

# Admission & Enrolment Guide 2017



# Kia ora Welcome to Ara

**Congratulations on choosing to study at Ara. It's a great step towards being successful in your chosen career, either here in New Zealand or overseas.**

To make the admission process as easy as possible, we have created this step-by-step guide to help you.

Tips have been added on each section of the Admission & Enrolment form to also guide you through completion.

If you need help at any stage, come and talk to us at one of our five campuses, or call us on 0800 24 24 76.

We hope you enjoy your time at Ara and take advantage of our expert tutors, support services and great campuses.

We look forward to seeing you!

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## Other useful links

Ara campus maps - [www.ara.ac.nz/maps](http://www.ara.ac.nz/maps)

Access your enrolments, applications, timetables or results - [ebs4portal-live.ara.ac.nz/default.aspx](http://ebs4portal-live.ara.ac.nz/default.aspx)

Ara Student Services - [www.ara.ac.nz/services-and-support](http://www.ara.ac.nz/services-and-support)

Ara International Students - [www.ara.ac.nz/international](http://www.ara.ac.nz/international)

Studylink Website - [www.studylink.govt.nz](http://www.studylink.govt.nz)



## How to contact us

### PHONE

0800 24 24 76 or  
03 940 8000

Monday to Thursday:  
8am-5pm

Friday:  
9am-4.30pm

### EMAIL

[info@ara.ac.nz](mailto:info@ara.ac.nz)

### FAX

03 940 8642

### WEB

[www.ara.ac.nz](http://www.ara.ac.nz)

### POST

Ara Admissions and  
Enrolments  
PO Box 540  
Christchurch Mail Centre  
Christchurch 8140

### IN PERSON

#### All admissions

City campus  
Rakaia Centre, X Block  
130 Madras Street  
Christchurch

Monday to Thursday:  
8am-5pm

Friday: 9am-4.30pm

During peak enrolment  
periods:

Monday to Thursday:  
8am-6pm

Friday: 9am-4.30pm

### Woolston campus admissions

Ensors Road  
Christchurch

Monday to Thursday:  
8am-5pm

Friday: 9am-4.30pm

During peak enrolment  
periods:

Monday to Thursday:  
8am-6pm

Friday: 9am-4.30pm

### Timaru campus

32 Arthur Street  
Timaru

Monday to Friday:  
8am-5pm

### Ashburton campus

37 Alford Forest Road  
Ashburton

Monday to Friday:  
8.30am-5.30pm

### Oamaru campus

44 Humber Street  
Oamaru

Monday to Wednesday:  
8am-5pm

Thursday to Friday:  
8.30am-5pm

**Please note:** Every attempt is made to ensure this brochure is correct at time of printing however, information is subject to change. Ara reserves the right to amend or withdraw courses.

# A step-by-step guide to Admission & Enrolment

## Step 1 - Plan your study

- Choose the programme you want to apply for
- Visit [www.ara.ac.nz](http://www.ara.ac.nz) for a full list of programme offerings.

## Step 2 - Apply to enrol

### Apply to enrol using the paper form or go online ([www.ara.ac.nz/study-options/application-and-enrolment](http://www.ara.ac.nz/study-options/application-and-enrolment))

- > Complete all 11 sections of the Admission & Enrolment form
- > Sign and date the form
- > Attach additional documentation if required

Additional documentation is required for enrolment in the programmes listed to the right. Application Packs for these programmes are available from [www.ara.ac.nz](http://www.ara.ac.nz), or contact us and we'll send one to you.

## Step 3 - Pay for your study before classes start

**You must pay ALL tuition fees and student services' levies as set by Ara in full prior to the start date of your programme of study.**

### By student loan

- > Check with Studylink to see if you are eligible for a student loan or allowance
- > Indicate you are paying by student loan on the form
- > Contact Studylink and apply for your loan ([www.studylink.govt.nz](http://www.studylink.govt.nz))

### Cheque or bank draft (International)

- > Send us your cheque once we have confirmed you are accepted into the programme

### Internet banking or telegraphic transfer (International students)

- > Complete your payment via internet banking or transfer

### Payment in person - at the Ara Student Finance counter

- > Complete your payment by EFTPOS, cheque or credit card
- > Email or phone in your credit card details once we have confirmed your acceptance into the programme

### Credit card

- > Complete your payment by credit card

### If you've paid using another payment method

**Additional documentation is required for the following programmes:**

#### Certificates

- Early Childhood Studies
- Digital Photography
- Fitness
- CELTA - Certificate in Teaching English to Speakers of Other Languages
- Outdoor Recreation

#### New Zealand Certificates

- Animal Management
- Animal Technology
- Construction Trade Skills
- Creativity
- Digital Media and Design
- Fashion
- Health and Wellbeing
- Skills for Living for Supported Learners

#### Diplomas

- Environmental and Outdoor Leadership
- Interior Design
- Outdoor Education
- Outdoor Instruction and Management

#### New Zealand Diploma

- Enrolled Nursing
- Veterinary Nursing

#### Bachelor Degrees

- Applied Science
- Architectural Studies
- Broadcasting Communications
- Design
- Medical Imaging
- Midwifery
- Music Arts
- Performing Arts
- Social Work
- Nursing
- Sustainability and Outdoor Education

#### Graduate Certificate

- Environmental and Outdoor Leadership
- Health Science
- Nursing Practice

#### Graduate Diploma

- Health Science
- Nursing
- Sustainability and Outdoor Education

#### Post Graduate Programmes

- Health Science
- Nursing

### Centre for Assessment of Prior Learning (CAPL)

If you have a significant amount of prior learning or work experience you may be eligible for credits towards your chosen qualification through our Centre for Assessment of Prior Learning. See the Study Pathways page of this brochure for further details.

# Complete the Admission & Enrolment form

## Helpful instructions for completing the Admission & Enrolment form

### Section 1

#### Your name and details

- **Title** - Mr, Mrs, Miss or Ms etc
- **Legal Surname or Family Name & Legal Given Name(s)** - your legal family and first name must be the same as those shown on the identity documents you provide. They will be used for your academic records. If the legal name under which you are enrolling differs from that on your birth certificate or passport you must also present a certified copy of your marriage certificate(s) or deed poll (change of name) certificate.
- **Preferred Given Name(s)** - your preferred names will also be shown and recorded on our system. For example, your legal name may be 'Christine' however, if you prefer to be known as 'Chris' this is where you would enter your preferred name.
- **Institution Student ID** - if you have enrolled at this institution before you will have a student ID number.
- **NSI or NZQA Number** - if you have studied in NZ you may have an NSI or NZQA number.
- **Citizenship/Residency** - please indicate if you are a New Zealand citizen (born in New Zealand or granted citizenship) or a permanent resident. If you are not a New Zealand citizen or a permanent resident, you may be liable for an international student fee. This is higher than a domestic fee.

#### To prove citizenship we require a verified copy of ONE of the following identity documents:

- New Zealand birth certificate
- New Zealand passport
- Statement of Whakapapa signed by a Kaumātua. It must include date and place of birth
- Certificate of New Zealand citizenship or letter of confirmation

- Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau.

#### Why is it essential that you supply Ara with your identity documents?

The Ministry of Education will not fund students who have not supplied the correct identity documents. We may have to charge you full fees if we do not receive this.

If you are posting in your completed enrolment form it is essential to include a verified copy of your identity documents.

#### What does 'verified copy of your identity documents' mean?

A verified copy means you have photocopied the original identity documents and they have been certified (signed) as being true copies by an authorised person as listed in the Oaths and Declarations Act 1957.

This authorised person could be a:

- Justice of the Peace
- Solicitor
- Registrar or Deputy Registrar of the Courts
- Ara Admission & Enrolments staff member.

### Section 2

#### Your intended programme

- **Programme name** - the title of the qualification you are applying for; for example, 'Bachelor of Applied Management'
- **Programme code** - Ara's qualification code (this can be found at [www.ara.ac.nz](http://www.ara.ac.nz) or in a Ara brochure); for example, CH3988
- **Course selection** - Some Ara programmes allow you to make choices between courses you would like to study and/or when they run. If you wish to make your preferred selection now, please contact us for a timetable.

### Section 3

#### Your eligibility to meet requirements

Refer to Ara brochures or [www.ara.ac.nz](http://www.ara.ac.nz) for specific entry requirements related to your chosen programme of study.

Please ensure you attach **all** supporting documentation to this form.

### Section 4

#### Your contact details

It is important that Ara has accurate contact details for you. Please complete all questions within this section:

- preferred email contact
- mobile phone number
- current/prior to study home address
- address during study period if this is going to be different from your home address.
- emergency contact is a name and number of someone we can phone in the event of an emergency.

