

<b>Policy title</b>	<b>Programme Restarts Policy</b>
	Yes
<b>Policy area</b>	<b>Students, Academic</b>
<b>Policy detail</b>	<p>Programme Restart:</p> <p>To be applied where a student makes a request to The Academic Board to <b>return</b> to TLC to complete their programme of study, or where the student's <b>original enrolment end date has lapsed</b> and a reinstatement is not possible.</p> <p>TLC will claim additional funding if applicable from The Ministry of Education for any incomplete programme components. A full calendar year must have elapsed from the student's original end date for TLC to claim this funding.</p> <p>When a student restarts, any work/hours previously accrued will be credited to their new enrolment. The length of the new enrolment will be dependent on the amount of work/hours already completed and, as a result, may be shorter than would be usual.</p> <p>A fee may apply - this is either \$200 or the difference in fees between the original payment, and the current fee, whichever is greater. This is not applicable to pre-2000 students. A student may apply to the Academic Board for a fee waive.</p> <p>The Academic Board can consider waiving the fees on medical grounds, or where circumstances beyond a student's control prevented their successful completion initially. Students will need to provide the relevant documentation.</p> <p>Restart enrolments will be offered on a part-time basis and start dates are at the beginning of the term (i.e. not rolling starts) unless otherwise approved by the Academic Board.</p> <p>Restart enrolments must provide proof of commitment to the programme. This could be</p>

work completed (which will be credited to their programme), attendance in an on-site class, or equivalent.

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### **Restarting Pre-2001 Students:**

Pre-2001: Student restarts are required to have their pre-2001 completed credits submitted to The Academic Board to be recognised as prior learning. Pre-2001 Completions were not recorded with the Tertiary Education Commission.

A scholarship is granted for the tuition fee, provided The Learning Connexion is happy that the student shows a high level of commitment to complete studies.

### **TLC Reporting**

For all restarts an ***Intent to Complete form*** will require completion and this will need to be attached to the enrolment form.

It should be noted in the enrolment form whether any fees apply. All restarts are to be approved by The Academic Board with start and end dates and the EFT value remaining and noted for the records.

## **Procedures**

### **StudyLink**

TLC verifies with StudyLink the required portion of study the student is returning to complete. It is the responsibility of the student to sort out eligibility for StudyLink funding. TLC can not guarantee that StudyLink will fund programme restarts.

### **TEC Reporting**

A student who has restarted will originally have been reported as a Non (Code #4) or Limited Completion (Mixture of Code #2, #3 and #4) in the TEC Completion reports. Once the student has restarted and fully completed their programme of study, a successful completion (Code #2) is reported for this restart enrolment in the next TEC Completion report. It is important that restarts follow the normal completion process with all the same paperwork and copies forwarded to the SDR person.

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<b>Context</b>	Pre-2000: A student either enrolled into six months of the one year, Stage 1 Diploma (Foundation level) or the full one year, Stage 1 Diploma, which contained the six month Foundation programme, plus a further six months of study. So Pre-2000, Foundation and Diploma was only a 12 month programme compared to today's 18 month programme.
<b>Review Date</b>	1 <sup>st</sup> developed 2004
<b>Next Review date</b>	06.08.2014
<b>Links</b>	