



Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 4: How to cancel enrolments, subjects or applications

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Part Four. How to cancel enrolments, subjects or applications

4.1 Cancellation request options

To request withdrawal of a student click on 'Cancellations'.

The following options are displayed:

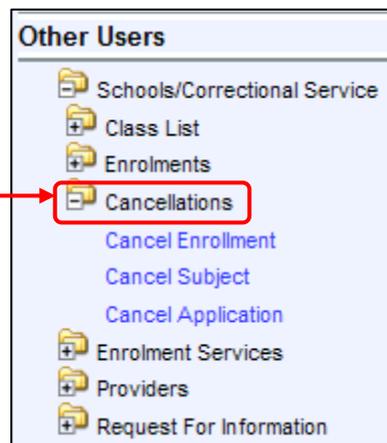
- **Cancel Enrolment** – use to cancel the entire enrolment of **one or multiple students** (ie cancel the student from all registered subjects)

Please note: it is important to use this option when requesting to cancel **all** current Te Kura subjects of a student. **Do not cancel all subjects of a student by using 'Cancel Subject'**

- **Cancel Subject** – to cancel specific subjects, leaving other subjects as current and active registrations.i.e. the student remains enrolled with us in some subjects.
- **Cancel Application** – to cancel a previously submitted application, prior to registration (ie status is blank, not yet admitted).

Please note: Only use this option to cancel the entire application, not individual subjects on an application.

If you are just seeking to change some subjects in the submitted application, please contact Enrolment Services and they will make the changes, if the application has not yet been processed.



Part Four. How to cancel enrolments, subjects or applications continued

4.2 How to cancel an enrolment of one student and cancellation of their subject(s)

Step 1. Select 'Cancel Enrolment' and Cancel Enrolment screen will display with the following search criteria:

Cancel Enrolment

Person Number: 84236
Name: Aimee Lewis
School: Te Aho o Te Kura Pounamu

Note: Complete one or more of the fields below and click 'Search'.
The Cancellation Date and Reason will be used as defaults on records with
All fields indicated with a * must be completed.

Academic Year : 2013 *

Offering Type : [dropdown]

Student Type : --- No Data Available Yet --- [dropdown]

Qualification : --- No Data Available Yet --- [dropdown]

Student Number : 213060248

NS Number : [text box]

Surname : [text box]

Name : [text box]

Cancellation Date : 13-MAY-2013 [calendar icon]

Cancellation Reason : A - Transfer-another school in NZ [dropdown]

[Search] [Clear Form]

Step 2. Enter the **Academic Year**.

Enter **only one** of the following:

- Te Kura student ID number
or
- NSN number

Step 3. Enter the **Cancellation Date**.

Step 4. Enter the **Cancellation Reason**.

Do not enter any other information.

Step 5. Click **Search**.

Result: The 'Maintain Student's Enrolment Cancellation Requests' screen appears showing details of the student whose ID number was entered. Tick the box and save changes.

4.3 How to request cancellation of multiple enrolments

Using the 'Cancel Enrolment' screen above:

Step 1. Enter the **Academic Year**.

Step 2. Enter the **Cancellation Date**.

Step 3. Enter the **Cancellation Reason**.

Step 4. Do not enter any other information.

Step 5. Click **Search**.

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Part Four. How to cancel enrolments, subjects or applications continued

4.3 How to request cancellation of multiple enrolments continued

Result: The 'Maintain Student's Enrolment Cancellation Requests' screen appears (below) showing all of your currently registered students.

Maintain Student's Enrolment Cancellation Requests

Person Number: 81482
Name: Aimee Lewis
School: Te Aho o Te Kura Pounamu

Academic Year: 2011

Note: Select/Deselect records to create/evolve Cancellation Request and click on 'Save Changes'.
The Cancel Date and Reason will default from Search criteria, but may be changed on individual records.

Cancel	Cancel Date	Cancel Reason	Student Number	Name and Surname	Block Off. Type	Code	Type	Teacher	Ext	Email
<input type="checkbox"/>			211553073	Mere Te Awahi Tau Tau	87	1	C			
<input type="checkbox"/>			212001590	Rebecca Robinson	15	1	F			

Qualification: Y11-13 - Years 11 - 13
Qualification: Y7-10 - Years 7 - 10

Save Changes Clear Form New Search

Step 6. Check the student details are correct and then tick the box(es) for the students you wish to cancel.

Step 7. Enter a cancel date in the format DD-MON-YYYY.

Step 8. Enter the Reason for cancelling.

Step 9. Click 'Save Changes'.

Cancel	Cancel Date	Cancel Reason
<input type="checkbox"/>		
<input type="checkbox"/>		

Qualification: Y11-13 - Years 11 - 13
Qualification: Y7-10 - Years 7 - 10

Save Changes Clear Form New Search

Step 10. A message will appear advising you that your cancellation has been successful (below).



Part Four. How to cancel enrolments, subjects or applications continued

4.4 How to request cancellation of a subject for one student

Step 1. Select 'Cancel Subject' and follow the same steps 1 – 6 above, as for 'Cancel an Enrolment'.

Result: The 'Maintain Student's Subject Cancellation Requests' screen appears (example below) showing only the main registered subjects of the student whose ID was entered.

Note: When the main subject is cancelled, any associated modules and standards for the main subject are also cancelled.

Step 2. Tick the box for the student's Main Subject you wish to cancel.

Step 3. Enter a Cancel Date in the format DD-MON-YYYY.

Step 4. Enter a Cancel Reason.

Step 5. Click 'Save Changes'.

Step 6. A message will appear advising you that your cancellation has been successful. Click OK.

4.5 How to request cancellation of subjects for multiple students

Using the 'Cancel Subjects' screen, follow the same steps as above for 'How to request withdrawal of multiple enrolments'.

Step 1. On the 'Maintain Student's Subject Cancellation Requests' screen, tick the boxes beside the subjects to be cancelled for each student.

Step 2. Check other details for each student are correct and click 'Save Changes'.

Please Note:

- Cancellation requests are processed daily by Enrolment Services. When subject cancellation

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Part Four. How to cancel enrolments, subjects or applications continued

4.5 How to cancel a Subject for multiple students continued

requests are processed, the subject cancellation date and reason selected appears alongside the student on their '**Subjects of a Student**' screen. When enrolment cancellation requests are processed they appear against those students on the '**Registered students**' screen and on the Subjects of a Student screen for each student, all subjects will show as cancelled.

- If you submitted a cancellation request and it does not later appear on those screens please contact Enrolment Services giving them the details.
- If "**User Error**" is listed as the cancellation reason and you have not made the cancellation, contact Enrolment Services.