



## POLICY ON ADMISSION AND ENROLMENT

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## 1. Purpose

The purpose of this policy is to establish standard guidelines that will be used at Villa College in admission- and enrolment-related matters. This policy describes the guiding principles, definitions, responsibilities and procedures for admission and enrolment. The policy enables fair and equal treatment of all applicants and meets international best practices, the existing guidelines of the Maldives National Qualification Framework (MNQF) and the Maldives Qualification Authority (MQA) and the national policies on higher education for giving admission to college programmes.

## 2. Definition of Terms

**Active student** - A student who is enrolled during the current semester or is on semester break.

**Add / Drop period** - To add or drop a module that students have enrolled on, after the semester registration.

**Admission** - The process of reviewing the application for admission form and making the offer of admission when the applicant meets the admission requirements for a programme.

**Block mode** - Classes are held on identified block dates through different modes of delivery.

**Unattended offers** - Successful applicants who were given an offer of admission, but fail to register and commence the programme.

**Census date** - The last date that a student may drop modules and withdraw / defer from the programme without incurring any academic penalty.

**Deferment / Deferral / Timeout** - The process of temporarily delaying or postponing studies until a later semester, year or a specific period.

**Enrolment** - Completing the initial payment for the semester and adding modules offered by the faculty for each semester.

**Inactive student** - A student who completed semester registration in the previous semester(s), but did not defer or withdraw officially, and did not register for the current semester.

**Initial registration** - New students' admission and enrolment in the first semester of the programme of study.

**Late registration** - To complete registration after the registration deadline, before the census date.

**Re-admission student** - A student who is given an offer of admission for a new programme after completion/ withdrawal from another programme.

**Registration** - The process of registering at the college and establishing student identity within the college.

**Regular mode** - Classes are held every week on a regular basis.

**Withdrawal** - The process of permanently terminating the study programme.

### 3. Scope

This policy applies to all students of Villa College and future students applying to the college.

### 4. Policy Principles

- 4.1 Adhere to internationally agreed benchmarks of quality assurance agencies, procedures and practices in order to provide a world-class education at Villa College.
- 4.2 Define practical aspects related to registration and ensure the timely admission / enrolment of all students.
- 4.3 Provide a guideline to facilitate equal opportunity and to avoid all discriminatory matters related to admissions and registration.

### 5. Policy Description

- a. This policy applies to the admission of students to all programmes offered at Villa College. All staff involved in the process of admission are required to comply with this Policy.
- b. The admission standards of Villa College are consistent with the MNQF outlined by the MQA, partner universities and professional bodies, and are approved by the Academic Senate.
- c. The college must promote the programmes regularly in line with its policies, the academic calendar and marketing strategies. The entry requirements for all Villa College programmes must be specified in the marketing materials.
- d. The college normally opens applications for three intakes, i.e. January, May and September; however, it welcomes applications at all times. The college must consider the market situation and the demands of the programme when opening the applications.
- e. In offering programmes of partner universities, the college must follow the policies and procedures of those universities and MNQF guidelines.
- f. The college selects applicants based on admissions criteria and availability of placements. However, if it opens applications for a limited number of placements, the college must offer admission on the basis of first come-first served. If the

- college receives a lower number of applications than the minimum required number to start a programme, it must offer students available alternative options.
- g. The Registration Department must attend to all queries regarding applications and admissions.
  - h. In offering admissions, the college must follow processes and practices that are fair and explicit.

## 5.1 Open for application

- a. The admission process begins once the programmes offered for the semester are announced.
- b. Announcements must be made at least two months prior to the commencement of the intake. Generally, the announcements must be made as follows;
  - in October for the January Intake
  - in March for the May Intake
  - in July for the September Intake
- c. The application deadline for all intakes must be stated in the Academic Calendar.
- d. The following information must be made available through the college website and through other resources.
  - Programmes available for the intake
  - How to apply for admission
  - Documents required with the application for admission
  - Fee details
  - Application deadline
  - Mode of delivery
  - Entry requirements for the programme
- e. Applications for admission can be made online via the Villa College website or through the submission of a completed application to the student desk.

