

Enrolment Procedure

Issue 2

Date *01-06-2023*
Owner *Vice Principal (Professional Services)*
Review Date *01-06-2024*



TO BE A BEACON OF **EDUCATIONAL EXCELLENCE**,
TRANSFORMING THE LIVES OF THE **INDIVIDUALS**
AND **COMMUNITIES** WE SERVE.

Salford City College Group (SCC Group) intends to enrol students in a way that is fair, consistent, transparent and in the interests of the student.

The College will:

- a) Ensure that potential students have access to impartial advice and guidance tailored to the needs of the individual.
- b) Ensure that when applicants have accepted a place, arrangements for enrolment and the induction of new students are explained to them and ensure that these arrangements promote their efficient and effective integration.
- c) Provide clear feedback and advice to potential students who do not meet the entry requirements for their desired course(s) or study programme.
- d) At the earliest opportunity, inform prospective students of any significant change to a programme made between the time an offer of a place is made and enrolment. The College will advise prospective students of the options available in the circumstances.

The enrolment process is mandatory for all Further Education and Higher Education students before they can commence their studies at the College and access student support services.

1. All potential students are considered for enrolment based on their educational performance and/or professional experiences that provide evidence of their ability to meet the demands of their chosen course.
2. The College is committed to providing accurate pre-entry information and support to potential students to ensure that they can make an informed decision regarding their application. The College's website and printed publications offer clear information and guidance on all academic entry requirements.
3. This procedure will be used alongside the College's Admissions Procedure (Further Education) and Admissions Procedure (Higher Education).
4. Where a potential student with learning difficulties and/or support needs requests to enrol with the College, they must first meet with a member of the Learning Support Team to discuss needs and agree on the support required.
5. Potential students with an Education Health Care Plan (EHCP) must follow the EHCP Admissions Process outlined within the College's Admissions Procedure (Further Education).
6. The College may require students to complete Disclosure and Barring Service (DBS) checks for applicants to courses where there is contact with children or vulnerable adults, ensuring compliance. The outcome of this process may result in enrolment being withdrawn.
7. Applicants who disclose a criminal conviction must follow the process outlined within the College's Admissions Procedure (Further Education) or the College's Admissions Procedure (Higher Education). Failure to disclose a criminal conviction may result in enrolment being withdrawn.

8. Conditions of Enrolment

In consideration of a student's acceptance of the offer of a place and subsequent enrolment as a student with SCC Group, they agree as follows:

8.1. Payment of their fees (where funding is not available, payment of fees is required):

- a) It is the obligation of the student to plan at the beginning of their course for the payment of their fees.
- b) To make the required payment of their course fees at enrolment unless they have either:
 - Financial support via Student Finance England (or the Student Loans Company), including evidence of their application. Please note, if a student is enrolling on the basis that they are applying for a tuition fee loan if the loan has not been approved within two (2) weeks of the course start date, SCC Group reserves the right to review the student's enrolment status; this may result in withdrawal from the course.

- An official letter from an employer or sponsor indicating responsibility for the payment of fees.
- c) It is the student's responsibility to ensure that, where applicable, a copy of the appropriate funding documentation, as referred to above, is produced at enrolment.

8.2 In addition to any terms outlined within this procedure, students are also bound by the terms of their learning agreement. (A copy of this document will be issued to students via email once they have completed their enrolment).

9. Withdrawal and/or Change of Course(s)

9.1 SCC Group reserves the right to withdraw a course at any time. For example, if there are insufficient numbers of students or due to unforeseen circumstances. The College further reserves the right to suspend enrolments onto full courses. If this is the case, the College Admissions Team will communicate with all affected applicants as soon as the decision is made. The College will endeavour to support potential students to find an alternative option.

9.2 ***Salford City College Group (SCC Group) will do all that is reasonably possible to provide educational services described on the College website, in the College prospectus or other documents issued by the College to appropriately enrolled students. However, sometimes circumstances beyond the control of the organisation mean that it is not possible to provide these educational services.***

9.2.1 Examples of such circumstances include:

- a) Acts of any government or local authority
- b) Acts of terrorism
- c) Damage to the College buildings, facilities, or equipment
- d) Industrial action by staff or third parties
- e) Power failure
- f) The unexpected departure of key members of staff or third parties
- g) The numbers recruited to a course are so low that the course cannot be delivered to an appropriate quality of education for the students enrolled.

9.2.2 In these circumstances, the College will take all reasonable steps to minimise any disruption to those services and affected students. This may, for example, include offering affected students the chance to move to another course or institution or by delivering a modified version of the same course. However, to the full extent that is possible under the general law, the College excludes liability for any loss and/or damage suffered by any applicant or student due to those circumstances.

9.3 The College will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the College's prospectus for the academic year in which you begin the course. However, the College will be entitled to make reasonable changes to the course (including the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the College to deliver a better quality of educational experience to students enrolled on the course. In making these changes, SCC Group will aim to keep any change to the minimum necessary to achieve the required quality of experience and will inform and consult students where necessary.

9.4 If the SCC Group changes a course and a student is not satisfied with the changes, they will be offered the opportunity to withdraw from the course and reasonable support to transfer to another course or provider.

10. Courses at Different Sites

10.1 As a General Further Education College, we aim to provide high-quality technical and professional education and training for young people and adults. SCC Group offers a wide variety of courses and qualifications at a range of levels across the College Sites:

- City Skills
- Eccles Sixth Form College
- FutureSkills at MediaCityUK
- Pendleton Sixth Form College
- Worsley College

10.2 On occasion, where a potential student does not meet the entry requirements for their desired programme of study, they will be provided with appropriate advice and guidance to support them in deciding on their next steps. In some instances, a more suitable course (or level) may be delivered at another SCC Group site.

Where this is the case, potential students may be offered transport on the SCC Group Account to take them to the appropriate College for enrolment. **Transportation is to be approved in line with the SCC Group Taxi Service Standard Operating Procedure.**

Copies of the following documents can be accessed on the College website (www.salfordcc.ac.uk)

- **The SCC Group Admissions Procedure (Further Education)**
- **The SCC Group Admissions Procedure (Higher Education)**
- **The SCC Group Tuition Fee Policy**