



Institute  
*for* Education

# Course Participants' Enrolment Procedure

Version 1.2

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|                        |                   |                       |           |              |          |
|------------------------|-------------------|-----------------------|-----------|--------------|----------|
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| <b>Policy Approver</b> | QAC               | <b>Effective Date</b> | 5/01/2017 |              |          |

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## 1 Enrolment of new course participants

- 1.1 Enrolment dates at the Institute for Education (IfE) vary between courses and cohorts.
- 1.2 After the IfE processes and accepts an application for a course/module, the course applicants will be sent an email notification requesting payment. Following which, an automated confirmation of enrolment for the module and any other relevant information related to enrolment will be provided.
- 1.3 Eligible applicants who will be following a qualification programme will be invited to endorse a student agreement prior to the request for payment.
- 1.4 To be enrolled in a qualification programme offered by IfE, course participants agree to the terms listed in the provided student agreement.
- 1.5 To be enrolled at the IfE, course participants agree to be bound by the regulations, policies and procedures as amended from time to time.
- 1.6 Course participants must be enrolled in order to have access to resources, participate in lectures and other educational and support activities of the IfE, to undertake research at the IfE, to receive recognition (a final grade) for the work done and, on completion of the requirements of a course of study, to be eligible to receive an award(s) or to be conferred a qualification from the IfE.
- 1.7 Enrolled course participants may request to amend their enrolment status in certain circumstances and in accordance with the IfE policies and procedures.
- 1.8 The IfE may amend a course participant's enrolment status or course of study in certain circumstances in compliance with the IfE policies and procedures.
- 1.9 Enrolled course participants may apply for leave from study in accordance with the IfE [Leave of Absence Policy](#).
- 1.10 The enrolment of a course participant may be discontinued, suspended or cancelled under certain conditions established by the IfE. Further information can be found in the [Termination of Studies Policy](#).
- 1.11 A course participant remains enrolled at the IfE until they:
  - Have completed all requirements of the course/module
  - Have qualified for the award or conferral of qualification.

## 2 Conditions of Enrolment

- 2.1 To remain enrolled at the IfE, course participants need to abide by the Conditions of Enrolment.
- 2.2 Despite any publication, announcement or advice, the IfE may choose not to offer a particular course or module in any given period, and may change arrangements for courses or modules, in respect of human resources, content or location.
- 2.3 The IfE reserves the right to cancel the course participant’s enrolment if:
- The course participant made a material misrepresentation in the application for admission to a course;
  - The course participant failed to disclose to the IfE a fact or circumstance material to the IfE’s decision to admit the course participant to a course;
  - The course participant was admitted to a course on the basis of a qualification, degree, diploma or certificate, that was obtained wholly or partly by fraud, academic misconduct or other dishonesty;
  - The course participant fails to fulfil, to the IfE’s satisfaction, all requirements for enrolment in a course;
  - The course participant is found to be in breach of one or more of the IfE policies and procedures.

## 3 Version history

| Originator      | Version | Date       | Changes Done                      |
|-----------------|---------|------------|-----------------------------------|
| QA Dept         | 1.0     | 5/01/2017  | Initial Release                   |
| Admissions Dept | 1.1     | 14/02/2023 | Updated section 1 and section 2.3 |
| QA Dept         | 1.2     | 24/04/2024 | Updated Links                     |