## 5.2 Receiving applications

- a. The college receives applications through the following methods.
  - Online submission
  - Email submission
  - Hardcopy submitted to the college
- b. The college must ensure that all required documents are included when receiving the applications. The following documents are generally required with the applications.
  - MQA accredited copies of educational certificates or an MQA assessment report
  - Attested / verified copies of certificates and transcripts
  - A copy of the National Identification Card/Passport
  - One passport-sized photograph
  - School leaving certificate (for Certificate level courses)

- Non-refundable and non-transferable admission fee (as stated in the policy on student finance)
  - Additional documents maybe required based for a particular programme of study
- c. The Registration Department must ensure that the entry requirements for the programme are met before giving the *Offer of Admission* .
  - d. All re-admission students are required to submit the *Application for Re-Admission Form*.
  - e. The process of receiving of applications is available in Appendix 1.

### 5.3 Offering admission

- a. Admission must be offered based on
  - Eligibility
  - Availability of placements and
  - The offer will be made on a first come-first served basis if limited placements are available.
- b. An *Offer of Admission* must be made available to applicants online from the applicant portal and also made available for collection from the Student Desk.
- c. The *Offer of Admission* must be accompanied with an *Acceptance of Offer* form and a *Fee Schedule*. (Sample of *Offer of Admission*, *Acceptance of Offer* and *Fee schedule* is available in Appendix 2). The Offer must include
  - Programme details
  - Registration deadline
  - Commencement date
  - Faculty
  - Campus
- d. The applicants who do not meet the entry requirement must be informed of all alternative programmes they qualify for.
- e. All successful applicants who were given an *Offer of Admission* but fail to register for the programme must be automatically withdrawn, and their offers must be considered as cancelled offers. If the same applicants wish to register in another intake, a new offer must be issued for that particular intake.
- f. The process of offering admission is available in Appendix 3.

### 5.4 Registering students

- a. All applicants who receive an *Offer of Admission* are required to complete registration within the specified period. The registration dates must be made available through the college website ([www.villacollege.edu.mv](http://www.villacollege.edu.mv)) and the student portal (myVC), and must be informed through email and SMS.
- b. All new and re-admission students must complete registration and become enrolled for their modules every semester. Active students are required to enrol for their modules every semester.

- c. Registration and enrolment can be completed in-person or online.
- d. The registration process must include the following.
  - Submit *Acceptance of Offer* (new and re-admission students). In accepting the Offer, the applicant agrees to abide by the rules and regulations of the college.
  - Verification of student information
  - Pay fees (scheduled programme fee, VCSA fee, and Registration fee)
  - Verification of offered modules (if the student does not follow the normal landscape or repeats/retakes a module)
  - Receive academic counselling
  - Enrol for the semester
  - Issue *Module Registration Form*
- e. Before the commencement of each semester the college must ensure that
  - Orientation is given to all new and re-admission students
  - Timetables are provided to all registered students
- f. All new students must be issued their Student ID cards during the registration period. The process of issuing Student ID cards is available in Appendix 4
- g. The process of registering students is available in Appendix 5. This includes both online and face-to-face registration.

## 5.5 Maintaining records

- a. The Registration Department must maintain all the records of student admission and enrolment in accordance with the record maintenance policy and the Student Retention Policy.

## 5.6 Orientation

- a. All new students must be given orientation before commencement of their studies at Villa College.
- b. The new students' orientation must;
  - Introduce students to the services provided by the college that supports their learning and other experiences.
  - Provide comprehensive information about the college policies, procedures and regulations.
  - Facilitate academic advisement.
  - Ensure that the students become familiar with the college environment and physical facilities.
  - Provide a welcoming atmosphere for the students.

## 5.7 Deferment / Deferral / Timeout

- a. The college allows students to defer if they wish, to temporarily discontinue their studies. In such cases, the students must submit the *Application for Deferment* form.
- b. Deferment / deferral / timeout requests must only be considered as complete after the Registration Department communicates the outcome of the application.

- c. The details of deferment / deferral / timeout are available in the enrolment variation timeline.
- d. In case of partner universities, the College must follow the deferment / deferral / timeout process of the partner university.
- e. The maximum duration allowed for deferment / deferral / timeout must be for one year.
- f. All inactive students must be deferred automatically, if they are not registered by the census date.
- g. The deferral process is available in Appendix 6.

## 5.8 Withdrawal

- a. The college allows students to withdraw if they wish, to stop their studies with the intention of not returning to join the programme again. In such cases the students must submit the *Application for Withdrawal* form.
- b. The details of withdrawals are available in the enrolment variation timeline.
- c. In case of partner universities, the college must follow the withdrawal process of the partner university.
- d. The withdrawal process is available in Appendix 6.

## 5.9 Enrolment variation

- a. The college allows students to request enrolment variations every semester.
- b. The following tables show the enrolment variation timeline for all Villa College students.

