

ENROLMENT POLICY

| Amendment # | Amendment Date | Effective Date | Document Manager | Approved |
|-------------------------|---|----------------|-----------------------------|-----------------|
| Enrolment Policy | | | | |
| 1 | 02/11/2022 | 02/11/2022 | Programme/Enrolment Manager | General Manager |
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| Compliance | Education Act 1989 (sections 224 - 225), TEC admission and enrolment requirements, NZQA requirements and the Education (Pastoral Care of Students) Code of Practice | | | |
| KEQ | 4,6 | | | |
| Related Policies | <ul style="list-style-type: none"> Refund and Fee Protection Policy Withdrawal, Deferral and Reinstatement | | | |

Purpose

To establish policy, procedure and guidelines for Ardmore Flying School's enrolment process and to ensure that accurate records of all enrolments, withdrawals and change in enrolment status exist.

Policy

All enquiries for enrolment into any programme delivered by Ardmore Flying School will be provided with accurate information on entry requirements, fees and other related costs and enrolment process.

All applications are assessed for suitability to enter the course of study applied for.

Definitions

Enrolment is a process of allocating a seat/place to the eligible student in a programme offered by AFS

Smart is the Student management system used by AFS to record student progress, attendance, timetabling flights and storing student documents.

EnrolPro is the Student Management system used by AFS for reporting SDR and Fees free to TEC and entering and reporting students results to NZQA.

DataHawk is the system used by AFS for accounting purpose

No Show is a student who is enrolled and has not formally withdrawn in writing with a poor or no attendance during the confirmation period.

Early Withdrawal is student who is enrolled and confirmed but has chosen to withdrawn or has been withdrawn due to poor or no attendance, before the TEC funding criteria has been met.

Responsibilities

Enrolment Manager is responsible for

- Receiving and responding to all enquiries relating to programmes/qualifications offered by Ardmore Flying School.
- Issuing and accepting offer of place for international students.
- Collecting all required documents in designated student's folder.
- Following up on the fees payments from the students
- Co-ordinating with Immigration for international students
- Assisting students with cross credit application and special admission applications.
- Determine student's fees free eligibility and communicating the status to the student so that the student can fill in the declaration if required.
- Entering student details into ETA, Data hawk and Enrolpro
- Sending induction information to the new students.
- Providing the handbook, media release form and new student course equipment pack to the student on induction day
- Organising the orientation
- Acting as the point of contact for student support services
- Verifying the National Student Numbers after a student has been confirmed
- to take action on the No-Show and Early Withdrawal enrolments

Programme Manager is responsible for approving and communicating with Enrolment Manager for any No-shows or Early Withdrawal following the NZQA requirements for student's confirmation.

Finance Manager is responsible for

- Assisting students with student loan applications
- Charging the student fees according to the payment schedule
- Processing VoS on studylink portal
- Assisting students with the student allowance application

Procedures

Programme Regulations

All programmes offered by AFS have NZQA board approval. The prospective student is required to provide evidence for meeting the entry requirements. Selection will be made by AFS staff member with delegated authority.

General Requirements for Domestic Students

Student must provide the following documents at the time of application

- Complete Application form
- Verified proof of Identity
- Proof of English

- CV/Resume with Cover Letter
- Proof of Academic results
- Fees free eligibility
- ADAPT Test
- Applicants must be 18 years of age before the date of PPL subject examination or CPL flight examination or ATPL subject examinations.

Enrolment for all courses/programmes will be recorded in AFS's Student Management Systems.

General Requirements for International Students

Student must provide the following documents at the time of application

- Complete Application form
- Verified proof of Identity
- Proof of English
- CV/Resume with Cover Letter
- Proof of Academic results (translated in English in conjunction with the original version)
- ADAPT Test
- Copy of Visa and insurance
- Applicants must be 18 years of age before the date of flight examination OR ATPL subject examinations

Referral documents

Attendance Breach Warning Letter Templates
 Student Handbook
 Student Progress
 Induction/orientation process

Note regarding all policies and procedures

This policy is a Controlled Document and managed by the document control manager in accordance with our SMS Document Control process. All staff are encouraged to provide suggestions for improvement and notification of errors in this document at any time. This can be done by completing a HICS.

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