

# Enrolment Procedures 2021-22

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| Ownership        | Student Administration |
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## 1 Introduction

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- 1.1 The procedures set out in this document set out how the regulations must be applied to all students in respect of enrolment at the College. They provide detail of the processes in place to support student enrolment and to ensure compliance with external statutory reporting requirements.
  - 1.2 The relevant regulations appear in text boxes at the start of each section.
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## 2 Purpose and scope

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- 2.1 This document sets out the procedures governing enrolment on programmes of study.
- 2.2 It applies to all students registered on taught or research programmes.

### 2.3 Key Contacts

Student Administration/Enrolments and Records: For advice on enrolments call 020 7919 7215/020 4509 1005 or email [studentrecords@gold.ac.uk](mailto:studentrecords@gold.ac.uk)

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## 3 Enrolment

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- 3.1 All new students are sent an email prior to or at the start of their academic session providing them with a link to the My Goldsmiths portal where they are asked to log in and complete the online pre-enrolment form.
- 3.2 New students will be asked to upload an electronic copy of their identification and they will be provided with a list of acceptable documents to choose from. The uploaded document must be a copy of an original document.
- 3.3 New students may be asked to upload an electronic copy/copies of their qualifications if required or if they have not been previously verified. Any uploaded documents must be copies of an original document.
- 3.4 All students who are nationals of the UK or Ireland must present an original valid visa and/or resident permit permitting study in the UK.
- 3.5 All continuing students are sent an email prior to or at the start of their academic session providing them with a link to the My Goldsmiths portal where they are asked to log in and complete the online enrolment form.
  - 3.5.1 Some continuing students may enrol later than the start of their academic session once the board has ratified their progression.

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## 4 Late Enrolment

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2.9.2 Students will normally not be permitted to enrol more than 28 days after the official start date of their programme. Enrolment after 28 days will be conditional upon the College being satisfied that late enrolment will not have a detrimental impact upon a student's learning and ability to meet the learning outcomes of their programme of study. The College will maintain a procedure for reaching decisions on late enrolment.

- 4.1 The Enrolments & Records team will maintain an annually updated list of the latest enrolment dates for all programmes. This will set out where enrolment cannot exceed 28 days from the official start date and those where enrolment can exceed 28 days from the official start date. This list will be based on information provided by the appropriate academic department. Each department must ensure, when providing confirmation of latest enrolment dates, that students are still able to meet the learning outcomes of the programme in spite of enrolling on a later date.
- 4.2 Prior to the enrolment deadline(s) the Enrolments & Records team will ensure support staff in academic departments can access a [list of any continuing students](#) on the student records system, who have not re-enrolled for the new academic year.
- 4.3 Prior to the enrolment deadline the Enrolments & Records team will ensure support staff in academic departments can access a [list of any new students](#) on the student records system, who have not presented the required qualifications to complete enrolment.

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## 5 Cancellation or withdrawal of enrolment by Goldsmiths

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- 5.1 Any new students who have not completed online pre-enrolment or have not responded to requests to do so by the enrolment deadline will not have entered into a contract with Goldsmiths and therefore, will have their enrolment records cancelled.
- 5.2 Any new students who have pre-enrolled online but have not uploaded ID by the enrolment deadline will not have completed enrolment and therefore, will have their enrolment records cancelled. Fees will not be charged in this circumstance.

- 5.3 Any new students who have pre-enrolled online, uploaded their identification documentation and been made 'live' but have not uploaded relevant qualifications will be withdrawn. [Tuition fees](#) will be charged up until the point of withdrawal.
- 5.4 Any continuing students who have not re-enrolled online by the deadline will be withdrawn. This includes students who have not been permitted to re-enrol due to outstanding debt.
- 5.5 Any students who are deemed to have unsatisfactory attendance without good cause after a period of probation may be withdrawn due to non-attendance. Further details can be found in the [Student Attendance Policy](#).
- 5.6 Any students who are permanently dismissed due to misconduct under the College's Student Disciplinary Procedures will be withdrawn from the College. Further details can be found in the [Student Disciplinary Procedures](#).
- 5.7 A student may also be withdrawn through the [Fitness to Study Policy](#).
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## **6 Access**

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- 6.1 Once a new student has pre-enrolled online and uploaded ID documentation, they will receive their IT credentials within 48 hours of their ID being checked and their record being made 'live'. IT credentials will provide the student with a campus account which enables the student to access their Goldsmiths email account, the VLE and online library resources.
- 6.2 Once a student's status is 'live' they will be entitled to a Goldsmiths student ID card which will provide access to the library, general buildings on campus and rooms/studio space/buildings specific to their programme of study.
- 6.3 If a student's status is set to 'withdrawn' or 'cancelled' and they already had a campus IT account, it will be disabled and they will lose access to the VLE and online library resources.
- 6.4 If a student's status is set to 'withdrawn' or 'cancelled' or if their record has a 'debtor', 'fee problem', 'visa application pending' or 'not fully enrolled by cut-off date' flag, their ID card will be disabled and they will lose access to the library and other buildings on campus.
- 6.5 If a student has an 'extended access' flag on their record with a date set in the future they will retain access to their campus IT account, the VLE and online library resources. Their student ID card will continue to provide access to the library and other buildings on campus even if the end date printed on it is in the past.

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## 7 Fees

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- 7.1 Tuition fees for the academic session are due in full at enrolment or can be paid in [termly or monthly instalments](#).
- 7.2 Students with outstanding debt from the previous academic session receive reminders to resolve their debt. If the debt is not resolved they are unable to re-enrol for the new academic session and are subsequently withdrawn.
- 7.3 Students who choose to withdraw or are withdrawn from their studies by the College will be liable for [tuition fees](#) up to their date of withdrawal.