



**PROCEDURE: Admission**

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Inception Date	2 January 2017		
Procedure Owner	Registrar		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	30/06/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	30/06/2018	Name: Benjamin Anderson Signature:
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Review History			

<b>Related documents</b>	
<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>Policy: Application, Admission and Registration</li> </ul>	<p><b>Other/External</b> (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> <li>Constitution of the Republic of South Africa: 1996</li> <li>Higher Education Act (Act 101 of 1997)</li> <li>CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004</li> <li>Labour Relations Act (Act 66 of 1995) as amended</li> <li>CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014</li> <li>SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017</li> </ul>
<b>Website address of this document:</b>	<b>www.davinci.ac.za</b>

## Procedure Description

The following procedure applies when a student submits an application form.

Step	Description	Notes
1	Admissions creates the student profile on the Learner Management System	
2	Applicants are emailed an admitted or provisionally admitted signed letter, registration form, payment contract and student contract	Copies are saved on the server under the pre-defined student group
3	Admissions Office emails the signed registration forms and payment contracts to accounts department for invoicing	
4	Account department to send invoice to the student and update the Billing Sheet	Failure to pay admission fee will result in non admission
5	Student is considered admitted once the Admission fee is paid	
6	The Admissions office will hand-over admitted students to the Programme Co-ordinator	
7	The Programme Co-ordinator will allocate a Programme Convener to the group	
8	If a Student needs to cancel a registered programme (for whatever reason), a letter of motivation must be sent by the student to the Programme Convener or Admissions office (whichever is applicable)	
9	Account department advised of the cancellation	Cancellation fee may be waived at the discretion of The Institute

## Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
2	Registrar
3	Assistant Registrar
4	Admissions Office Administrator
5	Programme Co-ordinator
6	Programme Convener

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Registrar	001	30 June 2018	