### Section 5

#### Your ethnicity

Which ethnic group(s) you identify yourself with, for example:

NZ European/Pākehā, NZ Māori, Cook Island Māori, Fijian, Niuean, Samoan, Tokelauan, Tongan, Chinese, Indian etc. Identify your main ethnicity as 1.

You may choose up to three ethnicities in total (identify these as 1, 2, 3).

## Useful Tip

The **Career Centre**, located in the Rakaia Centre Atrium, City campus, is open from Monday to Friday, 9am to 5pm. Career advisors can help you as an intending student with career planning, course selection and study decisions. Job search support is also offered for current and graduate students.

To make an appointment, phone 03 940 8720 or email [careers@ara.ac.nz](mailto:careers@ara.ac.nz)

## Statistical Information for all students (Sections 5 and 6)

This information is required by the Ministry of Education and used for planning and reporting. It is essential that you complete **all** questions.

If you don't complete all of these questions, you cannot be fully enrolled.

Many students have their enrolment delayed due to incorrectly filling in the form so please check that you have completed all questions.

## Useful Tips

- Page 5 relates to methods for paying domestic student fees
- Page 6 relates to methods for paying international student fees

## Studylink changes

Important changes have been made to the Student Loans Scheme that could affect you. Please double check your eligibility to receive a student loan at [www.studylink.govt.nz](http://www.studylink.govt.nz)

## Section 6

### Your educational background

#### A) Secondary education

##### What is the name of the last secondary school you attended?

If your last secondary school was not in New Zealand, please write 'overseas'.

##### What is the highest level of achievement you hold from secondary school?

Possible options include:

- no formal qualification
- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or Sixth Form Certificate
- University Entrance (minimum requirement to study degree programme in NZ)
- NCEA Level 3 or Bursary or Scholarship
- overseas qualification (includes International Baccalaureate and Cambridge Exams)
- other (please specify)

#### B) Tertiary study

Please indicate whether you have studied at a tertiary institution in the past and, if so, what qualification/s you have achieved.

#### C) Prior activity

##### What was your main activity or occupation last October?

Possible options include:

- secondary school student
- polytechnic/institute of technology student
- university student
- private training establishment (PTE) student
- wananga student
- self employed
- wage or salary worker
- unemployed or beneficiary (excluding retired)
- house person or retired
- overseas (please specify)

## Section 7

### Your learning support

If you have experienced difficulty with learning in the past or want to prepare for the challenges of the future, Ara wants to support you to realise your potential whilst studying with us. Completing the questions in this section will ensure that we are aware of you as soon as your enrolment is

completed, and we can begin to assist you with your academic journey.

The sooner we hear from you the better prepared you can be. If you would like more information please call 03 940 8005, email [disability@ara.ac.nz](mailto:disability@ara.ac.nz) or [learningservices@ara.ac.nz](mailto:learningservices@ara.ac.nz)

## Section 8

### Feedback

Completing this section helps us to know the best way to tell people about our programmes.

## Section 9

### Your fee payment

Please indicate how you will pay your fees if accepted onto the programme. Remember your place in any programme or course is not secure until payment is made.

- Paying by **internet banking**, the details are:

Ara BNZ account:

**02-0800-0911670-003**

Always include the following details:

Particulars - student name

Code - invoice number (if known)

Reference - Ara Student ID number (if known)

- **Student loan:** if making payment via student loan, it is important that you apply for your student loan as soon as possible through Studylink.

Apply for your loan online at:

[www.studylink.govt.nz](http://www.studylink.govt.nz)

## Section 10

### Your checklist

Use this section to make sure you have completed all necessary sections of the Admission & Enrolment form.

## Section 11

### Your acknowledgement and declaration

#### Please sign and date your Admission & Enrolment form.

Without this, your enrolment cannot be processed.

# Paying your fees

## Paying your fees - domestic students

### Payment options

To help speed up the application process please indicate how you will pay your fees if you are accepted onto the programme.

**If you are paying by cheque, EFTPOS, or cash, you can do so at Ara's Student Finance counter at any of our campuses.**

### Paying by Direct Credit

On your admission form, if you have indicated that you are paying your fees by internet banking, you need to:

- go into your online banking site and pay your fees into Ara BNZ account:  
**02-0800-0911670-003**
- make sure you include the following payment information.  
Particulars - student name  
Code - invoice number (if known)

Reference - Ara Student ID number (if known)

### Paying by Credit Card

Ara accepts the following major credit cards: American Express, Mastercard and Visa.

