

Student Re-enrolment Kaupapa here Policy			
Policy Type:	<i>Student</i>		
Policy Title:	Student Re-enrolment		
Policy Owner:	Head of Sales		
Version:	1		
Approval Date:	01/05/2023	Next review date:	01/05/2026
Effective from:	01/05/2023		
Other Related Internal Policies and Tūkanga Procedures/Documents			
POLICY Deferral	POLICY Recognition of Prior Learning (RPL)		
POLICY Student Entry & Enrolment	POLICY Credit Recognition & Transfer (CRT)		
Relevant External Rules and Guidelines			
Education (Pastoral Care of Tertiary and International Learners) Code Practice 2021 Education and Training Act 2020 and Education and Training Amendment Act 2021 Tertiary Education Commission Funding Conditions Disability Action Plan 2019-2023 Immigration New Zealand StudyLink			

Amendments			
Version	Effective from date	Created by	Reason for review/change
1		Quality & Risk	

Scope of the Kaupapa here | Policy

The Student Re-enrolment Policy applies to:

- all ākonga (domestic and international) re-enrolling in a programme at Yoobee Colleges Ltd (hereafter referred to as Yoobee)
- Yoobee Sales kaimahi

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

Pūtake | Purpose

The purpose of this policy is to:

- identify the governing rules and types of re-enrolment available to ākonga returning to study with Yoobee

Mātāpono | Principles of Kaupapa here | Policy Development

Policy development and review is a process driven by the need for:

- Yoobee to provide adequate and appropriate information to ākonga on its rules, regulations, and process around re-entry to programmes to allow ākonga to make an informed choice for enrolment
- Yoobee to support ākonga in achieving their educational and vocational aspirations

Kaupapa here | Policy Statements

Transfer

- Ākonga who wish to change their location of study only, may do so without penalty provided there is space available at the requested location/intake. Such transfers are at the discretion of the Campus Managers from both the originating and destination campuses.

Deferral

- Ākonga who wish to make changes to their enrolment such as intake date, qualification, or are unable to continue their programme due to extenuating circumstances, may request to defer the remainder of their enrolment to a subsequent intake. Such deferrals are at the discretion of the Campus Manager and any difference in fees or course related costs at the time of deferral must be paid/refunded as appropriate.
Refer to Withdrawal, transfer, cancellation, and refund policy.
- Deferrals that include a change to qualification require the ākonga to meet the entry requirements of their chosen programme at the time of deferral.
Refer to Student entry and enrolment policy.

- Deferrals that include a change to qualification may require Credit Recognition and Transfer (CRT) or Recognition of Prior Learning (RPL). CRT and/or RPL will be processed by Yoobee.
Refer to Credit Recognition and Transfer policy.
- Domestic ākonga will be advised that any deferral may impact their provision of StudyLink support. Yoobee will notify StudyLink of any changes. Any changes required through StudyLink will be the responsibility of the ākonga.
- International ākonga must be advised that any deferral may impact their visa/immigration. Immigration New Zealand will be informed accordingly.

Second-chance Learner

- Ākonga that have withdrawn from a Yoobee programme may, within 12 months of being withdrawn, be considered for re-enrolment as a Second-chance Learner into a current or next available intake for the programme for which they withdrew. Ākonga whose enrolment period was more than 12 months prior will be reviewed on a case-by-case basis. All approvals for Second-chance learners are at the discretion of the Campus Manager.
Refer to the Withdrawal, transfer, cancellation, and refund policy
- Ākonga that have previously been refused entry or excluded from a Yoobee programme will not be considered as a Second-chance Learner.
Refer to Student entry and enrolment policy.
- Credit recognition and transfer (CRT) may be required in the new enrolment, for any components achieved in the originating enrolment. CRT will be processed by Yoobee.
Refer to Recognition and award of credit for prior learning policy.
- Payment of applicable fees and course related costs are required by the ākonga for any portion of the enrolment that the ākonga is returning to complete, and which does not qualify for Credit Recognition and Transfer (CRT).
- Yoobee may from time to time, engage in projects that include but are not limited to, waiving fees for ākonga who have been asked to return as a Second-chance Learner. Such projects are at the discretion of Yoobee.

Staircase Learner

- Ākonga that are currently enrolled in a Yoobee programme that wish to enroll into a consecutive intake for a higher-level programme, will be considered a Staircase Learner and are subject to the entry requirements for their chosen programme at the time of re-enrolment.
- Enrolment into a consecutive intake for a higher-level programme may be cancelled if an ākonga does not demonstrate success within a lower level programme.
- Ākonga must pay all applicable programme fees and course related costs of their chosen programme at the time of enrolment.
Refer to Student entry and enrolment policy.

Re-enrolled Learner

- Any ākonga that has completed a programme with Yoobee and is not enrolled in a current programme, will be considered a Re-enrolled Learner.
- Ākonga must meet the entry requirements and pay all applicable programme fees and course related costs of their chosen programme at the time of re-enrolment.
Refer to Student entry and enrolment policy.

All re-enrolment types:

- Records of all requests and/or any appeal decisions will be kept along with other ākonga records in the Learner Management System (LMS).
 - To achieve equal education opportunities for current and potential ākonga, Yoobee will ensure that procedures covering re-enrolment types will enable ākonga to pursue their educational and vocational goals, without being limited by impairment factors irrelevant to those goals.
 - Without exception all ākonga will be provided with guidance and support to ensure they are assisted in continuing their current study or future study.
- ❖ A flowchart has been included in the Appendix for reference

Kaupapa here | Policy Implementation

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

Roles and Responsibilities	
Everyone	<ul style="list-style-type: none">• reading and understanding the policy, principles, guidelines, and procedures outlined in this policy• implement the policy as business as usual• implementing policy in a manner that upholds Te Tiriti o Waitangi commitments
Quality and Risk Team	<ul style="list-style-type: none">• ensuring that the policy is regularly reviewed to ensure it remains fit for purpose, clear and current• maintaining a system that reflects the policy and associated procedures, sets up (files) and tracks progress of its implementation, identifying and raising any systemic issues and concerns• periodic evaluations and reporting on the quality of outcomes and disseminating outcomes and sharing good practice

For all definitions please refer to the definitions [Glossary](#)

APPENDIX