### For regular mode students

Week	Description	Enrolment Variation	Refund/payment variations	Effect on Transcript
Week 1	Add/Drop/Withdrawal/ Deferment Period	Add/Drop/Withdrawal/ Deferment allowed	As per the VC Policy on Student Finance	No Record
Week 2		Add/Drop/Withdrawal/ Deferment allowed		No Record
Week 3		Add/Drop/Withdrawal/ Deferment allowed		No Record
Week 4		Add/Drop/Withdrawal/ Deferment allowed		No Record
Week 5 to 7	Close of Add/ Drop/ Withdrawal/ Deferment but allowed under special circumstances. If the registration status of a student changes due to this, the change can be made with the permission of the Admission and Awards Committee.	With special permission student may Add/Drop/Withdraw/ Defer		Withdrawals recorded as W
Saturday of Week 7	Census date			
Week 8 to 15	Census date and closure of enrolment variation	No enrolment variation beyond this point		Withdrawals recorded as F



### For block mode students

Block	Description	Enrolment Variation	Variation	Effect on Transcript
Block 1	<p><b>Close of Add/Drop/Withdrawal/Deferment but allowed under special circumstances.</b></p> <p>If the registration status of a student changes due to this, the change can be made with the permission of the Admission and Awards Committee.</p>	With special permission student may Drop/Withdraw/Defer prior to the Census Date	As per the VC Policy on Student Finance	No Record
Block 2	Closure of enrolment variation			Withdrawals recorded as W if done prior to Census date. After census date it is recorded as an F
Block 3		No enrolment variation beyond this point		Withdrawals recorded as F

- c. Students must complete registration before the registration deadline specified for each semester.
- d. Late registration requests must be accepted till the end of the fourth week of the semester. Late registration fines must apply for any registration after the third week of the semester, in accordance with the VC Policy on Student Finance.
- e. All cases of add/drop/withdrawals/deferments under special circumstances must be reviewed by the Admission and Awards Committee or persons appointed by the committee for the purpose.
- f. All inactive students must be deferred automatically if not registered by the census date.
- g. Students are allowed to change their programme of study during the add/drop period. The students must submit a *Programme Change form*.
- h. In case of partner universities, the college must follow the Add/Drop/Withdrawal/Deferment/Programme Change processes of the partner university.
- e. Enrolment variation requests must only be considered as complete after the Registration Department communicates the outcome of the request.

## 6. Compliance, Monitoring and Review

- a. All staff and students of Villa College shall comply with this policy.
- b. Monitoring of the policy implementation will be done by the Registration Department.
- c. This policy shall be reviewed in two years' time.

## 7. Administrative matters, responsibilities and accountability

- a. The main administrative process related to implementing this policy shall be taken by Admission and Awards Committee or persons nominated by the committee for the purpose.
- b. The Marketing Department is responsible for the announcement of the available programmes for each intake and open application for admission. The department must
  - Liaise with Registration Department to finalize the application deadlines.
  - Ensure that all marketing materials are updated and revised.
  - Present the details of the programmes that are to be opened for application to the Admission and Awards Committee.
- c. The Registration Department is responsible for all related processes of admission and enrolment. The department must
  - Ensure that all processes related to admission and enrolments are completed without delay and students are well informed.
  - Present the updates of all applications for each intake to the Admission and Awards Committee within 5 days of the application deadline.
  - Ensure that programmes commenced are in accordance with the decisions of the Committee.
  - Ensure applications are processed and important dates are informed to all successful applicants.
  - Provide the detail of registered students to the committee after the fourth week of the semester.
  - Ensure that the decisions of the committee is followed.
  - Attend to the enrolment variation requests of students.
- d. The Admission and Awards Committee decides on the programmes that will be offered and commenced every intake, based on the number of applications received. The committee must ensure that the programmes commenced are in accordance to the decisions of the committee.
- e. The faculties are responsible to
  - Conduct faculty and programme orientation to all students before the commencement of the programme every semester.
  - Provide comprehensive information to the students regarding the programme.
  - Ensure that the students are offered modules according to the correct landscape. Programme landscape for all new students must be assigned before the registration period.
  - Ensure that all the students who attend classes have completed registration for the semester.
  - Liaise with Registration Department to sort out any issues with student registrations within the registration period.
- f. The Finance Department is responsible for all financial aspects related to admission and enrolment of students, in accordance with the VC Policy on Student Finance. The department must

- Ensure that the application fee is collected from each applicant
- Ensure that all the relevant fees (like registration fee and VCSA fee) are collected from all students every semester
- Ensure that the correct tuition fees are collected from each student every semester.

## 8. Funding and Financial aspects

- All financial aspects that are covered in this policy must be completed in accordance and in compliance with the Villa College Policy on Student Finance.

## 9. Orientation and implementation of this policy

- Orientation of this policy must be undertaken by the Registration Department.
- The policy shall be implemented from January 2019 intake onwards.

## 10. Related Policies, Procedures and Version Control\*

### Related Policies / Procedure

Version	Policy / Procedure Name	Number	Approval Date	Approved by	Status
	Student Retention Policy	VCAS / AF / PO / 2018 / 013.v1	29 November 2018	Academic Senate	Active
	VC Policy on Student Finance				Drafted
	Records Management and Archive Policy				Drafted

### Redundant Policies/Procedures with Implementation of this document

Version	Policy/Procedure Name	Number	Approval Date	Approved by	
	VC Policy on Student Admission	VCAS / AF / PO / 2018 / 010.v1			

### Version History

Version	Policy/Procedure Name	Number	Approval Date	Approved by	Summary of Changes

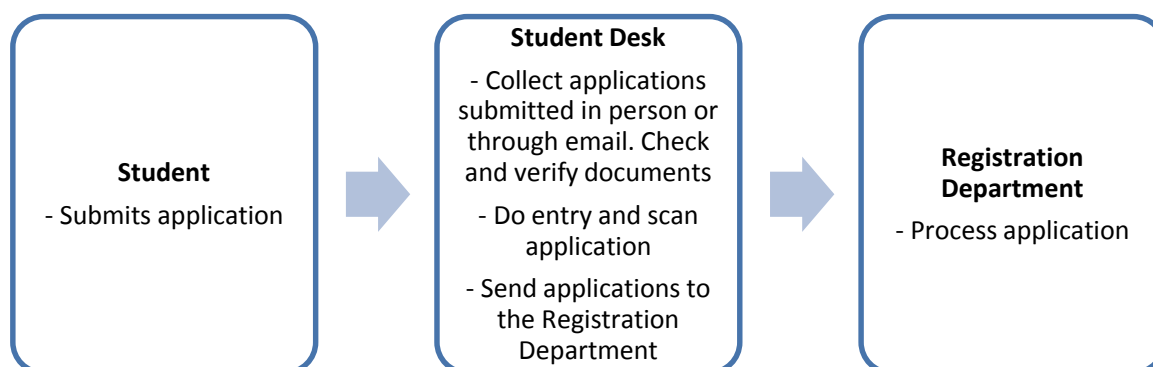
## 11. Appendix

### 11.1 Appendix 1: Process of receiving applications for admission

- Prospective students who wish to study at Villa College must submit an *Application for Admission form*. The applicant may submit;
  1. An online application – through Villa College website
  2. An e-mail application – to [admissions@villacollege.edu.mv](mailto:admissions@villacollege.edu.mv)
  3. A physical application - directly to the relevant campus
- All applications submitted must be accompanied include all the required documentation. In case of online applications, the system should not allow applications to be submitted if all the necessary documents are not attached. An online application register must be maintained for each intake.
- This process outlines the application procedure for
  - QI campus
  - Other campuses
  - Learning centres

#### QI campus

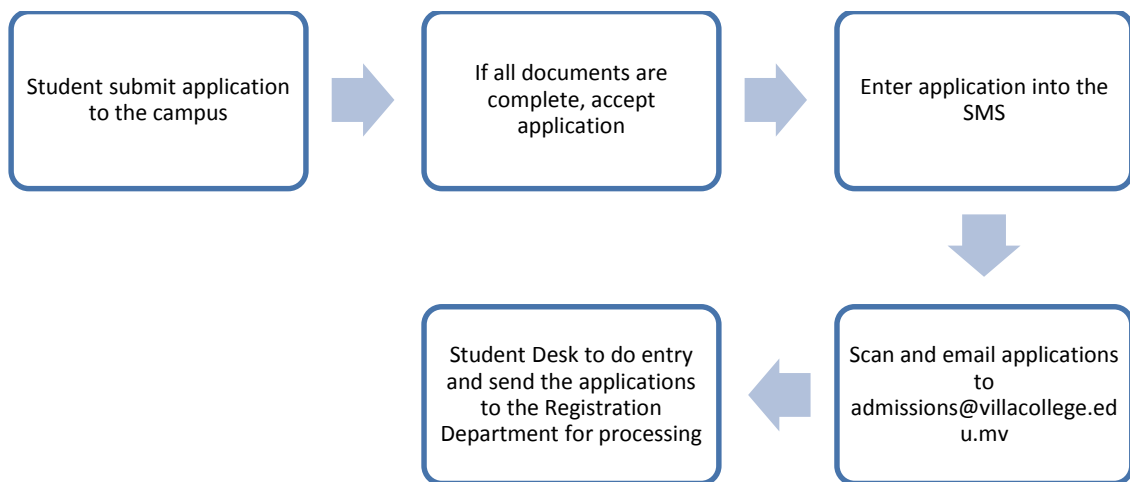
- Prospective student to submit the *Application for Admission* form online, through email or by physical submission.
- The Student Desk must verify the documents before receiving the applications, and if an application is incomplete, inform the applicant to submit the missing documents.
- The Student Desk must maintain records (entry) of all applications received by the college (including online, email and physical submissions). Soft copies of all applications must be maintained.
- After the applications have been recorded (entry and soft copies maintained), the Student Desk must send the applications to the Registration Department for processing.



#### Other campuses

- Prospective student to submit the *Application for Admission* form online, through email or by physical submission.

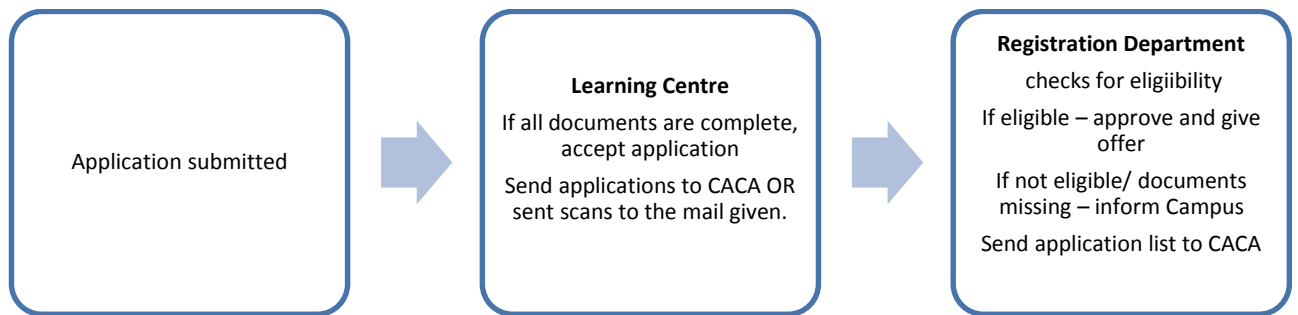
- The campus must verify the documents before receiving the applications, and if an application is incomplete, inform the applicant to submit the missing documents.
- The campus must maintain records (entry) of all applications received by the respective campus (email and physical submissions). Soft copies of all applications must be maintained.
- All applications received by the campus must be entered into the SMS by the designated staff at the campus.
- After the applications have been entered into the SMS, the campus must email the soft copies of all applications to [admissions@villacollege.edu.mv](mailto:admissions@villacollege.edu.mv). The email must also be copied to [caca@villacollege.edu.mv](mailto:caca@villacollege.edu.mv).
- The Student Desk must maintain records (entry) of all applications received from the campuses and soft copies of all applications must be maintained.
- After the applications have been recorded (entry and soft copies maintained), the Student Desk must send the applications to the Registration Department for processing.



### Learning centres

- Prospective student to submit the *Application for Admission* form online, through email or by physical submission.
- Learning centres must check and verify the documents before receiving the applications, and if an application is incomplete, inform the applicant to submit the missing documents.
- All physical applications received by the centres must be sent to the Centre for Atoll Campus Administration (CACA) of Villa College. If any documents need to be sent regarding any applications, it must be emailed to [admissions@villacollege.edu.mv](mailto:admissions@villacollege.edu.mv). The email must also be copied to [caca@villacollege.edu.mv](mailto:caca@villacollege.edu.mv).
- Once the applications have been received by CACA, they must send the applications to the Student Desk.
- The Student Desk must maintain records (entry) of all applications received from CACA and soft copies of all applications must be maintained.

- After the applications have been recorded (entry and soft copies maintained), the Student Desk must send the applications to the Registration Department for processing.



## 11.2 Appendix 2: Offer of Admission and Acceptance of Offer (Sample template)

A277081  
Name  
Address

Ref No.: VC/REGD/2018/00172  
Date

### OFFER OF ADMISSION

Congratulations!