- Pay by credit card in person at the Student Finance office OR
- Complete a credit card payment form attached to the Admission & Enrolment form OR
- Phone our Contact Centre on **0800 24 24 76**.

You will need to provide:

- Ara Student ID number
- surname or family name
- given name(s)
- card type (American Express/Mastercard/Visa)
- name on credit card
- 16-digit credit card number
- card's expiry date
- course details

### Your study is funded

Select this option if your study is funded by scholarship or a funding scheme (eg Youth Guarantee).

To see if you are eligible for a scholarship please contact us on 0800 24 24 76 and ask to speak to our Scholarships Officer or email **scholarships@ara.ac.nz**

### Paying by student loan

If you are paying by student loan, please indicate this on your admission form.

- Important changes have been made to the Student Loan and Allowance system. Please double-check with Studylink and read the information provided for students on their website. Studylink have introduced new performance criteria so it is important to check your eligibility.
- Apply for your student loan via the Studylink website at **www.studylink.govt.nz** as they administer the student loan system.
- Studylink recommends you apply for your loan as soon as possible, even if you're still deciding what you're going to study.
- Once you have applied for your loan, Studylink will send you a loan contract. It is essential you sign and return this contract to them, otherwise your loan will not go ahead.
- If you intend studying for the whole year, it is advisable to enrol for both first and second semester courses at the start of the year. This will mean that you won't have to reapply for your loan (or allowance) mid year.
- You are not eligible for a student loan if adjudged bankrupt.
- You should check the student loan process at **www.studylink.govt.nz**

### Training Incentive Allowance (TIA)

In some instances, course fees can be paid for by Work and Income. Contact Work and Income for further details.

### Your organisation/company is paying

If your employer or an agency is paying your study fees, you also need to provide:

- a letter (or purchase order) on company letterhead guaranteeing payment of fees, or
- a purchase order from the agency guaranteeing payment of fees.

## Useful Tips

### To pay by student loan

Apply for your student loan as early as possible.

Apply online at:  
**www.studylink.govt.nz**  
or phone 0800 88 99 00

If you are applying for a student allowance, this is also done through Studylink.

### Are you an international student and paying fees by internet banking?

International students need to pay their fees into a different Ara bank account. See page 7 for more information.

### What information is included on your fees receipt?

- Your course start and end dates.
- The last date you can officially withdraw from a course without losing all your course fees.
- A list of all the courses you've enrolled and paid for.

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences (times).

## Paying your fees - international students

### Payment options

**Paying your study fees before starting classes ensures your places are held for you. You are not fully enrolled until payment is made.**

**Choose one of the following ways to pay your fees.**

### Telegraphic transfer/ internet banking

- You can make a bank transfer (telegraphic transfer) to Ara's bank account using the details below.
- Please include the following in the payment information:  
Particulars - student name  
Code - invoice number (if known)  
Reference - Ara Student ID number (if known).
- This method of payment will incur a \$30 bank charge.

#### **Ara Council**

Bank of New Zealand  
Russel Partner Centre  
Level 1, 5 Sir William Pickering Drive  
Russley  
Christchurch 8053  
New Zealand

BNZ Account:

**02-0800-0911670-000**

Attention:

**International**

**Swift Code:**

**BKNZNZ22800**

### Bank cheque/bank draft

Payment must be in New Zealand dollars and be made out to "Ara".

### Cash or EFTPOS

Pay by cash or EFTPOS in person at the Student Finance office in the Rakaia Centre at the City campus (X Block).

For safety reasons, we do not recommend you carry large sums of money on you.

### Major credit cards

Ara accepts the following major credit cards: American Express, Mastercard and Visa.

- Pay by credit card in person at the Student Finance office or
- Contact the International Admissions team on **intladmissions@ara.ac.nz**

You will need to provide:

- Ara Student ID number
- surname or family name
- given name(s)
- card type (American Express/ Mastercard/Visa)
- name on credit card
- 16-digit credit card number
- card's expiry date
- course details
- copy of passport bio page for the owner of the credit card

## Useful Tips

### How do you complete your enrolment?

Once you have paid your fees, you need to check you have:

- your Student Visa
- valid insurance
- selected all your courses.

You need all of these in order to be fully enrolled.

Please come to the International Admissions & Enrolments counter if you need help.

### Visa & permit requirements

Go to the Immigration NZ website for full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements.

### What information is included on your fees receipt once your enrolment is complete?

- Your course start and end dates.
- A list of all the courses you've enrolled and paid for.

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences (times).

**If you need assistance please phone 0800 24 24 76.**

# Ara Policies - Personal Information & Privacy Principles

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- 1 Ara collects and keeps personal information about every person who enrolls as a student. The Privacy Act 1993 protects the information you give the Institute and sets out the ways in which it is collected, stored, used and disclosed to other parties. Ara takes its obligations seriously and has policy and procedures which reflect the Twelve Information Privacy Principles.
- 2 Ara collects this information from you so that you can be provided with information to which you may be entitled, have your progress monitored and results recorded, be supported to achieve your study goals, or be identified or contacted by us. This information is also used by us to develop and market programmes, courses and facilities in ways consistent with our values – Kaupapa.
- 3 The information is also collected so that we can meet our statutory obligations as a provider of tertiary education; that is to meet the requirements of the Education Act, the Public Finance Act, the Inland Revenue Act and other legislation.
- 4 We may disclose personal information to other education agencies, such as the Tertiary Education Commission, Ministry of Education, Studylink, the NZ Qualifications Authority, and Industry Training Organisations, and to other tertiary education organisations and Government agencies which demonstrate a statutory right to obtain it such as the NZ Police, Department for Courts, Immigration New Zealand, Work and Income New Zealand, Inland Revenue Department, and the Accident Compensation Corporation. We may also disclose personal information to other agencies which also demonstrate a statutory right to obtain it. The fact that you are currently enrolled in a programme or course or not may be disclosed to other third parties.
- 5 Some information may be held in our archives for audit purposes and to enable us to provide you with evidence of your enrolment and achievements in years to come. This information is stored even if you are not currently enrolled.

- 6 We will allocate you a student ID number which will be used as a reference on Ara documents and correspondence. The Ministry of Education will allocate to you a unique National Student Index number.
- 7 For identification and security purposes, your name, enrolment data and your photograph will be stored on our database. Your photograph may be supplied to staff for identification and security purposes.
- 8 You must provide the information requested. Failure to do so may result in refusal of your enrolment. You also have an obligation to advise us if/when there is a change to any of the information you have provided especially your contact address and phone numbers.
- 9 Under the Privacy Principles you have the right of access to all personal information we hold about you. You also have a right to ask Ara to correct any information which is inaccurate or misleading. You can exercise those rights by contacting the Ara Privacy Officer; email: [privacy@ara.ac.nz](mailto:privacy@ara.ac.nz)

## Ara Policies

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### What you need to know

Ara Institute of Canterbury defines QUALITY as “delivering what is promised to a recognised, professional standard”. Staff at Ara want to know if you have concerns, problems or complaints while studying here. Of course, we also would like to hear about the positive things you experience.

For further information on what you should expect at Ara, see our policies manual: [www.ara.ac.nz/about-us/policies](http://www.ara.ac.nz/about-us/policies)

International students also refer to the Education (Pastoral Care of International Students) Code of Practice 2016.

Ara’s Student Policies and Procedures apply to all students including International students.

For more details about the policies listed, you are directed to our website: [www.ara.ac.nz/about-us/policies](http://www.ara.ac.nz/about-us/policies)

Please ask staff in your department if you need further information or help in interpreting your rights or responsibilities.

### Policies of particular interest to students are:

#### Academic Policies

- 201 Organisation Structure
- 301 Student Rights and Responsibilities
- 302 Copyright
- 304 Academic Misconduct (including plagiarism)
- 503 Name and Awarding Qualifications at Ara
- 504 Regulations Governing Admission, Enrolment and Withdrawal
- 505 Assessment
- 506 Probation
- 507 Credit Recognition
- 508 Moderation
- 510 Aegrotat Pass Regulations
- 511 Academic Progression
- 512 Exclusion
- 704 Evaluation, Review and other Feedback
- 804 Research Ethics

#### Corporate Policies

- 105 Acceptable Use and Conduct for ICT Users
- 208 Resolving Staff Performance or Conduct Issues
- 209 Harassment Prevention
- 501 Health & Safety

# Ara Student Rights & Responsibilities

Ara is committed to the wellbeing and achievement of **ALL** students. To create and maintain the best possible teaching and learning environment, all students enrolled at or attending/using services at Ara agree to accept certain responsibilities, respect the rights of others and behave in an acceptable manner.

