**Administrative Review Process: Permission to Enrol Forms**

Students or Applicants who find their permission to enrol has been refused may request an admin review of this decision if they believe that an administrative oversight, error or process irregularity has impacted their ability to enrol. The failure of a student or applicant to enrol as per the conditions set out in University Regulations and Policies and/or in Terms and Conditions as agreed to at the offer stage will not be considered as valid for admin review purposes.

For the purposes and application of this policy, Students are considered to be returning or continuing students who are expected to re-enrol onto their programmes and will therefore be subject to the enrolment regulations and policies that are applicable to students of the University. Applicants are those who have not yet enrolled on a new programme and as such will be subject to the terms and conditions accepted at the offer stage that pertain to enrolment.

Students and applicants will initially have the opportunity to submit a short Admin Review form to the Associate Director of Student Operations or their nominee within 10 working days of the date of the letter/email to the student confirming the refusal to permit enrolment decision. Students and applicants must ensure that the form is completed in full, including the requirement for the Faculty to make their recommendation, prior to submitting it for consideration.

In all cases, where the Faculty/School, Student Compliance Services (in the case of Student Route/Tier 4 students) and the student or applicant are in agreement, the outcome of the Admin Review will stand.

**Students and Applicants**

Where there is a difference in the preferred outcome between either party, the Associate Director: Student Operations will assess the admin review application and make a decision that will stand as full and final and will issue a Completion of Procedures letter. This will be communicated to all parties.

In all cases the Associate Director: Student Operations or their nominee will seek to respond to completed Admin Review forms within 5 working days.

Admin Review forms are to be submitted to [myunihub@swansea.ac.uk](mailto:myunihub@swansea.ac.uk) for the attention of the Associate Director: Student Operations.