

Enrolment and Student Expectations Policy

CECOS College London

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Policy Name	Enrolment and Student Expectations Policy	Policy Number	2:0
Effective Date	September 2026	Date of Last Revision	September 2026
Version Number	2.0	Next Review Date	September 2027

Scope

This policy applies to the applicants, students, staff and relevant College functions described within the detailed provisions below. It should be applied alongside applicable legal, regulatory, awarding-body, partner and UKVI requirements.

Policy Statement

CECOS College is committed to applying the enrolment and student expectations policy consistently, fairly and transparently. The detailed requirements and procedures below form the operational basis of this policy and must be followed by relevant staff and students.

Relevant Legislation and Regulatory Requirements

Requirement	Status
Equality Act 2010	Current
Data Protection Act 2018 and UK GDPR	Current
Consumer protection law and CMA guidance for higher education, where applicable	Current
Immigration Rules and Student Sponsor Guidance	Current version

Related Policies

Title	Status
Admissions and Recruitment Policy	Current version
Academic Attendance and Engagement Policy and Procedure	Current version
Tuition and Other Fee Regulations and Policy	Current version
Academic Malpractice and Maladministration Policy	Current version
CAS Issuing Policy and Procedure	Current version

Exceptions

Any exception must be permitted by the detailed provisions of this policy or authorised by the appropriate senior manager. No exception may override applicable law, regulatory requirements, UKVI sponsor duties, awarding-body requirements or contractual obligations.

Policy Detail

Enrolment and Student

expectation policy

1.Introduction

The purpose of this policy is to ensure that all students agree to abide by the Enrolment terms set out in this policy and that the institution is accurate in its enrolment. The purpose of this Policy is to ensure that the student is aware of their obligations to provide the accurate proof of identity, qualifications and the right to study at the point of enrolment that is set out in the Admissions Policy.

CECOS College has the right to request documentation that relates to the students enrolment, including but not limited to original certificates of qualification to assess their validity, and the provisions of false documents, incomplete or misleading information that may render the student's application as invalid.

CECOS College will have the right to withdraw the offer, withdraw the student from the course and/ or withdraw/revoke any awarded qualifications.

2. Academic and other regulations

Any student looking to study at the College needs to review CECOS College's regulations who reserves the right to, delete or make reasonable adjustments and changes to the College's regulations where in CECOS College's opinion will assist in the proper delivery of education for College administration.

Changes will only be made for one or more of the following reasons:

To review and update CECOS College regulations to ensure that they are fit for purpose

To reflect changes in the external environment, including legal or regulatory changes, changes to financial or funding to changes to the government policy

To incorporate sector guidance or best practice

To incorporate feedback from students

To aid clarity or consistency of approach

Any changes to use this Policy will normally come into effect at the start of the academic year, although CECOS College reserves the right to introduce changes to the College regulations during the academic year when it is in the interests of the students to do so or where it is required by law or other exceptional and reasonable circumstances

CECOS College will take all reasonable steps to ensure that there is minimal risk or disruption to students, wherever reasonably possible, for example, giving reasonable notice of changes to CECOS College regulations before they come into effect, or by phasing in stages.

3. Key provisions of the regulations and this Policy

Key provisions that CECOS College regulations should be aware of include (but are not limited to):

CECOS College's expectations as regards to student attendance and academic progress for the level of the course of study

Student attendance will be monitored and failure to meet these expectations may mean that the student will not be permitted to progress onto the course

CECOS College's rules regarding academic misconduct including plagiarism and the processes CECOS uses to detect plagiarism, as set out in CECOS College's Academic Malpractice and Maladministration Policy

Failure to comply with CECOS College's requirements may result in an academic misconduct process and the imposition of academic penalties and/or expulsion.

CECOS College's rules regarding payment of sums due to CECOS College, as set out in its Tuition fee regulation

If students do not pay monies owed to the College, CECOS College reserves the right to withdraw its services (this includes withdrawing the invitation to a graduation ceremony or not issuing a degree certificate or official transcript) and the right to use CECOS College's facilities where it is necessary and proportionate to do so. In deciding whether to do so or not, CECOS will consider all the circumstances of the student's case.

CECOS College's rules relating to unacceptable conduct (other than academic dishonesty or misconduct) that are set out in the Student Disciplinary procedure. Breaching of these rules may result in a disciplinary process and the imposition of sanctions, including expulsion from CECOS.

CECOS College's rules regarding fitness to practise / study as set out in the Fitness to Practise / Study. This procedure applies to students on professionally regulated courses which lead to satisfy the conditions of a professional qualification or confer a license to practice in a particular profession. A failure to observe the relevant requirements may call into question a student's fitness to practise which may result in the student having to leave the course

The requirements for applicants, including international applicants, to provide information on previous and current criminal convictions (including cautions). The extent of disclosure required will depend on the type of course applied for.