## Your rights as a student

As a student at Ara you have the right to:

### Fairness

- Open and accurate information
- Fair evaluation and assessment, and timely feedback
- Problems handled as quickly as practicable and consistent with “natural justice”
- Personal privacy
- Support, representation and advocacy from the Student Advocate if requested

### Respect

- Academic freedom, defined in the Education Act as “**freedom, within the law, to question and test received wisdom, put forward new ideas and state controversial or unpopular opinions**”
- Freedom from any form of harassment or unjust discrimination
- Respect for personal, social and cultural differences
- Representation in the development, implementation and review of policies through student representation

### Standards

- Programmes that meet internal and external standards for approval and registration
- Competent and effective teaching
- Appropriate support services delivered in a professional manner
- Facilities and resources that meet or exceed Health and Safety legislation

Your rights will be upheld by Ara management. If you think they have been infringed, please contact your Head of Department/Programme Manager, Student Advocate, Student Services Managers, Registry Manager, or Human Resources.

## Your responsibilities as a student

As a student at Ara you are expected to:

### Behave safely

- Take care when using equipment and facilities
- Wear suitable clothing
- Comply with health and safety guidelines and instructions
- Take precautions so as not to endanger yourself or others
- Comply with visa requirements
- Follow relevant professional guidelines
- Ensure you are not intoxicated or under the influence of drugs when at Ara or involved in Ara related activities, eg field trips

### Respect others

- Be sensitive to personal, social and cultural differences
- Respect the needs, rights and freedoms of others
- Help to uphold the integrity of Ara qualifications by discouraging/ reporting dishonest practices

### Observe Ara policies and procedures

- Familiarise yourself with what Ara expects of you as a tertiary student
- Behave appropriately for a tertiary education environment
- Endeavour to meet all course requirements including financial obligations
- Be honest when completing assignments/other assessments
- Comply with requirements of programme handbooks
- Follow Ara policies and regulations ([www.ara.ac.nz/about-us/policies](http://www.ara.ac.nz/about-us/policies))

## Unacceptable behaviour for students, staff or visitors at Ara

Your responsibilities as a student include behaving in an acceptable manner.

The following are **not** acceptable behaviours for anyone (staff, students or visitors) at Ara or involved in Ara related activities:

- Breaking any NZ law (eg assault, theft)
- Any form of cheating (including plagiarism and other dishonest practices)

- Misuse of technology, software, hardware, or communication systems provided by Ara (refer Code of Conduct for Computer Users in particular)
- Any form of harassment, bullying or discrimination including social media
- Unacceptable sexual behaviour (eg sexual harassment, accessing pornography/other restricted material)
- Substance misuse including drugs and alcohol affecting behaviour, health or safety
- Smoking in all Ara buildings, in Ara vehicles or on all Ara land and perimeters including all car parks, green spaces, and external eating areas
- Violence or threats of violence
- Vandalism or other abuse of facilities and buildings
- Disruptive behaviour in class and/or designated learning areas (eg arriving late, unauthorised use of technology, interfering with the learning of other individuals)

Academic staff have the responsibility to maintain a safe and effective learning environment. They may ask you to leave the class if your behaviour indicates limited ability to be safe, disturbance to others' learning, or put others at risk.

Ara takes this statement of rights and responsibilities seriously. Your marks, reports and references may include an assessment of your behaviour, as well as your educational achievement. Infringement may lead to probation or exclusion may lead to cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies).

## Further Information

This sheet is supported by a formal policy available electronically via Ara's website. You are also invited to contact Head of Department/Programme Manager, Student Advocate, Student Services Manager, Registry Manager or Human Resources if you need further information or help in interpreting your rights or responsibilities.

