

RECORDING NON-RETURNING CANDIDATES AND EARLY LEAVERS

The S4T processes approximately 7000 candidates record every year, with 2-3 boards for each candidate, so we rely on the aS4Tracy of college information.

ER and Non-returning Candidates

The S4T generates enrolment forms all candidates all year round. The process starts and all candidates will have a preprinted form with the latest AST Code and Year at the top, as recorded.

Hence the re-enrolment forms do not take Supplementary Board decisions into account, and presume that candidates will progress into next level.

For candidates who are allocated N-codes at the Supplementary Boards, and hence do not progress into but have to repeat part or all of year 1, these re-enrolment forms should be amended with the Supplementary Board decision noted, and the changed to year 1, and the modules should be struck out and replaced with the relevant year 1 modules.

The Colleges have at least three clear opportunities to pick up on inaS4Tracies in candidates records:

1. Once enrolment is complete, the S4T emails a password-protected class list to the College for checking. A check would enable, for example, the identification of candidates who should be registered as repeating year 1. Course Directors rarely respond at this point (which happens from mid-October), yet this is the ideal opportunity to tidy up records.
2. The Course Results Sheets generated for the progress boards in January/ February offer a further opportunity to identify anomalies.
3. For returning candidates, the re-enrolment forms which are sent by the S4T should be reviewed.

A first-year candidates coded D1 in June will have a re-enrolment form generated for. Where the candidates are then coded N3/ N4 in August, the form should be changed to AST N3/ Year 1. However, in some cases, the candidates coded N3 does not return to enroll and hence becomes a non-returned, but has already been rolled over to. As the candidates has not enrolled, this does not get picked up, and will automatically count as a non-returned to, unless Course Directors notify the S4T in October on receipt of class lists that they are in fact non-returned to year 1.

Candidates who are recorded as D1 in June in may have enrolment forms generated for or 3 of the following year. Where these candidates are successful in September, the re-enrolment forms will not be necessary. In this case, the Course Directors should return the forms to the S4T with the rest of the enrolment forms, but note change of AST code as appropriate, for example, to S1, and add 'successful leaver 17/18', changing the year as appropriate.

Early Leavers

Candidates may leave the course at any point and will be tagged as early leavers. Sometimes candidates terminate their college registration but there is a delay in informing the S4T about their L1/ early

leaver status. Course Directors should inform the S4T on an ongoing basis when candidates leave the course.

Candidates are accorded Associate Candidates status by the Center, but there is no contract between the parties.

After full candidates have registered at the Center, they have a limited "cooling off period" of up to 14 days in which they may change their mind, withdraw their registration and cancel the contract with the Center, under Consumer Protection Law. The date of online enrolment or the signing of the paper form constitutes the start of the contract, and candidates may cancel the contract in writing up to 14 days after. The formal procedure is appended.

In the case of validated provision, the contract is between the candidates and the college, and it is this contract which should observe the cooling-off period. Where a candidate cancels the contract during this period, they should not be registered with the Center, and hence will not be counted as an early leaver. This is reflected in the 14 October finance deadline.

Step4Training

Your right to cancel

Step4Training admissions process is subject to Consumer Protection Law. This means that you have the right to cancel your application to study within 14 days of accepting your offer.

Applying to Step4Training

When you accept to get admitted into a course, a contract will be made between you and Step4Training.

You can change your mind within 14 days of accepting the offer by contacting the Step4Training Centre on 02036759698.

After the 14-day period, it may be possible to cancel with the permission of the Centre Principal Office and Education Administrator. You will need to contact the faculty on 02036759698, to discuss your options.

Applying directly to Ulster Center

Once you have accepted an offer to study, you can cancel within 14 days without giving a reason. If you cancel your offer within this period, any deposit or administration or other fees you have paid will be refunded in full.

You must inform us in writing if you wish to cancel, either by post or email.

Please complete [this form](#).

Cancellation Form

Date:

Name:

Email Address:

Address:

I give notice that I wish to cancel my place to study on Course Title:

Signature: