

BTEC Registration and Deletions Policy

Registration deadlines

For programmes that follow the academic year

For programmes that follow the academic year, i.e. enrolment in September/October and completion in June/July, the following deadlines for registration apply:

1 November

- Foundation Learning Awards, Certificates and Diplomas
- First and National Awards, Certificates, Extended Certificates and Diplomas
- Specialist and Professional Awards, Certificates and Diplomas
- WorkSkills Awards, Certificates and Diplomas

15 November

- Level 4 HNCs and Level 5 HNDs
- Level 3 and 4 Diplomas in Art and Design

15 December

- Higher Education Licence Agreement registrations

For programmes that do not follow the academic year

Where learners enrol:

- between November and August
- or
- on programmes of less than one academic year in length
- or
- on individual units

registration is due within one month of enrolment.

Enrolment is defined as:

- for knowledge-based programmes, the day on which delivery of the learner's programme/unit commences
- for competence-based programmes, the day on which assessment of the learner's programme/unit commences.

Deletions

A deletion takes place where the learner registration is cancelled and a credit note for the full registration fee is issued to the centre. There are two categories where deletions are accepted:

1. Programmes that follow the academic year

Where a learner drops out at an early stage from a programme that follows the academic year, we will accept a request for the deletion if the learner was registered between 1 September and 31 January, provided we are notified by 31 January, the learner has not completed any units and no test bookings have been made.

2. Programmes that do not follow the academic year

Where a learner has been registered within one month of enrolment, we will accept a request for deletion, provided that we are notified within one month of the date that we received the learner registration, the learner has not completed any units and no test bookings have been made. For example, if a learner enrolls on 1 February, is registered by 1 March, we will accept a request for deletion up until 1 April.