



## Admissions (Direct Enrol) Process 2024-25

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<b>Process:</b>	Admissions (Direct Enrol) Process 2024-25
<b>Scope of Process:</b>	Potential and existing students
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## Section A: Scope

### 1.0 Scope

This procedure applies to part-time courses with no academic course entry requirements. Courses are marked as **Enrol** on course listings.

All courses within Belfast Met are delivered and assessed in English, apart from language specific courses.

## Section B: Enrolment Eligibility Requirements

### 2.0 Minimum Age Requirements

Students must be at least 16 years old by 1 July 2024 to enrol at Belfast Met. This is set out in the Further Education (NI) Order 1997. Exceptions to this are the arrangements under formal School-College Partnerships – potential students can contact Belfast Met or their own post-primary school to check if this arrangement might be available to them. If potential students have completed Year 12/Form 5 in school but will not be 16 years old by 1 July 2024, they should contact the Education Authority NI for further advice at [info@eani.org.uk](mailto:info@eani.org.uk) or tel. 02890 564000.

### 3.0 Excluded status

Current or past students who are already excluded from attending the College as a result of a disciplinary process are excluded from the admissions and enrolment process.

### 4.0 Right to Study

Belfast Met is required to satisfy [United Kingdom Visa and Immigration \(UKVI\)](#) requirements relating to status and to inform the fees assessment process. Enrolments are processed in accordance with United Kingdom Visa & Immigration (UKVI), Belfast Met's International Admissions procedures and any special requirements set out by our Partner Universities. Enrolling students must provide proof of identity, appropriate residency duration and Right to Study in the UK before enrolling onto a course. Current advice to students is available [here](#). Where students have to leave a course due to compliance issues, there will be no refund.

## 5.0 Proof of identity

Enrolling students

must provide proof of identity before enrolling onto a course. Proof of identity is required to satisfy the following:

- a) Verify that the student is who they say they are
- b) Make sure the correct fees are calculated
- c) Satisfy UKVI of identity

## Section C: Underpinning Admissions at Belfast Met

### 6.0 Course information

Course related information including academic and other course entry requirements is available from the following using a range of sources:

- using the [course search facility](#) on the [College website](#)
- the course details pages on the College website
- digital prospectuses and course booklets downloadable from the [College website](#);
- hard copy course booklets and leaflets available from campuses
- contact the College using email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) and telephone number 028 90265 265
- School Support teams using contact details provided on course details page and other communications
- Belfast Met's Careers & Employability Service;
- NI Careers Service;
- Campus Administration offices located in Titanic Quarter, Millfield and Castlereagh campuses.

### 7.0 Admissions Policy

The aim of this policy is to ensure that the College is fair and transparent in our student recruitment practices so that all students have an opportunity to avail of our courses. We seek to ensure that our recruitment practices do not directly or indirectly, disadvantage any particular group and are accessible to everyone.

It is College policy to promote equality of opportunity and good relations. This means that we will provide equality of access to all, irrespective of gender (including gender reassignment), marital or civil partnership status, having or not having dependents, religious belief or political opinion, race (includes colour, nationality, ethnic or national origins, Irish Traveller), disability, sexual orientation, or age.

## 8.0 Change Control Process

A Change Control Process exists to ensure that changes to the Admissions & Enrolment Process are considered, approved where appropriate and the change applied in a fair and transparent manner.

## 9.0 Accessibility

Belfast Met endeavours to make the admissions and enrolment process accessible for everyone. This includes access to information and our sites.

Admissions and enrolment related information can be provided in different formats on request by contacting Corporate Development at Belfast Metropolitan College Building 1, Room 9, Castlereagh Campus, Montgomery Road, Belfast, BT6 9DJ.

Potential students are encouraged to contact us on email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk) or telephone 028 90265 265 if they have concerns about visiting our sites in-person, require extra support or discretionary arrangements are required during the application process.

## 10.0 Communicating with potential and existing students

Potential and existing students must be communicated with in an appropriate and timely manner. A variety of methods are used to communicate with students – text, letter, email and telephone call.

