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Owned by: Director of Curriculum: Higher, Technical and Professional Education

Committee approving: Academic Board

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This policy links to the following other policies

GO_02 Fitness to Study

This policy is supported by the following procedures:

QI_03_01 Procedure for the Recognition of Prior Learning (RPL) for Higher Education students

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Key facts

You should familiarise yourself with the entirety of the Registration Policy, and we would particularly draw your attention to the following five elements:

Clause(s)	Description
1.3	You are responsible for ensuring that you are registered on the correct course by the first day of teaching for the course.
1.4	If you are not registered for a module, you cannot study, submit assessment, or be awarded credit for it.
1.7	Late enrolment is only possible within four weeks of the start of the study block and where you have met all of the following conditions: i) it has been agreed by the College in advance; ii) your grounds for late enrolment are considered appropriate by the College; iii) where your Department has confirmed that there is a reasonable expectation that you can catch up; iv) where you accept that it is your responsibility to catch up, and that approval of a later start cannot be used subsequently as grounds for appeal or complaint.
1.9	If you do not re-enrol, you may be assumed to have withdrawn from the College and may be considered at the next Board of Examiners for any interim qualification to which you are entitled.
3.1	You must notify the College of any changes to your name or address details.
5.1	You are required to attend all scheduled sessions for the module(s) on which you are registered in accordance with the Attendance Policy.
5.4	If you are absent from the College for a consecutive period of four weeks within a study block you are unlikely to be able to satisfy the academic demands of your course. Inconsistent attendance patterns will result in one of the following: i) intermittence; ii) withdrawal; or iii) for the Fitness to Study policy to be invoked.

8	You may transfer, when eligible, from one course to another within the first four weeks of course
9.3/10.2	When you either intermit or withdraw your last date of attendance determines your tuition fee liability and student funding eligibility.
9.6	The College will determine the point in the academic year at which it is in your best academic interests to return to study. Your return date may be, in part, determined by module availability and scheduling.
10.6	Once you have formally withdrawn from your course by completing a withdrawal form, the College is legally obliged to inform your student funding body, and withdrawal may result in the loss of part or all of the funds that are paid on your behalf. For international students, the College will notify the UKVI that you have withdrawn; this will result in termination of your UK visa and you will be required to return to your home country immediately.

1.

- 1.1 A student is a person registered by the College to follow a course of study.
- 1.2 At initial enrolment, you are registered for a course of the College. Registration shall be for the highest qualification offered for the course. You are responsible for ensuring that you are registered on the correct course by the first day of teaching for the course.
- 1.3 If you are not registered for a module, you cannot study, submit assessment, or be awarded credit for it.
- 1.4 You are enrolled when you have been through a formal process at the beginning of the course that confirms your intention to be a student of the College. The 'academic year' means the period(s) between the date upon which a course commences and the anniversary of that commencement date. All students are required to enrol under their legal name. By enrolling, you agree to comply with all the HE Policies of the College.
- 1.5 Your status as a student is acquired on initial and periodic enrolment and terminates in the event of any of the following:

- i) you successfully complete your course of study;
- ii) you formally withdraw from the course;
- iii) you are deemed by the College as withdrawn by a Board of Examiners through prolonged absence or for any other valid reason;
- iv) you are recorded as having failed academically by the assessment board;
- v) you are expelled from the College on financial, academic, disciplinary or any other valid grounds;

- vi) your formal registration period has expired;
- vii) you do not return from a period of suspension of studies within the specified time period of two academic years;
- viii) your death.

1.6 Late enrolment is only possible within four weeks of the start of the study block and where you have met all the following conditions:

- i) it has been agreed by the College in advance;
- ii) your grounds for late enrolment are considered appropriate by the College;
- iii) where your Award Leader has confirmed that there is a reasonable expectation that you can catch up;
- iv) where you accept that it is your responsibility to catch up, and that approval of a later start cannot be used subsequently as grounds for appeal or complaint.

1.7 Your enrolment is not complete until:

- i) the conditions of entry to the course, including the verification of your qualifications, have been satisfied;
- ii) you have agreed to abide by all the College's Terms and Conditions;
- iii) you have paid fees as prescribed in the Fees Policy or provided written evidence to confirm that a third party acceptable to the College (e.g. the Student Loans Company, Local Education Authority, Career Development Loan, etc.) accepts responsibility for the payment of fees;
- iv) if you are returning from Suspension of Studies on grounds of ill-health you have met any requirements that may have been prescribed under the Fitness to Study policy;

- v) any other administrative procedures, which may be determined from time to time by the College (e.g. the terms of a learning agreement), have been satisfied.

1.8 If you do not re-enrol, you may be assumed to have withdrawn from the University and may be considered at the next Board of Examiners for any interim qualification to which you are entitled.

1.9 You are responsible for ensuring that the personal data the College collects at enrolment and holds in its records are accurate and up to date.

2 Student ID cards

2.1 You must visibly wear your student ID lanyard at all times whilst on College premises, and may be asked to produce it at any time by a member of staff as proof of studentship and/or for identification purposes. Failure to comply when it is reasonable to require that such information is given may be regarded as a breach of discipline.

2.2 Replacement student ID cards will only be issued following the receipt of a charge determined annually by the College.

3 Contact details

3.1 You must notify the College of any changes to your name or address. If you change your name this must be made in writing to Student Data with relevant proof. The College does not accept responsibility for any written communication failing to reach you if you have not followed the correct procedure.

3.2 Any formal written communication from the College will be sent to your College email address and/or your local address during term-time and to your home address outside of term-time.

