Enrolment Process for Tier 4 student

- Oracle report 'Enrolment Group Successful Updates' ran daily to check correct fee status
- Student record is transferred to ERT and account discovery and enrolment email sent to student from admissions
- Enrolment group set by auto populate process
- Tuition fees set by fees team

If the student advises they will be arriving late, the SCE_UDF3 is updated to 'ARRIVING_LATE' and the SCE notes field updated. Contact the School to check they are okay with the late arrival date.

- Enrolment Delayed
  - SCE_UDF3 updated with reason for delay
  - On date given in ERT_ENROL2, check if account has been discovered.

- 7 days before start date
  - 1st email (ERT_ENROL_1) sent and SCE_UDF3 automatically updated to ENROL1_SENT

- On the Start Date
  - Pull back on 'enrolment opens' date and re-send 1st email to any who have not enrolled

- 5 days after start date
  - Send 'ERT_ENROL2' to any students not enrolled which auto-populates SCE_UDF3 with 'ENROL2_SENT'. This communication automatically calculates a response date based on 5 days

- If the student advises they will be arriving late, the SCE_UDF3 is updated to 'ARRIVING_LATE' and the SCE notes field updated. Contact the School to check they are okay with the late arrival date.

- Enrolment Delayed
  - SCE_UDF3 updated with reason for delay
  - On date given in ERT_ENROL2, check if account has been discovered.

- DISCOVERED
  - Send letter 'ERT_DEENWD' which auto-populates SCE_UDF3 with 'WDLETTERSENT' and check if student engaged

- School/Supervisor contacted to check if engaged with course
  - School confirm student is engaged
    - School instructed not to teach student and refer them to Student Administration
    - If student is staying on campus then staff make a visit to accommodation
  - School confirm student is not engaging

- Students notified to CH/LC to see if student needs to be reported

- REPORTED TO UKBA
  - SCE_UDF3 to RAT, send RAT SRL, SCE_UDF8 to NOENROL

Key:
ERT: Enrolment and Records Team
RAT: Removal of the student record
SCE: Enrolment record