



## 1. Admissions + Enrolment Policy

### PURPOSE:

To set out the Admissions and Enrolment Policy for CNELM.

### SCOPE:

This Policy covers all applications from individuals who wish to become students and study at CNELM on one of our courses. This policy is regularly reviewed to ensure it is serving the needs of potential students and in keeping with the Centre's objectives.

### DETAIL:

1. We welcome applications from prospective students both nationally and internationally.
2. The Admission criteria for the academic programmes are set out in the prospectus and on the CNELM [Website](#). The information provided should enable applicants to make informed decisions about the options available to them at CNELM.
3. We consider our Admissions and Enrolment Policy is compliant with Middlesex University (MU) Admission Policy, Equal Opportunities and Home Office criteria for International Students for students registering on validated programmes, and compliant with the Nutritional Therapy Education Commission (NTEC) requirements for applicants enrolling on courses leading to nutritional therapy practice.
4. Like all our policies our Admissions & Enrolment Policy is reviewed and updated as necessary.
5. CNELM's education and quality enhancement approach to admitting students to its programmes aims to be 'inclusive', fair and consistent. Invariably applicants are offered a place on a programme if they meet entry requirements including applicants that meet requirements for Assessment of Prior Learning. Please review the **Advanced Learner Entry Policy**.
6. Applicants are interviewed by staff with appropriate knowledge and competency to offer, or decline an applicant a place on a programme.
7. Applicants must provide accurate information during the application process. Should information provided prove to be deliberately misleading and/or fraudulent CNELM will undertake an investigation. An enrolled student may be suspended pending an investigation and ultimately withdrawn from a programme. The enrolled student would not be entitled to any refund of fees paid and would continue to be liable for any fees due.
8. Applicants are provided with the contact details should they wish to initiate a complaint regarding the admissions process.
9. Enrolment on an MU validated degree programmes, as well as most CNELM courses, can only proceed following a course interview, sending an applicant an offer letter confirming course/s, fees and a study plan, additional information and/or policies as relevant to programme, Confirmation Agreement, and a Confirmation of Practice form to complete for applicants who are existing healthcare practitioners.
10. Applicants, following receipt of an offer letter and other related documentation regarding the course offer after interview, must submit the following documents in order for the process to proceed to enrolment on a course:
  - a) Signed Application form
  - b) Signed Confirmation Agreement
  - c) Signed Confirmation of Practice
  - d) Copy of Passport
  - e) Copy of requested Certificates to support having met requirements for entry to specific courses

**Please note:** A fully completed and signed application form is required by an applicant to formalise their status as a course applicant. Confirmation Agreements are detailed. It is the responsibility of the applicant to review the details of the Confirmation Agreement prior to signing. Applicants can prior to signing make a request to discuss any aspect of the

Confirmation Agreement that they wish to clarify. In the first instance they should contact the Head of Student Recruitment at CNELM. Payment, as indicated on agreed payment plans, must precede enrolment.

11. CNELM will generate a Shared Folder for Applicants on the Centre's Central Google Drive to share application documents. Documents that require the applicant to sign can generally be completed electronically, printed, signed, scanned and uploaded to their Shared Applications Folder.
12. Following receipt of the signed documents and requested documentation the following checks may be instigated:
  - a) Home Office identity checks to confirm eligibility to study in the UK, if appropriate
  - b) Qualification checks for UK equivalency via [NARIC](#) for applicants including but not limited to those applying for transfer of credits, or direct entry to postgraduate courses
  - c) Evidence provided for requirements for direct entry to a degree programme
  - d) Qualification checks via stated awarding institutions
  - e) English proficiency requirements relevant to course of study
  - f) References, applicants are generally informed if references are followed up
13. References are likely to be requested or followed up for one of the following reasons:
  - a) In support of an application to study at postgraduate level for applicants with non-degree accredited learning in nutritional therapy
  - b) Medical reference to support 'Fitness to Study and Practice'
  - c) A concern should fraudulent information be suspected
14. Interviews are conducted in person at the Centre, or remotely. **Please note** that until further notice all interviews are conducted online via Zoom or other agreed platform. The interview should enable a prospective student to better understand the options open to them and whether their chosen course of study is likely to be right for them, whether they may be eligible for assessment of prior learning, whether they meet entry requirements or need to complete entry courses first, to confirm any support needs for learning etc. A course interview should enable the applicant to clarify any issues or concerns they may have about studying at CNELM. Course offer documentation sent to an applicant following the interview provides further detail to help enable the applicant to make an informed decision about studying at CNELM.
15. Potential applicants attending an Online Open Day at CNELM can request, subject to availability, a short course interview during the day. Open Days provide deeper and broader information about the courses than provided within a course interview. Applicants progressing direct to a course interview can also attend an Open Day.
16. Applicants interviewed remotely must be visible to the interviewer e.g. via webcam. The interviewer must also be visible to the applicant. Prior to interview applicants sign to confirm use of webcam and other related permissions.