4 Medical registration/illness

- 4.1 You should register with a local General Practitioner.
- 4.2 If you are suffering from, or have been in contact with, a notifiable disease¹ you should provide written notification to the University within twenty-four (24) hours of diagnosis and you must not attend campus. You must not resume attendance until guidance from Public Health England or a qualified medical professional indicates it is safe to do so.
- 4.3 If an illness is materially affecting your submission of an assessment, you should follow the Extenuating Circumstances Policy. Supporting medical evidence will be required.

5 Attendance

- 5.1 You are required to attend all scheduled sessions for the module(s) on which you are registered in accordance with the Attendance Policy.
- 5.2 If you are absent due to illness or similar cause lasting seven consecutive days or less this may be covered by self-certification, except in cases when the period of absence includes submission deadlines for assessed work, for which you should apply for extenuating circumstances. Longer absences must be certified by your doctor.
- 5.3 If you are absent from the College (either through ill-health, non- attendance or intermittent attendance) for a consecutive period of four weeks within a study block you are unlikely to be able to satisfy the academic demands of your course. Inconsistent attendance patterns will result in one of the following:
- i) intervention under the Fitness to Study policy;
 - ii) Suspension of Studies; or
 - iii) withdrawal.

¹ A full list of notifiable diseases can be found at:

<https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>

6 Mode of study

- 6.1 Students may be full-time or part-time. Full-time undergraduate students are enrolled for 120 credits in any one academic year. Full-time students on full-time undergraduate accelerated courses are enrolled on up to 180 credits in any one academic year.
- 6.2 Part-time students are enrolled for a maximum of 60 credits in any academic year.

7 Duration of study

- 7.1 The maximum periods during which students may be registered for taught awards of the University are as follows (this includes any periods of suspension of studies or other absence):

Award title	Maximum FT (PT) years
Certificate of HE	2 (4) years
Diploma of HE	4 (6) years
Foundation Degree/ Higher National	4 (6) years
Bachelor's Degree with Honours	6 (8) years

Maximum registration periods for students admitted with advanced standing or for students whose mode of attendance changes during the registration period will be calculated pro rata.

- 7.2 On completion of your course, or at the point you withdraw, or when you reach the maximum registration period permitted, you will receive the award for the highest qualification you have obtained.

8 Transfer between modules and courses

- 8.1 You may transfer when eligible from one course to another within the first six

weeks of the course.

- 8.2 You can only transfer if you are in good academic standing (i.e. you have passed all modules from your previous attendance) and your ability to transfer may be restricted due to conditions of funding or visas.
- 8.3 You may transfer to a new provider. In this case, the next Board of Examiners will authorise a subsidiary award, and transcript of your results, to be prepared for you to provide to the new provider.
- 8.4 You may transfer onto a course at the College from another provider. In this case the Recognition of Prior Learning Procedure (HE) will be used to identify the point that you will be able to join the College course.
- 8.5 You cannot transfer without applying and obtaining approval from the College to do so. Undertaking studies on the new course must only commence following confirmation from HE Manager.

9 Suspension of Studies

- 9.1 Suspension of Studies is a temporary break from study, normally lasting one academic year. You cannot decide to suspend without applying and obtaining approval from the College to do so.
- 9.2 When you suspend your last date of attendance determines your tuition fee liability and student funding eligibility. Your last date of attendance, is the date you attended your last scheduled activity as identified by your course team.
- 9.3 Backdating of a student's last date of attendance is not permitted.
- 9.4 If you are suspending you are expected to return to your studies and your course is held open for you to return.
- 9.5 The College will determine the point in the academic year at which it is in

your best academic interests to return to study. Your return date may be, in part, determined by module availability and scheduling.

- 9.6 If you have been suspending for reasons of ill-health, you should not return to study until you are well enough to do so. Where the University has ongoing concerns for your health, based upon your prior engagement with student support or consideration under the Fitness to Study policy, you may be asked to meet some additional requirements (typically, provide satisfactory medical evidence, engage with Student Support Services and /or agree to a supportive action plan) prior to recommencing your course.
- 9.7 In no circumstances may a period of suspension of studies exceed two successive academic years.
- 9.8 Any formal written communication from the College will be sent to your college email address and/or your home address.
- 9.9 When suspending you must keep the College informed of any changes to your contact details and respond to any requests for information the College in a timely fashion (and in any case, by any date noted within correspondence). Where no response is received you will be deemed to have withdrawn from your studies.

10 Withdrawal

- 10.1 Withdrawal is the formal process of a student leaving the College.
- 10.2 When you withdraw/are withdrawn, your student status is terminated, and you are no longer registered with the College. The end date of your registration is determined as the last date you attended a scheduled activity, as identified by your course team.
- 10.3 When you withdraw your last date of attendance determines your tuition fee liability and student funding eligibility.
- 10.4 Backdating of a student's last date of attendance is not permitted.

- 10.5 Any formal written communication from the College will be sent to your college email address and/or your home address.
- 10.6 Once you have formally withdrawn from your course the College is legally obliged to inform your student funding body and withdrawal may result in the loss of part or all of the funds that are paid on your behalf. For international students, the College will notify the UKVI that you have withdrawn; this will result in termination of your UK visa and you will be required to return to your home country immediately.
- 10.7 Once withdrawn from a specific course, you cannot re-engage or be re-enrolled on to that course in the same academic year. You may however make a fresh application to resume studies on the same course or a different course in a subsequent academic year. Such applications will be considered on their individual merits and will take previous academic standing into account.

Track Changes

Policy: HE Registration Policy

Changes Annual Review

Date: 25th January 2026

No changes