We are pleased to offer a placement to you in the following programme. The details of the offer are as follows.

Programme :  
Level :  
Intake :  
Programme duration :  
Commencement date :  
Registration deadline :  
Faculty/ School :  
Campus /Learning Centre :

#### Conditions of offer

- 
- 

#### Please note;

1. This offer of admission does not automatically guarantee a place in the above programme. In order to secure your placement, you must submit the completed 'Acceptance of Offer' on or before Registration. You are required to register before the commencement of each semester.
2. The fee schedule is as stipulated in Annex II. Sponsored students must produce documentary evidence of the sponsorship in order to register for the programme.
3. If you are planning to apply for credit transfer, you must submit the application for credit transfer as per the Recognition of Prior Learning Policy.
4. The college reserves the right to withdraw this offer should any information provided in your application and/or certificates/transcripts submitted is found to be false, or if your qualifications do not meet the minimum requirement for the above programme.
5. The college reserves the right to postpone the commencement of the programme if the total number of registered students does not meet the minimum number stipulated by the College.

We look forward to welcoming you to Villa College. If you have any queries regarding your offer of admission, please email [admissions@villacollege.edu.mv](mailto:admissions@villacollege.edu.mv) or call 3303200/3303263.

Yours sincerely,

Registrar

# ACCEPTANCE OF OFFER

You are required to submit the filled-in Acceptance of Offer form during the Registration period.

## **Conditions of Acceptance**

### **Registration**

- You are required to register for each semester and pay the semester fee as stipulated in the Fee Schedule (ANNEX I). Registration can be completed either in person or online, and should be completed within the registration period.
- The registration dates will be available on the college website ([www.villacollege.edu.mv](http://www.villacollege.edu.mv)) and student portal (myVC). The dates will also be informed through email and SMS.
- All new students will be automatically withdrawn if not registered by the census date (after the 7<sup>th</sup> week of the semester).

### **Orientation**

- An orientation session for all new students will be held prior to the commencement of the semester. It is compulsory for all new students to attend, as important information related to your studies will be provided in this session.
- Detail of the sessions will be communicated to all registered students through email and SMS.

### **Regulations**

- You are required to abide by the policies, rules and regulations of Villa College. It is your responsibility to familiarise yourself with the current policies, rules and regulations, which are available on the college website ([www.villacollege.edu.mv](http://www.villacollege.edu.mv)).
- During the programme of study and for the commencement of the programme, if the registered student number is less than the minimum number set by the college for the continuation of a programme, the college may decide to discontinue or postpone the programme. In such circumstances, for an ongoing programme, the college may decide to change the programme's delivery mode or give the option for you to complete your studies at another campus.

### **Fees**

- Fees should be paid as stipulated in the payment policy of Villa College and in accordance with the fee schedule. Refer to the Fee Schedule attached in ANNEX I.
- Fees can be paid online or direct to Villa College.
- In normal circumstances, the programme fee will remain constant during the minimum expected duration of your enrolment, if the duration is less than a year. Please note that fees may be subjected to revision from year to year. If fees are revised, this will be communicated to students in advance.

### **Declaration**

I accept this Offer of Admission at Villa College and agree to the terms and conditions of the offer.

