

Guidelines for Pro Rata Enrolment

- 1 Pro rata enrolments may be actioned in a limited set of circumstances:
 - a The course is longer than one term in duration.
 - b The learner will attend less than 75% of the standard course.
 - c It has been confirmed (by the Programme Manager) that it is academically appropriate for the admission and that the admission will not cause undue disruption to the existing members of the class (i.e. the tutor does not need to devote class time to repeating material already covered in the course).
 - d The learner understands and accepts that **no refunds** will be available from a late enrolment should they subsequently decide they do not wish to continue.
 - e The learner has already completed one or more of the outcomes of a course by Recognition of Prior Learning, RPL, or other (if this is a common scenario for a course this should be addressed in the future by further disaggregation of the course so that learners can select enrolment options that reflect the outcomes they require without the need to pro rata).
 - f The TEC regulation states that you cannot pro rata enrolments to a level lower than a Unit Standard (or a single Ara Institute of Canterbury Ltd Course outcome).
 - g Marks carried forward - see *APP505 Assessment Policy* (Marks Carried Forward form).
- 2 Reasons for generating a pro rata enrolment include:
 - a Transfer from an equivalent course in another tertiary provider.
 - b Learner resuming a course/programme after a compassionate withdrawal has been processed from a previous enrolment (e.g. learner previously withdrew due to prolonged health problems).
 - c Learner has urgent need for “survival skills” e.g. ESOL.
- 3 Circumstances that are not applicable:
 - a A method to discount fees. If a learner is expecting to gain the normal academic outcome(s) of a course, then a full enrolment would be expected – any discounting of fees should be done via other discounting processes.
 - b A substitution for RPL.
- 4 Note that the formula to be used will be either of the following, dependent on the circumstance:
 - a Date Recalculation
This will be the norm for ISEL pro ratas. The date of learner’s enrolment will be changed in the SMS and EFTS recalculated. This will generate a pro rata rate for the learner. Reminder that this changes on a daily basis, so DO NOT quote learners a fee until they are actually ready to physically enrol or
 - b Credit Value
To calculate the EFTS use the following formula where the credits are Ara Credits:
$$\text{Credits studying/credits of course} * \text{Course Factor} = \text{new EFT value}$$

To calculate when credits are FW credits:
$$\text{FW Credits studying/FW credits of course} * \text{Course Factor} = \text{new EFT value}$$
 - c Marks Carried Forward

Pro rata the EFTs using the credit value formula above. May require a start date change. Fees will be pro-rated by Student Finance according to the marks carried forward form.

See [S:\StaffResources\Tribal\Standard Operating Procedures\AdmissionEnrolment\AE011-GuidelinesForProRataEnrolment 3.1 17May17.pdf](#) for further detail.

All other pro rata enrolments, use the credit factor as the guide.