

SA.33 RESTRICTED ENROLMENT

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PURPOSE	This policy sets procedures in place for restricted entry to institute courses.		

1 RATIONALE

Bethlehem Tertiary Institute supports the principle of life-long learning, whether this is by those interested in study out of interest, or by those wishing to return to study as mature students. In this regard, where possible, the institute would seek to accommodate such people wishing to study 'one-off' or 'restricted' papers, for the purposes of testing / tasting academic study. However, the accommodation for such study purposes should not in any way disadvantage those students formally enrolled in programmes at the institute. Consequently, Programme Coordinators will permit access to restricted enrolment on a case by case basis, dependent on factors such as class size, available resources, the nature of course and the suitability of the course to the student.

2 PURPOSE

This policy sets procedures in place for restricted entry to institute courses.

3 POLICY

1. An applicant wishing to study a 'one off' or 'restricted' paper may apply to do so at their own request, or following a recommendation by the Programme Coordinator either prior to their making a formal application for study at the institute or following an interview in which academic ability was not clearly demonstrated.
2. The Programme Coordinator will consider with the applicant a suitable course for study, and will take into account the following:
 - size of class;
 - availability of resources;
 - suitability of course to meet expressed needs of applicant, and;
 - suitability of course with regard to level, pre-requisite courses and any other course-related constraints.
3. No courses which involve interactions with children will be available as restricted or one-off papers.
4. An applicant may study up to two (2) restricted papers in total. Following this, a formal application for enrolment in a specific programme must be made if further study at the institute is sought.
5. Full course fees and proportional levies (based on credit value) will be paid for restricted courses.
6. A record of learning will record the result of such study.