**Please Note:**

- The CNELM Nutritional Therapy/Personalised Nutrition Practice Diploma (NTPD/PNPD) is not a standalone course and is taken in combination with the distance learning degree programmes i.e. the BSc Hons Nutritional Science or the MSc or PG Diploma in Personalised Nutrition. Advanced Learner Entry students may also be able to take the NTPD/PNPD as a standalone course if they can evidence via the development of a Portfolio of Evidence how they have met the requirements for nutritional therapy practice across their dual training. The NTPD (phase out course) and the PNPD are online only until further notice.
- It is the responsibility of applicants living overseas who are not intending to practice as a nutritional therapist within the UK Borders to determine the legal requirements for practice in the country or countries in which they plan to practice.
- CNELM does not accept responsibility for any student who has started or completed studies and then finds they are unable to practice in another country.
- Some students may not meet outcomes for nutritional therapy practice for a variety of reasons including fitness to practice, or may request part way through study to not complete requirements for nutritional therapy practice. Students may be able to demonstrate outcomes for the CNELM Nutrition Coach Diploma or the Dietary Educator Certificate alongside their degree programme or accumulated credits from their degree programme.

17. Applicants are referred to the information available on the CNELM public website regarding entry requirements for specific courses. Further clarification can be requested from the Head of Student Recruitment.
18. Applicants are invariably offered a place on a programme to commence within a twelve month period. Applicants deferring a place on a course for more than twelve months will generally need to reapply.
19. Applicants who are declined a place on a programme are notified by letter by a delegated member of CNELM's Senior Management Team. In this instance the applicant can contact the Centre within 15 working days of receipt of the date of the letter if they wish to receive feedback to help them understand why their application for a particular programme of study was unsuccessful. The applicant, if appropriate may be guided towards another of the Centres programmes or that of another Training Provider.
20. Applicants who consider they may have been treated unfairly can contact CNELM's Centre Administrator in the first instance.
21. Once all application documentation has been received and verified the application can then proceed to enrolment on a course.
22. Enrolment may occur within a few days of receipt of required payment to get started on a programme e.g. in the case of starting a Bioscience Entry Course or a Return to Practice Programme or a short course or event for continuing professional development.
23. Applicants that opt to combine a bioscience entry module with a BSc module that does not require bioscience as a prerequisite do so at their own risk as entry modules must be passed in order to continue on the programme.
24. Applicants who meet direct entry requirements for a degree programme or some CNELM only courses may need to wait until the next entry point prior to being enrolled on a programme.
25. Payment of required fees to start a programme of study is necessary and will enable access to a range of learning resources facilitated by external providers.
26. Students enrolled in degree programmes taught at CNELM and validated by Middlesex University (MU) are registered with MU within six weeks of the first day of the first module on the programme.
27. Newly enrolled students are sent a Welcome email usually from the Head of Student Recruitment using the new student's CNELM email account. Relevant members of the academic and administrative team are copied into the email. A Welcome email includes the following:
  - a) Confirmation of course/s enrolled on
  - b) Email for Relevant Programme Manager
  - c) Name of Programme Leader
  - d) Confirmation of student email account
  - e) Student Number
  - f) Access to the Virtual Learning Environment - Moodle
  - g) Access to a Shared Student folder that will be used for varying purposes throughout studies
28. Following enrolment Programme Leaders, Programme Managers and Module Leaders assume responsibility for communicating with students enrolled on the programmes they are leading and/or contributing to the management and teaching of the programmes. The Centre's administrative and IT staff also communicate with students following enrolment, as appropriate.
29. Prior to the start of studies students on relevant courses will be invited to join an Online Induction. The period of induction extends into the first six weeks of study on such courses enabling newly enrolled students to join scheduled additional online sessions to seek further clarification on requirements and processes.
30. Students are required for degree and clinical programmes to pay annual tuition fees and are recommended to pay remaining fees monthly over an agreed study period. Students that opt to pay full fees in advance or large lump sum payments do so at their own risk as all fees once paid are non-refundable.
31. In line with our Payment, Charges and Refund Policy all fees once paid are non-refundable, including any fees paid up to the point of enrolment on a course/s. **Please refer to the Payment, Charges and Refund Policy** that explains exceptions to this position on refunds.

**Named Contact Person/s responsible for this Policy**

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### ASSOCIATED POLICY LINKS AND DOCUMENTS:

This policy relates to the following key CNELM policies and related documents:

- Advanced Learner Entry Policy
- English as a Foreign Language Policy
- Fitness to Study and Practice Policy
- MU Regulations
- Payment, Charges and Refund Policy
- Promotions Policy
- Recruitment and Disability Policy
- Course Handbooks
- Course offer documentation
- [Public website](#)