

ENROLMENT POLICY 2025/26

Owner	Suellen White, Head of Governance and Compliance
Approved by	Executive
Approval date	1 August 2025
Review date	1 August 2026

1. DEFINITIONS

- 1.1 Enrolment is the ASU London's process through which students formally agree annually to abide by the Charter and Regulations and become a student member of ASU London in whole or in part of the academic year.
- 1.2 The term 'student' in this policy encompasses any individual eligible to participate in a ASU London programme of study. This includes:
- Full-time students on campus
 - Full-time students at a distance including placement or exchange arrangements

2. AIMS

- 2.1 The policy ensures that all students enrol as members of ASU London in order to have full access to the full range of its academic facilities and support mechanisms;
- 2.1.1 including coverage by the ASU London's third-party liability insurance and its Health & Safety Policy
- 2.1.2 ensuring that ASU London is fully compliant with the requirements of its external stakeholders, professional, statutory & regulatory bodies. e.g. Office for Students, Student Loans Company, UK Visas and Immigration. ASU London's fee income (paid by students and/or their financial sponsors) depends directly on students' timely enrolment
- 2.1.3 ensuring that ASU London is fully compliant with the requirements of a licensed sponsor to report to UK Visas and Immigration any students in the UK by virtue of a student visa who have not enrolled within the enrolment period
- 2.1.4 ensuring that ASU London is fully compliant with the requirements of the Data Protection 2018 for the processing of personal data as the ASU London Data Protection Policy which is available [here](#).
- 2.2 Students must enrol at the beginning of the course and annually thereafter as notified by ASU London. Students will not be able to enrol with ASU London if they:
- 2.2.1 Are a debtor to ASU London
- 2.2.2 Are found to have provided false or inaccurate information at application
- 2.2.3 Have not completed the requirements stipulated by a study visa
- 2.2.4 Are under investigation under another ASU London policy

- 2.2.5 Are under investigation by the police or another authority for a matter that is not compatible with being a student of ASU London
- 2.3 Students must enrol and pay tuition fees within 14 calendar days of the start of their course. If they are not enrolled without good cause they will lose access to ASU London's facilities and will be withdrawn from their programme of study.
- 2.4 A student must be enrolled each year in order:
- 2.4.1 to participate in any programme of study, including all vocational placements, lab work and field work;
 - 2.4.2 to receive marks and credit for assessments, as well as be eligible for the award of credit, certification, diploma or degree;
 - 2.4.3 to be eligible for Council Tax exemption;
 - 2.4.4 to comply with terms of Student Visa regulations (as appropriate);
 - 2.4.5 to receive Student Loan Company maintenance; and
 - 2.4.6 to receive and retain their Student ID card.
- 2.5 From a student perspective it is at Enrolment that the student enters into a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key personal information.
- 2.6 Following Enrolment for their first year of study, new students will be advised that they have the Right to Cancel this contract within 14 days of enrolment without incurring any fees.

3. TIMESCALES

- 3.1 The academic year runs from 1st August to 31st July each year.
- 3.2 Other than in exceptional circumstances, ASU London requires all **returning** students who are eligible to re-enrol to have completed the process **within fourteen days of recommencement of their programme of study**. If you believe you have exceptional circumstances, you must contact the Student Hub by emailing studenthub@asu-london.ac.uk
- 3.3 ASU London will deem withdrawn from their programme of study for students who remain unenrolled by the end of the Enrolment period, which is the end of the fourth week after the re/commencement date of their programme of study.

4. NEW STUDENTS

- 4.1 The Home Office requires education providers to check the Right to Study for all students before they can start each year of their course.

- 4.2 All new students are required to provide **original** documentation so that ASU London can verify:
- 4.2.1 The student's identity via a security check against photographic documentary evidence. The accepted ID documents for UK students include a signed passport or birth certificate (UK birth certificate issued within 12 months of the date of birth) together with a National Insurance number or a driving licence with a birth certificate (UK birth certificate issued within 12 months of the date of birth). For non-UK students, a full and current passport is required.
 - 4.2.2 Their qualifications where these have NOT been verified directly by the UCAS admissions system.
- 4.3 New students are defined as students who are attending a programme of study for the first time. This will include:
- 4.3.1 first year students
 - 4.3.2 students starting a new level of study (e.g. undergraduate to post- graduate studies)
 - 4.3.3 students who are direct entrants into a second year of study
 - 4.3.4 students studying discrete modules (e.g. Continuing Professional Development)
- 4.4 Students who have an outstanding Tuition Fee debt to ASU London because of previous study will not be able to enrol until they have either cleared the debt or, exceptionally, have agreed on an appropriate repayment plan with the Finance Department.

5. INTERNATIONAL STUDENTS

- 5.1 All students requiring a visa to study in the United Kingdom must not currently be, nor have ever previously been, in the United Kingdom for any purpose without valid immigration permissions. If, either during the process of admitting a student or subsequent to that student enrolling upon their programme of study, ASU London is informed that the student is (or has previously been) in the United Kingdom without such valid permissions, it may be required to inform the immigration authorities and/or terminate the student's enrolment and/or withdraw sponsorship of the individual's visa.
- 5.2 Students requiring a visa to study in the United Kingdom will not be able to fully complete ASU London enrolment until such time as their immigration status in the United Kingdom has been verified by a member of specifically- designated ASU London staff. This check will normally include reference to the individual's passport, visa, e- visa, leave stamps, and other immigration documents as determined by the individual's specific immigration status such as, but not limited to, evidence for all of the qualifications listed on your CAS and proof of English language (if this was a condition of your offer). Failure to bring all of these documents to enrolment will mean that you cannot be enrolled or attend any learning sessions on your course.

- 5.3 Students studying at ASU London on any form of student visa may not work or engage in employment of any kind, whether in term time or in non-term time periods. Any student who works or engages in employment of any kind, whether in term time or in non-term periods will be deemed to be in breach of their immigration conditions which may result in the withdrawal by ASU London of its immigration sponsorship of the individual.

6. CONTINUING STUDENTS

- 6.1 The Home Office requires education providers to check the Right to Study for all students before they can start their course.
- 6.2 ASU-London will monitor students' visa expiry dates and will obtain further evidence of study for those who have visas which expire part-way through a course to ensure that students always have the right to always study.
- 6.3 Continuing students are defined as those students who are continuing / progressing with their studies. This includes students who are returning after a period of interrupted study; those who are repeating a year internally; those who are undertaking an industry placement as part of their programme of study; and those who are studying at an overseas institution as part of a study abroad module(s).
- 6.4 Students who have an outstanding Tuition Fee debt to ASU London because of previous study will not be able to re-enrol until they have either cleared the debt or, exceptionally, have agreed to an appropriate repayment plan with the Finance Office.
- 6.5 Students are required to enrol every academic year and update their personal data as necessary.