

Student Part Enrolment Procedure

2026-2027

Student Part Enrolment Procedure

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Summary

This procedure explains how the University manages the enrolment of students who have completed online enrolment but have certain outstanding admissions conditions or enrolment requirements that must be resolved before they can be fully registered. While these requirements remain outstanding, students hold a **Part Enrolled** status, allowing them to begin their studies and access relevant University systems and services. The procedure also explains how students progress from **Part Enrolled** to **Registered** status once all requirements have been met.

Glossary of Terms

Confirmation of Student Registration Certificate (CSRC): A certificate issued by the University to enable students to confirm their student status. Full-time students may use the certificate as evidence when applying for council tax exemption.

Disclosure and Barring Service (DBS) checks: Checks provided by the Disclosure and Barring Service, an executive agency of the Home Office, to support informed recruitment decisions. Depending on the level of check, they may disclose information about an individual's criminal record and other relevant information held on the Police National Computer (PNC) or by local police forces.

Online enrolment: The mandatory process students must complete to provide the required information, agree to University regulations, and enable access to their University account. Completing online enrolment provides access to University systems and services. However, students are assigned a 'Registered' status only once all outstanding entry conditions and enrolment requirements have been met.

Occupational health check: An assessment required for students to demonstrate that they meet the statutory health and fitness requirements of their chosen profession. The University's appointed Occupational Health Service reviews information provided by the student and provides confirmation of whether the student meets the relevant requirements.

Part enrolled status: A temporary enrolment status for students who have completed online enrolment but still have outstanding non-academic entry conditions or enrolment requirements. Students with this status can begin their studies and access most University services while these requirements are being completed or approved. Their status changes to 'Registered' once all outstanding requirements have been met, approved and recorded by the University.

Registered status: The student record status applied once a student has completed all required enrolment processes and met any outstanding requirements. Students with a status of Registered are fully enrolled with the University.

Statutory returns: Data returns that the University is legally required to submit to government agencies and sector bodies, including information about student numbers and other required student data.

Teacher Trainee: A student undertaking a programme of study leading to Qualified Teacher Status (QTS) or another recognised teaching qualification.

UK Visa and Immigration (UKVI): A division of the Home Office responsible for managing the UK's visa and immigration system, including the sponsorship and immigration requirements for international students.

Purpose

This procedure sets out the arrangements for managing students who have completed online enrolment but cannot yet be fully registered because they have certain outstanding admissions conditions or enrolment requirements. It defines when **Part Enrolled** status applies, the responsibilities of the relevant teams, and the process for changing a student's status to **Registered** once all outstanding requirements have been met. It applies to all Edge Hill University students.

Student Part Enrolment Procedure

1. Introduction

The University aims for all students to complete their enrolment at the start of each academic year. However, there may be occasions where outstanding non-academic entry conditions or enrolment requirements prevent students from becoming Registered. In these circumstances, Part enrolment provides a temporary status that allows students to begin engaging with their studies and access appropriate University systems and services while the outstanding requirements are being completed and approved.

These reasons may include:

Conditions of entry:

- confirmation of occupational health clearance
- completion of the Disclosure and Barring Service (DBS) check
- police check/Certification of Good Conduct from their home country for non-UK domiciled and UK nationals who have lived abroad
- receipt of satisfactory references

Enrolment and other:

- production of relevant identification documents including visa documentation (see [Enrolment identification requirements](#)). Where a student is sponsored under the Student Route, all actions taken under this procedure must comply with UKVI sponsorship requirements.
- any other administrative procedures deemed necessary

Where a continuing student returns from a period of interruption and has outstanding conditions of return, such as DBS and/or Occupational Health checks, they may be Part Enrolled while these requirements are being completed and approved.

2. Part Enrolled status

The Head of Admissions or Director of Academic Registry has discretion to apply Part Enrolled status. Normally, students may be placed on Part enrolment for a period of six weeks from the start date of their course, or, where a student starts late, from the date of enrolment. This period allows time for outstanding non-academic entry conditions and/or enrolment requirements to be completed and approved.