<b>Name</b>		<b>NID no.</b>	
<b>Programme</b>		<b>Intake</b>	

**Signature:** \_\_\_\_\_

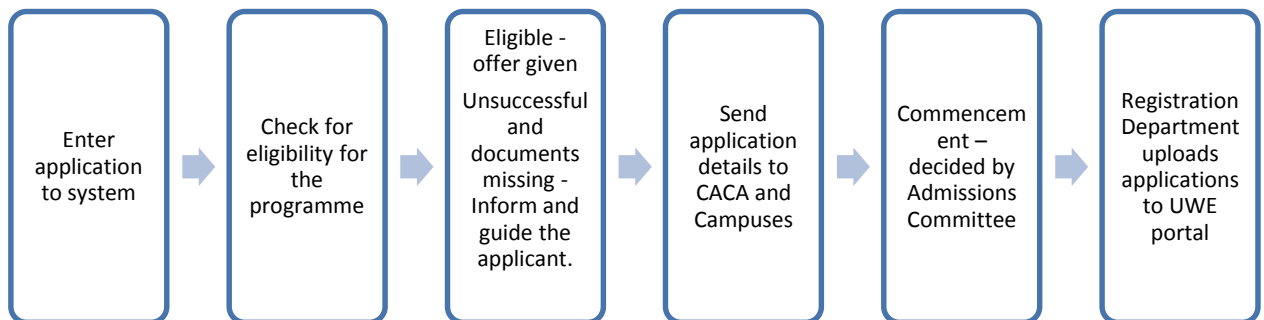
**Date:**

\_\_\_\_\_



### 11.3 Appendix 3: Process of offering admissions

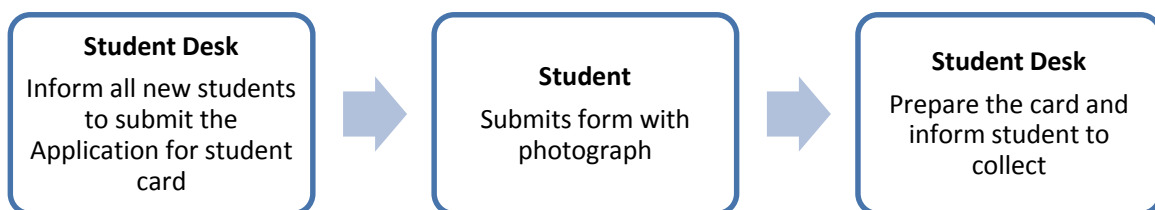
- When the applications have been received by the Registration Department, the designated staff from the Department must enter the applications to SMS. Once applications have been entered, the applicants will receive a sms with login details to myVC, and they will be able to view the status of their applications from myVC.
- Admissions Manager or a designated staff from the Registration Department must check the application against the Entry Criteria set by MQA and the affiliated university requirements. If any additional documents are required, the applicant must be informed to submit the document within a specified time period.
- All successful applications must be approved and *Offer of Admission* must be issued to all successful applicants. Once the application has been approved and *Offer of Admission* generated from SMS, the applicant can view and download the offer from myVC. If an applicant requires an offer letter with College stamp affixed, it must be made available to the applicant through Student Desk.
  - An unconditional offer will be given if all requirements for the programme are met.
  - A conditional offer will be given if the student needs to fulfil the requirements within a specified duration.
- The applicants who do not meet the entry requirement must be informed of all alternative options available.
- Details and status of applications of other Campuses/Learning Centres must be sent to CACA and the relevant Campus.
- Take the application updates for intake to the Admissions and Awards Committee for approval of the programmes to commence.
- Registration Department must present the updates of all applications for each intake to the Admission and Awards Committee within 5 days of the application deadline, and get approval of the programmes to commence
- In case of programmes offered by partner universities, the applicants' details must be sent to the university as per their requirements and deadlines.



#### 11.4 Appendix 4: Process of Issuing student identity cards

A Student identification card will be issued to students who complete their initial registration process. Students are required to always carry Student ID card while at the Villa College premises and if requested show the card to Villa College staffs.

- Student desk will send a message to all new students, requesting to submit the Application for Student Card along with a passport size photo.
- Once the application is received, the Desk staffs will process the application. The students will be informed to collect the Student ID within 5 working days.
- The Validity of the Card will be the duration of the programme the student is enrolled to.
- If a student needs to renew or reissue the student ID card, the student must submit an application for student card with a fine of MRF50.



### 11.5 Appendix 5: Process of registering students

- Registration Department must ensure that all successful applicants are informed of the registration dates prior to the registration period.
- Before the Registration Date, Registration Department should;
  - Finalise the Registration dates and inform Faculties/ Departments 5 days prior to the Registration. The details must also be shared with CACA and Campuses.
  - Make necessary arrangements for the Registration and send the Registration Week plan to the relevant departments.
  - Inform students the time and venue for Registration.
- All new and active students of Villa College have the option to complete registration for the semester online.
- The registration process involves the following requirements;
  - Submit Acceptance of Offer (new and re-admission students). In accepting the Offer, the applicant agrees to abide by the rules and regulations of the college.
  - Verification of student information
  - Verification of offered modules (for Repeat students only)
  - Pay fees (scheduled programme fee, VCSA fee, and Registration fee)
  - Receive academic counselling
  - Enrol for the semester
  - Issue Module Registration Form

