintain the official student record on behalf of the University.
- Request clarification or documentary evidence from students where discrepancies, omissions, or inconsistencies are identified.
- Liaise with partner institutions to resolve enrolment-related issues and to ensure consistent application of University requirements.
- Take appropriate action where enrolment conditions are not met, including, suspending enrolment, or progressing cases for withdrawal.
- Ensure that decisions relating to enrolment status, suspension, or withdrawal are communicated clearly to students and relevant internal stakeholders.

9. Partner Responsibilities

UK partner institutions must support the University by:

- Communicating the importance of timely and accurate enrolment to applicants and students

- Directing students to complete enrolment by the published deadlines
- Promptly escalating any concerns relating to enrolment to the University

Partners must not represent applicants as enrolled students unless enrolment has been formally confirmed by the University.

10. Late Enrolment Requests

Late enrolment is defined as a request to enrol after the published enrolment deadline for the relevant course, intake, or academic year.

Late enrolment requests must be:

- Submitted formally by the student using the University's designated process; and
- Supported by appropriate statement explaining the reason for the late request.

Late enrolment requests will not be accepted from partner institutions on behalf of a student and informal requests will not be considered.

All late enrolment requests will be referred to the relevant Faculty for consideration. In reaching a decision, the Faculty will consider:

- The academic viability of the student joining the course late, including missed teaching and assessment requirements;
- The student's ability to engage meaningfully with the course from the point of enrolment;

Approval of a late enrolment request is discretionary and not guaranteed. Where a late enrolment request is approved, the student must complete all enrolment requirements by the deadline specified in the approval.

Where a late enrolment request is not approved, the student will be required to either defer their studies or withdraw.

11. Review and Governance

This policy will be reviewed periodically to ensure alignment with regulatory requirements, funding body expectations, and University Academic Regulations.