



POINT BLANK

MUSIC SCHOOL

POLICY 013

ENROLMENT POLICY

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
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Sites in scope:			Publication:		
All	London	Online	Internal	Public	
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Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

- 1.1 The purpose of this policy is to set out the terms of student enrolment.
- 1.2 It is the intention of this policy to outline to students the requirements to meet to become formally enrolled as a student at Point Blank. This includes re-enrolment in subsequent academic years.
- 1.3 Students on Point Blank Short Courses (formerly known as Professional Courses) are directed to item 2.20 below, as only these items apply to them.

2. POLICY DETAILS

- 2.1 All new students must complete the pre-enrolment form in the six weeks prior to the start of their chosen programme of study.
- 2.2 Applicants are eligible for pre-enrolment when the Admissions team has confirmed with them that they have met all the conditions of their offer. Unconditional offer holders will have access to the pre-enrolment form when it goes live six weeks before the start of the programme.
- 2.3 The pre-enrolment form provides new starters with the opportunity to confirm their personal details and upload a scan/ copy/ image of their ID and student loans company confirmation (where applicable).
- 2.4 Students must enrol using their full legal name. The opportunity to specify a preferred name is provided on the pre-enrolment form, but all formal documents must be in the legal name.
- 2.5 Students who have changed their legal name, where this isn't reflected on their form of ID, will need to provide a Deed Poll certificate to evidence the legal change. Students are advised that, without a Deed Poll certificate to evidence the legal change, their final degree certificate will not be able to be issued in their new name.
- 2.6 At the end of the pre-enrolment process, students will be asked to confirm their agreement with the Point Blank Terms and Conditions, Student Charter, and the regulations of the validating body. Students who do not agree to these terms will not be able to enrol.
- 2.7 Following completion of the pre-enrolment form, new London students are issued with an on-site enrolment time. Online students will be given the opportunity to book an online enrolment slot at the end of the pre-enrolment form.
- 2.8 All students must attend their given enrolment slot during enrolment week, which normally occurs the week before teaching commences. Students who are not able to attend their given slot, for good reason, will be given another opportunity.
- 2.9 In order to enrol, a student must attend their enrolment slot in which a member of staff will take them through the enrolment process. Students must bring their ID to their enrolment slot and present this to the member of staff. Only original documents will be accepted. This should preferably be the same ID as the one uploaded in the pre-enrolment stage to verify authenticity.
- 2.10 Students who do not bring their ID will not be able to be fully enrolled and will have a 'temporary' status until their ID is provided. This must be provided within the first two

weeks of the teaching term. Failure to present a form of ID and therefore not fully enrol will normally result in the student being withdrawn or their entry being deferred to a later point.

- 2.11 Students must fully enrol before they are confirmed with the Student Loans Company, where applicable.
- 2.12 Students must enrol within the first two weeks of the first teaching term. Students who do not enrol within this time will normally be withdrawn or have their entry deferred to a later point. This is to ensure the amount of lecture content missed is minimised.

Acceptable forms of ID

2.13 Non-UK nationals:

2.13.1 Both of the following:

- i. Full Valid Passport
- ii. Visa documentation

2.14 UK nationals:

2.14.1 One of the following:

- i. Passport (valid or expired) showing that the holder is a British citizen, or a citizen of the UK and Colonies having the right of abode in the UK.

2.14.2 Alternatively, we will accept other Photo ID including:

- i. Photocard driving license (full or provisional); or
- ii. PASS card (national proof of age standards scheme); or
- iii. Blue Badge; or
- iv. Defence Identity Card (MOD form 90); or
- v. Older Person's Bus Pass; or
- vi. Disabled Person's Bus Pass; or
- vii. Oyster 60+ card; or
- viii. Freedom Pass.

PLUS ONE of the following (one of which must contain your address as held by Point Blank):

- ix. Correspondence from the Student Loans Company or Student Finance England
- x. Original birth certificate (or adoption certificate where appropriate).

Sponsored Students

2.15 Point Blank is a UK Visas and Immigration (UKVI) approved sponsor of International Students. As such, Point Blank is obliged to operate within the requirements of the relevant Immigration legislation and formal regulations for Sponsors. These include:

- i. Ensuring that a record of passport, Biometric Identity Document (BID) and documents used to process an offer (current qualifications) is held for each international student.
- ii. Ensuring that contact details are maintained and up to date for every student.
- iii. Ensuring that students are meeting the attendance criteria for their course of study.
- iv. Reporting any non-compliance to the UKVI within the mandatory timescales.

2.16 Sponsored students must attend their enrolment slot at the given time. Enrolment will be carried out by the Visa and Immigration Compliance Manager or the International Admissions Officer.

2.17 Sponsored students must bring with them to their enrolment time the following:

- i. Passport
- ii. Share code / BRP

- iii. Proof of their of entry to the UK
- 2.18 If the enrolment on a Point Blank programme comes to an end for any reason:
- i. Point Blank will report the cancellation of your place on a course to the UKVI who may take action under the relevant legislation, which may include cancellation of a student visa.
 - ii. The Student will no longer be sponsored by Point Blank and they may have to seek sponsorship from another institution if they wish to continue their studies in the UK.
 - iii. If a visa is curtailed (cancelled) by the Home Office, the student must provide Point Blank with their departure information from the UK or confirmation of acceptance at another UK institution.
- 2.19 The full requirements of sponsored students and other guidance can be found in the Student Visa policy.

Short Course Students (formerly known as Professional Students)

- 2.20 The enrolment process for students on Point Blank Short Courses is streamlined due to the nature of the programmes.
- 2.21 Applicants provide information as part of the application process which is held by Point Blank.
- 2.22 Enrolment is confirmed when a short course student pays the fee, and is ratified on the first day of attendance. By paying the fee and attending a class, short course students are agreeing to the terms and conditions of enrolment.
- 2.23 Short course students must provide a copy of their ID when prompted on the Student Dashboard.

3. POLICY SCOPE

- 3.1 This policy applies to all students at Point Blank London and Point Blank Online.
- 3.2 This policy does not apply to students at Point Blank campuses in the US, Ibiza, Mumbai or China.

4. RELATED POLICIES

- Admissions Policy
- Withdrawal, Interruption and Internal Transfer policy
- Student Visa Policy

5. POLICY OWNER

This policy is under the responsibility of the Student Engagement and Experience Committee. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

The Student Engagement and Experience Committee delegates the operational responsibility of this policy to the following staff:

- Registrar
- Head of Data and Insight
- Admissions Manager
- Data and Insight Manager

- Student Experience Manager
- Visa and Immigration Compliance Manager
- Admissions Officers
- Student Experience Officers

6. PROCEDURES

The relevant procedure(s) to accompany this policy is/are titled [procedure document title] and can be found at www.pointblankmusicschool.com/legal/public-policies/.

7. EXHIBITS, APPENDICES AND FORMS

There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- HE Terms and Conditions
- Professional Student Terms and Conditions

8.2 External

- UKVI Regulations