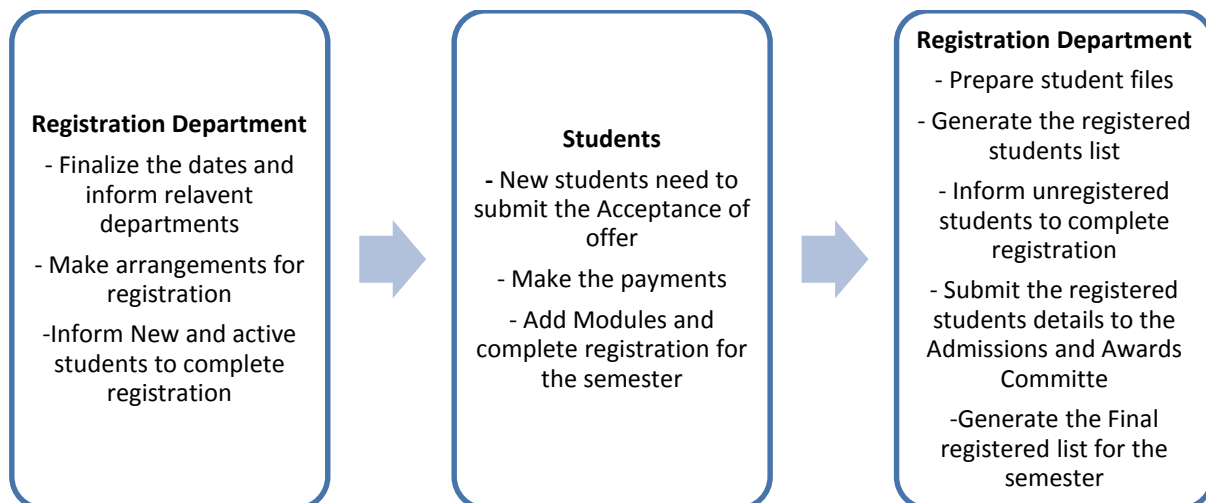
#### Online registration process

- The following requirements need to be fulfilled to complete registration online.
  - All new and re-admission students must accept to the terms and conditions stated in the '*Acceptance of Offer*' and submit the form online. In accepting the Offer, the applicant agrees to abide by the rules and regulations of the college.
  - Verification of student information
  - Select payment option or fee schedule (monthly, yearly)
  - Pay fees
  - Enrol and register for the semester (modules approved for the semester will be marked in the landscape). Once enrolled and registered, the student will be able to print Module Registration Form.
- The applicant will be regarded as a registered student of Villa College if the applicant has completed all the above mentioned requirements.
- Students who require to add repeat modules or returning after a time-outs are required to complete registration face-to-face.

- Online registration option will only be available for students till the end of the second week of the semester.

### **Manual registration process**

- The following requirements need to be fulfilled to complete registration.
  - Submit signed *Acceptance of Offer* (new and re-admission students) to Registration Department. In accepting the Offer, the applicant agrees to abide by the rules and regulations of the college.
  - Verification of student information, and inform any changes to Registration Department
  - Verification of offered modules from the relevant faculty (for Repeat students only)
  - Pay fees (scheduled programme fee, VCSA fee, and Registration fee)
  - Receive academic counselling
  - Enrol for the semester
  - Issue Module Registration Form to the students
- The applicant will be regarded as a registered student of Villa College if the applicant has completed all the above mentioned requirements.
- Students can complete registration for the semester during the first two weeks of commencement of the semester.
- To complete registration after 2<sup>nd</sup> week students are required to make a request for late registration. Late registration requests are accepted till the end of 3<sup>rd</sup> week of the semester.
- Once the registration period (after 2<sup>nd</sup> week of the semester), the Registration Department is required;
  - To create a student file for all new and re-admission students registered. The form along with the copy of the module registration form and the Acceptance of offer must be filed. The files are archived by intake/ programme wise for easy reference
  - Generate the registered students list
  - Get the list of unregistered students attending classes from the Faculties/Campuses
  - Inform students to complete registration before end of third week.
  - Present the Registered students detail to the Admission and Awards Committee.
  - Take the final registered students list after the Census Date



## 11.6 Appendix 6: Process for Deferral and Withdrawal

- Students who wish to defer/ withdraw studies are required to submit the required Form to the student desk.
- Once received the Desk staffs will check and if the details are included, collect application. A scan copy of the form will be kept and entry done before taking the application to the Registration Department.
- Registration staffs will check the date submitted and will inform the student according to the Enrolment Variation Timeline. Refunds will be given in accordance with VC Policy on Student Finance
- Registration Department will communicate the outcome of the application to the student within 1 week of submission. A copy of the form will be sent to the Faculty and Finance Department.
- For students enrolled in partner University programmes, the forms of the Universities are required to be submitted by the students. For these students, the effect on transcript will follow the necessary protocols in place at the specific partner University.