

# Student Admission and enrolment Policy

**Policy Code:** ACA-001  
**Version:** 2.2  
**Person Responsible:** Admission Manager



## Table of contents:

<b>Policy: Student Admission and Enrolment</b>	<b>Page</b>
- Procedure: Learner Admission	3
- Procedure: Learner Recruitment Agent	6
- Procedure: Learner Discontinuation of Study	9
- General Guidelines, Rules and Regulations	10

# Student Admission and enrolment Policy

**Policy Code:** ACA-001  
**Version:** 2.2  
**Person Responsible:** Admission Manager



## Policy Statement

Admission at Vatel Bahrain is governed by fair and transparent procedures. The minimum requirements for admission to Vatel's programmes and the procedures followed are developed in accordance with the Higher Education Council rules and regulations. In addition, consideration of admission and learner transfer appeals will be dealt with fairly and promptly.

The admission rules & regulations are in place to assist the learner Admission Department in their decision on whether to accept or reject any applicant and whether or not to recognise credits achieved by the applicant through formal learning prior to be admitted to Vatel Bahrain, thus guaranteeing the fairness of learner selection and credit recognition processes at an early stage.




## Application

This policy applies to all Bahraini national and non-Bahraini applicants applying to all programmes and courses at Vatel Bahrain. The policy will also apply to the admission staff, faculty, and allied members involved in recruiting and selecting applicants.

## Expectations

- Vatel Bahrain shall only admit students who have submitted completed applications accompanied with all the supporting documents as per the admission criteria stated in the Programme Specification Document.





## Forms and Other Related Documents

Credit Recognition and Exemption Form	 Credit Recognition and Exemption Form
Student Admission/Transfer/ Re-Enrolment Appeal Form	 Student Admission or Transfer or Re-en
Learner Declaration Statement	 Learner Declaration Statement Form.docx

# Student Admission and enrolment Policy

**Policy Code:** ACA-001  
**Version:** 2.2  
**Person Responsible:** Admission Manager



Admission Interview Form	 Admission Interview Form.docx
Admission Acceptance Letter Template	 Admission Acceptance Letter Te
Admission Rejection Letter Template	 Admission Rejection Letter Tem
Learner Discontinuation Form	 Learner Discontinuation For