Communication templates exist for each stage in the enrolment process. It is essential that all students are communicated with using formally approved communication templates. Line Managers must approve changes and/or customisation to templates in advance.

## 11.0 Section 75 Monitoring Information

Monitoring information is required by Belfast Met to facilitate the monitoring and checking of procedures to assure fairness, as required by Section 75 of the Northern Ireland Act 1998. It is held in accordance with relevant data protection legislation. Learner information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data

protection legislation. The College Privacy Notice provides further details on how Belfast Met processes student data. This is available at <https://www.belfastmet.ac.uk/about-us/corporate-information/privacy-policy/>

## 12.0 Equality and Diversity

Belfast Metropolitan College believes that everyone has a right to study in a harmonious welcoming environment. The College is committed to creating and ensuring an atmosphere where learners, customers, staff, governors and other stakeholders celebrate equality and diversity in all activities.

For further information please visit the **Equality and Diversity** page on our website at <https://www.belfastmet.ac.uk/about-us/corporate-information/equality-and-diversity/>

## 13.0 Belfast Met Terms and Conditions for Enrolment and Application

The Terms and Conditions for enrolment and application apply to all potential and existing learners. Potential students are encouraged to read the **Terms and Conditions** available at <https://www.belfastmet.ac.uk/siteFiles/resources/docs/public-documents/terms-and-conditions-for-enrolment-and-application-2024-25.docx> before enrolling onto courses.

## 14.0 Compliments and Complaints

Belfast Met is committed to providing the highest quality of service to all our customers. If a customer is not satisfied with the quality of service provided by the College or college staff, they have the right to complain. Any complaint will be dealt with fairly, effectively and confidentially. Customers are referred to the College 'Complaints and Compliments Policy' available on the College website at <https://www.belfastmet.ac.uk/media/eu2jnmqg/complaints-and-compliments-policy.docx>

## 15.0 Student Criminal Disclosure

Belfast Met actively promotes equality of opportunity and welcomes applications and enrolments from a wide range of students, including those with criminal convictions.



However, in order for the College to manage any risk that students may pose, they must tell us about any unspent criminal convictions you may have.

For certain courses, students must disclose all criminal convictions not subject to the filtering process. Students must complete either a [Criminal Offence\(s\) Disclosure Form CDF1](#) or an [Enhanced Criminal Offence\(s\) Disclosure Form CDF2](#). Both forms are available on the [Student Criminal Disclosures](#) page of our website. The forms can also be obtained by contacting the Safeguarding Administrator on 028 90265184.

The [Criminal Convictions Student Guidance and Information Document](#) on our website explains which form is needed and how to complete and return it to us in confidence. Once the disclosure information has been received, the College will assess the risk that students may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles.

Students will be advised of the Safeguarding Risk Assessment Panel decision separately and as quickly as possible. Students should not discuss their criminal disclosure with the course team or fellow students.

To find out more information about the release of this information and guidance on conviction disclosure, contact NIACRO on 028 90320157.

If students are convicted of a criminal offence after applying to or enrolled at the College, they must tell us about this conviction and complete one of the Criminal Convictions Disclosure forms as set out above. If students need help with this process, please contact the Head of Student Support by e-mailing [studentsupport@belfastmet.ac.uk](mailto:studentsupport@belfastmet.ac.uk).

## **16.0 Validity of enrolment**

Enrolment is only valid for the stated academic year and period.

## **17.0 Payment of Fees**

Belfast Met operates within a very strict protocol of financial procedures. Tuition fees apply to the College financial year beginning 1 August 2024 and ending on 31

July 2025 and are chargeable in each year of study. Tuition fees are payable in full at the time of enrolment and can comprise course fees, registration fees or any other charge relating to the course. Payment is accepted by cash, credit/debit card (Visa, MasterCard), direct debit or World Pay.

Students are advised to read the **Belfast Met Fees and Charges Policy 2024-25** before enrolling onto a course. The **Belfast Met Fees and Charges Policy 2024-25** is available on the college website at

<https://www.belfastmet.ac.uk/media/krkg5fn0/feesandchargespolicy2024-2025.docx>

The policy contains important information relating to fees, charges and payment of fees.

Students with outstanding debt are placed on the **HOLD** progress code. Students with outstanding debt to the College cannot progress until debt is settled in full.

## 18.0 Student ID Cards

Students enrolling onto a course are provided with a student ID card. The card contains a student photograph and an embedded chip enabling access to the buildings and photocopying facilities. Students are provided with id cards during first week of term.

Students who wish to have their photograph in a private area due to cultural or religious reasons can be facilitated. Students can speak to a member of staff to confirm arrangements.

## 19.0 Course Closure, Suspension and/or Substantial Change

Course closures are managed through Belfast Met's Course Change/Closure procedure, available at

- [HE Programme Closure, Suspension and Substantial Change\(s\)](#)
- [FE Programme Closure, Suspension and Substantial Change\(s\)](#)

## 20.0 Right to Cancel

Belfast Met's Admissions and Enrolment Process adheres to relevant consumer protection legislation. This ensures that the student is protected as a 'customer' of

the College. When a student enrolls on a course they have the '[Right to Cancel](#)' within 14 days of enrolling. The student contract with the College begins on the day they enrol for a course at Belfast Met.

## **21.0 Cancellation of Course Before it Starts**

The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students to run and, on occasions, some classes may be combined.

If the minimum number of students on a course is not reached, the College reserves the right to withdraw the course or a specific course element. In other cases, classes may have to be cancelled. Course closures will be managed through Belfast Met's Course Change/Closure procedure which can be found on the [Public Documents](#) page of our website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk)

## **22.0 Support Services**

Anyone considering applying to the College should visit the Life at the Met available on Belfast Met's website at <https://www.belfastmet.ac.uk/life-at-the-met/>

This section provides potential students with some essential information about life at Belfast Met. Potential students can explore the campuses, check out the library services, and find out about a wide range of Student Support available.

## Section D: Enrolling at Belfast Met

### 23.0 Timeline of Belfast Met Admissions

Each year, the opening date for direct is published on the College website. Enrolment remains open until the class is filled or the start date has passed.

If the course is already filled, potential students will be added to the waiting list and contacted if a place becomes available.

Anyone wishing to enrol onto a course with no entry criteria after the course start date must seek permission from the College before enrolment can progress.

### 24.0 Tracking an enrolment

Each stage of the enrolment process is recorded using a series of progress codes.

Progress code	Long description
CNCLA	Student record has cancelled by Belfast Met
ENROL	Enrolled
HOLD	Enrolment is on hold due to issue such as outstanding debt.
OLPP	Potential student has booked a place online with payment pending
PEND	Potential student has booked a place online – payment of fee is pending
STOP	Criminal Conviction Disclosure in progress
WAIT	Waiting List
WITHDA	Student has withdrawn application

## 25.0 Enrolment Methods

The table below provides an overview of enrolment methods.

Method	How	Payment Of Fees	Concessions & Discounts	Direct Debit Facility*
<b>Online</b>	Via college website	Learner creates an online account. Fees must be paid online within 3 working days	A learner can select the concessionary rate. They are asked to upload evidence which is monitored and checked by campus. Student request refund upon production of evidence.	N/A
<b>In-person</b>	Campus Administration	At time of enrolment	At time of enrolment upon production of evidence.	Can be set up at time of enrolment
<b>Telephone</b>	028 90265 265	At time of enrolment	Full fee payable. Student request refund upon production of evidence.	N/A
<b>Postal</b>	Post to Campus Administration	At time of enrolment	At time of enrolment upon production of evidence.	Can be set up at time of enrolment

## 26.0 Contact details

Students must ensure that their contact details are kept up-to-date. Communication is mainly via email and mobile telephone number.

## 27.0 Additional Support & Discretionary Arrangements

Additional support and discretionary arrangements are available for anyone who experience difficulty during the enrolment process. Potential students may be provided with hard copy enrolment forms on request and/or visit the campuses to enrol in person. College Libraries currently act as a Help Hub to support those who may be unable to enrol online. Front facing staff will advise potential students on available discretionary options.

- Instructions for online enrolment are available [here](#).
- Hard copy enrolment forms are available and provided where appropriate e.g. discretionary circumstances.