3. Correct collection of documents according to Appendix D:

CECOS College will ensure that all students that come to enrol onto their must bring with them the following documents:

- * Home Office decision letter
- * valid and most recent passport
- * academic qualifications
- * the correct financial information in the event the student must pay any outstanding fees
- * medical evidence (if required)

CECOS College enrolment team must ensure that they take copies of the following documents:

Bio data page of the passport

Copies of any stamps in the passport

Evidence of the Rights to study

Capture evidence of the student's share code if not already provided

Any student that fails to provide the mandatory documents may not be allowed to enrol. The student will be given another opportunity to enrol on the course once the relevant documentation has been obtained.

Any student that fails onto the course will be reported on the SMS as a no show.

CECOS College enrolment team must ensure that they check the dates within which the student entered the UK to ensure that the student has the correct Rights to Study. All students must ensure that they enter the UK and it must be within the validity of their visa.

Any student that enters the UK before the validity and start date of the course must be advised to leave the Common Travel Area and make arrangements to re enter the UK. Evidence of re entry must be recorded before the student can be permitted to successfully enrol on to the course.

This will be seen as reactivating the student permission.

All CECOS College enrolment officers will be checking that the students entered correctly. Any student found to have entered before the entry date of their visa must be referred to the Head of UKVI Compliance who will be able to ascertain whether they be enrolled on to the course or not.

Any student that enters using the E gates CECOS College enrolment team must ensure that the student has submitted evidence of their boarding pass and/or flight ticket. This evidence must then be added to the student's file as evidence of entry.

All students coming for enrolment will be given an E-visa. There may be some students with an entry vignette in their passports. For students an entry vignette CECOS College enrolment staff must look for the entry stamp. This is not always on the student visa vignette. In such cases CECOS College will look for the entry stamp and upload this evidence of entry to the student's file.

During the enrolment checks the CECOS College enrolment and Compliance team must also check whether the students' have been given the correct rights to work whilst studying on the course. Any visa that does not state the correct rights to work and/or any errors must be rectified and noted on the SMS.

The student will be asked to report the error on the Home Office website and request for the error to be corrected.

CECOS College enrolment team will also be required to keep evidence of the student's contacts such as:

Email address

Home address

Current address of where the student may be living (CECOS College must ensure that these details are always kept up to date)

Mobile number

Next of kin details

4. Rights to study checks

All students from the EU and EEA who do not have the Rights to remain in the UK after 1st July 2021 must obtain a CAS to be able to study a course at CECOS College.

5. Requirements of two mandatory checkpoints:

CECOS College is required to ensure that they implement two checkpoints a year. This is to ensure that all contact is accurate and always kept up to date. These checkpoints will also be for ensuring that students sponsored under the Student route are academically engaging and have attendance rates of at least 85%. Any student attendance that falls below 75% should be picked up within this checkpoint. If the attendance continues to fall then the student should be reported to the Home Office and their sponsorship withdrawn.

CECOS College compliance team should notify the student that their sponsorship is withdrawn and that the student has 60 days to leave the UK and/or make another visa application in another immigration category.

This policy must be read in conjunction with the Student academic and engagement Policy.

6. Changes to the course

CECOS College will use all reasonable endeavours to deliver teaching and related educational and other services and facilities required for the course in accordance with the description applied to it for the academic year in which the student begins the course

CECOS College will be entitled to make reasonable changes to the course or related educational and other facilities and services where CECOS College will be able to deliver a better quality of educational experience to students:

Possible changes may include:

Changes to the content and syllabus

The timetable, location and the number of classes

The structure and timing of the academic year

The method of delivery of the courses, services and facilities

The examination and assessment process

Examples of circumstances in which CECOS College may need to make such changes include:

Ensuring that CECOS College continues to provide the course to the student lawfully and to maintain academic standards and quality

To reflect the changes and developments in pedagogy or academic research to ensure that the course is up to date and relevant

To improve the quality of the educational and pastoral services or in response to the student or external examiner or assessor feedback, or to reflect best practice across the higher education sector

Where key staff have taken extended leave or have left CECOS College

Where there is insufficient number of students applying to the course or a module of the course to provide a good student experience

Following changes to the funding that CECOS College receives and/or

As result of legislative or regulatory changes including any changes that might be made to an professional body requirements

In making any changes, CECOS College will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students in advance about any changes that are required.

If CECOS College decides to change the course of a student and the student is not satisfied with the changes CECOS College will offer the opportunity to withdraw from the course, move to another course, or, if required, offer reasonable support to transfer to another institution.

4. Tuition and other fees

* the student accepts the responsibility for the timely payment of tuition and other fees for the course or other charges that the student may incur while studying at CECOS College and the student will need to understand that it is the obligation of the student to decide for the payment of those fees and charges. The student will remain responsible for the payment of fees and charges, even if there is an arrangement for CECOS College to receive payment on behalf from the Student Loans Company, an employer or sponsor, a strategic health authority, family member or any other third party.

The student needs to be aware that CECOS College follows all UK legislation on sanctions and may carry out sanctions checks in relation to the student. This means that CECOS College may not accept the

payment of tuition fees if they are provided by an individual or a country subject to UK and/or other country sanctions.