Teacher trainees are normally limited to a Part Enrolment period of three weeks from the start date of their course.

Students sponsored under the Student Route may be subject to different deadlines for completing enrolment requirements where necessary to ensure compliance with UKVI sponsorship duties. In such cases, the University may require the student to provide outstanding documentation or complete enrolment requirements within a shorter timeframe than that normally permitted under this procedure. Where enrolment requirements are not met within the required timeframe, the University may take action in accordance with UKVI requirements and University procedures.

Part enrolled students can:

- attend lectures, seminars, tutorials, supervisor meetings
- access Catalyst, library services and University IT services, including email
- pick up their Unicard (ID Card)
- access University buildings and facilities
- live in University accommodation
- access Blackboard virtual learning environment
- seek support from University services

Part enrolled students cannot:

- receive Student Finance payments, bursaries, scholarships or other external funding
- apply to the Student Opportunity Fund
- commence, undertake or attend any placement activity
- receive a Confirmation of Student Registration certificate (CSRC)
- submit coursework or attend examinations

When the six-week period has ended (or three weeks for Teacher Trainees), the Faculty will be consulted to determine whether an extension to the Part enrolment period may be granted.

The following factors will be considered:

- whether the student can manage financially, as funding will not be released until the student is fully Registered;
- whether the student has missed too much time on placement;
- whether the student has failed to submit the required documentation; and
- whether the student remains able to complete the course within the designated timeframe.

3. Management of the Part Enrolled status

The monitoring process will be:

Dept Timeframe	Stages
Admissions	The student is notified of outstanding conditions and the implications of remaining Part Enrolled.
Online Enrolment	The student completes stages one and two of online enrolment and is informed by email of their Part Enrolled status
Week three	Admissions will contact the student to remind them of the outstanding conditions and submission date. For Trainee Teachers, the normal expectation is that their place will be withdrawn at this stage unless the Faculty has approved an extension. Admissions will communicate the decision to the student.
Week six	Admissions will contact the student to remind them of their outstanding conditions and deadline. The student will be referred to the Faculty who will consider whether to approve an extension to the deadline. Where the Faculty does not agree to the extension, their place will be withdrawn. Admissions will communicate the decision to the student.
After week six	Where an extension has been approved, Admissions will continue to monitor the student's outstanding requirements until the revised deadline.
Final decision	Where all outstanding requirements are met, the student becomes fully enrolled, their status changes to Registered, and they receive confirmation of their Registered status by email. Where outstanding requirements are not met within the permitted timeframe, the student will not move to a Registered status. For new students, Admissions will communicate the decision to withdraw the offer of a place. For students returning from interruption, Academic Registry will communicate the decision that they are unable to return to study.

4. End of Part Enrolled status

Part Enrolled status ends when either:

- all outstanding requirements have been completed and approved, and the student's status changes to 'Registered'; or
- the student's place is withdrawn because the outstanding requirements have not been met within the permitted timeframe.

5. Registered status

Within the University's student record system, a status of '**Registered**' confirms that a student has completed all required enrolment processes, satisfied all entry requirements and conditions, and is therefore fully enrolled at the University.

Academic Registry will update the student's status within the student records system once all outstanding requirements have been confirmed as complete. Students will be notified by email when their status changes to 'Registered'. Once a student's status changes to 'Registered', the [University's Tuition Fee Policy and Regulations](#) will apply.

6. Implications of Part Enrolled status

The implications for the University when a student is Part Enrolled include:

- the student will not be included in statutory returns
- student attendance will not be confirmed to the Student Loans Company (SLC), DfE or NHS Bursary Services, and associated funding will not be released
- assessment marks cannot be recorded in the student record system or considered by an Assessment Board.

Endmatter

Title	Student Part Enrolment Procedures
Policy Owner	Admissions Manager/Assistant Registrar – Academic Records
Approved by	Head of Admissions/Head of Academic Registry
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