The students need to understand that:

The fees for the course will be set out in the offer letter

The fee and student status will be assessed based on the information the student provides to CECOS College as part of the application

If the student fails to pay for the tuition fees which have been notified to the student by the due dates set out in the offer letter and the tuition fee Regulations CECOS College may apply sanctions against the student, including the student Record system as a debtor, withdrawing access to facilities, withholding the degree certificate and/or official transcript, refusing the attendance at degree ceremonies, having the students details and information regarding the debts passed to collection agents employed by the College which may incur further costs for me to clear funds, excluding the student from the College and CECOS using its discretion not to provide the student with a reference

If the student fails to make payments towards the tuition fees and the student fails to make payment by instalment on due dates as set out in the Tuition fee regulation Policy CECOS will ensure that the student incurs an additional £25 charge for each instalment missed, up to £100.

CECOS College reserves the right to increase its tuition fees in the second and subsequent years of the course for reasons such as enhancing the quality of the student learning experience, managing inflationary rises in operational costs and reflecting changes in the government policy or regulations.

If the student is a home undergraduate student, any increase in the tuition fee will be in line with any uplift determined by the government by legislation, regulation or guidance.

If CECOS College intends to increase the tuition fees of the student they will notify the student, in any event, not less than 3 months before the start of the academic year to which the fee increase is intended to apply.

5 Visa requirements

This section applies to a student that is sponsored by CECOS to study their course. If the student is not a British citizen they must ensure that they have the right to study in the UK. The student is required to provide evidence of their right to study throughout their course.

The student needs to understand that it is the responsibility of the student to comply with the terms and conditions of my visa and to ensure that they have the valid immigration permission for the duration of the course. The student must ensure to inform CECOS of any changes to their immigration status. The student must ensure to have UK contact details of the course. If the immigration is due to expire within 3 months of their re enrolment the student will not be able to re enrol onto the course until the student can provide evidence of a new or updated immigration permission to the Compliance team. This can be done by emailing the Compliance team.

If the student has its visa revoked for any reason CECOS reserves the right to terminate the contract with the student.

CECOS can refuse to enroll a student or terminate the contract with the student if they do not provide all evidence and documentation that is required by CECOS. The College will write to inform the student of what is required in order to re enrol successfully onto the course.

The student must understand that the following provisions will apply when sponsored by CECOS College:

CECOS will monitor the attendance of students and the students must attend all classes and engage in all components of their course, this includes any online learning. Failure to attend sessions will result in the student being deemed to be withdrawn from the course and their visa cancelled. It is the responsibility of the student to inform CECOS of any absences that will last for 5 consecutive days or more

If the student is required to repeat an academic year which has academic engagement the student will be informed that they will be required to return to their home country and submit their work from there.

The SMS will need to be updated to this effect and the student's visa cancelled.

If the student is due to return to a taught part of the course the student will be required to request for a new CAS and given a new visa in order to complete their rest of their studies.

There will be a certain number of resit attempts that the student will be allowed to take. Once the student exceeds the amount of attempts then the student will not be allowed to continue the course.

The student will only be allowed to study and return if approved by the Head of UKVI Compliance

If the student is found to have committed academic misconduct and exhausted their right of appeal they may be refused a CAS to complete their course. CECOS has the right to use their discretion when assigning a CAS for students who require a visa extension to complete their course.

The student must abide by their working entitlements and restrictions set out in their visa

The student must ensure to update CECOS with their contact details. If the student fails to update the College with their contact details by the end of their enrolment or re enrolment period they may be withdrawn from their course. This will be counted as a checkpoint for the student which will mean the triggering of the Attendance monitoring policy.

The student must agree to live within a certain distance from CECOS to commute and attend classes.

CECOS expects students to live no further than a maximum 2 hour public transport travel distance from the University.

If the student interrupts or withdraws from their studies CECOS will inform the Home office and their visa will be cancelled. Following this cancellation the student must make plans to leave the UK within 60 days of receipt of the notification letter issued by the Home Office.

If the student completes the course earlier than expected CECOS will inform the home Office, and their visa will be cancelled. The student must make plans to leave the UK within 60 days of receipt of the notification letter by the Home Office. If the student exited earlier than the original end with an alternative award the student will not be able to apply for the Graduate route (Where applicable)

In line with its responsibilities with the Home Office CECOS reserves the right to withdraw sponsorship of the student visa

6 Communication

The student must use their CECOS email account for any correspondence. It is the responsibility of the student to check their CECOS email account at least twice a week. It is also the responsibility of the student to respond to any query within 48 hours of receiving it.

CECOS College may serve notices to the student to their CECOS email account or by sending the notice to the last recorded address that they hold for me.

Ownership and Review

Policy Owner	Head of UKVI Compliance
Operational Oversight	Principal and relevant senior functional lead
Approved By	Governance Board
Review Cycle	Annual, or earlier where legal, regulatory or operational change requires
Next Review Date	September 2027

Approval and Sign-Off

Role	Name	Date
Chief Executive	Dr Mudassir Tanveer	September 2026
Principal	Chris McLean	September 2026
Governance Board Representative	Paul Jones	September 2026

Version History

Version	Approved By	Revision Date	Details of Change
1.0	Previous approval route	June 2026	Previous policy version.
2.0	Governance Board	September 2026	Enhanced