# Ara Terms & Conditions of Enrolment

## 1 Student fees, charges & other debts

Refer to CPP107 Fee Payment policy

- 1.1 The service you, the student, purchase is the right to attend specified Ara courses. This service is provided in full upon formal enrolment.
- 1.2 Ara student fees and charges for each course are established by the Council. In the event of any discrepancy between department advice, public advertisements, brochures, letters or other communication, the Ara current tuition fee on the Student Management System at the time of enrolment will prevail. International student fees and charges are set out in the student's invoice. In the event of any discrepancy the student's Ara invoice will prevail.
- 1.3 **Liability for fees:** Unless otherwise specified, students become liable for fees once they start attending classes at Ara. For avoidance of doubt, distance learning students are deemed to start attending classes when, in the reasonable opinion of Ara, they are participating in a course (as may be evidenced by communications with a lecturer or accessing any of Ara's distance learning resources).
- 1.4 Additional external examination or registration fees, if not paid at the time of enrolment, must be paid by a date specified by Ara. If not paid by the specified date, the responsibility lies with you, the student, to pay such fees directly to the examining body.
- 1.5 Attendance /engagement (without formal enrolment) at any Ara course will be deemed to be your acceptance of the liability for all fees and charges associated with the course, and you will be invoiced for such fees plus an invoicing charge.
- 1.6 Should you fail to pay any invoice(s) by the due date then you shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which may be incurred in the recovery or attempted recovery of the overdue amounts from you. Under these circumstances Ara may give to, or obtain from, any third party information about your personal or commercial credit arrangements.

## 2 Enrolment/Changes to Personal Details

- 2.1 Your enrolment as a student in any course at Ara remains provisional until you have completed ALL necessary enrolment procedures. These include:
  - receipt by Ara of a current Admission & Enrolment form completed, dated and signed by you, the student.
  - acceptance by Ara of your request for enrolment in the course.
  - payment in full of all fees and charges for the course.
- 2.2 Students are required to produce evidence of identity, citizenship and residency (see page 4 for approved documents). Ara will withhold the academic results for students who have not provided identification documentation, until such time as copies of the relevant documents are received.
- 2.3 Domestic students who do not supply the correct identification documentation, may be liable for full international fees.
- 2.4 Acceptance of your request to enrol will not be given if you still owe course fees and charges from a previous enrolment.
- 2.5 Ara reserves the right to decline a request for admission & enrolment.
- 2.6 Upon payment of the fees and charges for enrolment in a course, you will be issued with an official Receipt. This is your proof of payment and enrolment and must be presented to support any subsequent adjustments to your enrolment.

## 3 Confidentiality Agreement

On receipt of an application for study, or completion of enrolment, you are issued with a unique Ara identifier (student ID number). Signing your Admission & Enrolment form is evidence that you are confirming that:

- the evidence of identity belongs to you
- you authorise the use of your unique identifier for admission and enrolment purposes
- you accept responsibility for all uses of your unique identifier
- you agree not to provide your unique identifier or password to other people.

## 4 Communication with Ara

Students are required to ensure that Ara has their current address (where you are living) at all times.

Prior to completing enrolment Ara will use your personal email address as the main point of contact. If you need to change your email or postal address details at this time it should be done online via the student portal.

Once you are fully enrolled all contact will be through the Ara email and student portal. It is a condition of your enrolment, that all students must read information on their Ara student email/student portal at least once per week (you are strongly advised to check your email daily). This requirement is for your protection and will ensure that you are up-to-date with all requirements and information from Ara.

## 5 Changes to Enrolments

- 5.1 If you wish to change your course, you must make your request in writing to your Head of Department either as a written statement/letter or by completing an Enrolment Amendment form.
- 5.2 In addition to any difference in tuition fees, an administration charge may apply to each course change.

## 6 Withdrawal from Courses

Refer: <http://www.ara.ac.nz/about-us/policies>

- 6.1 Formal withdrawal from a course of study at Ara must be made in writing either as a written statement/letter or by completing an Enrolment Amendment form.
- 6.2 The effective date of withdrawal will be the date on which the Institute and receives your written advice not your last day of attendance.
- 6.3 Withdrawal from all courses of study at Ara requires the return of any Ara materials on loan or hire including your Ara ID Card and any relevant class texts, workbooks or equipment.

## 7 Refund of Fees and Charges

- 7.1 Domestic Students - Refer: [http://www.ara.ac.nz/\\_data/assets/pdf\\_file/0004/131566/APP504-Regulations-Governing-Admission14.pdf](http://www.ara.ac.nz/_data/assets/pdf_file/0004/131566/APP504-Regulations-Governing-Admission14.pdf)
  - a) Any request for refund of fees and charges associated with formal withdrawal from a course as specified in (6) above, must be made in writing before the nominated Last Withdrawal Date.
  - b) A formal withdrawal after the Last Withdrawal Date will not be eligible for a refund of the Ara fees and charges. In extenuating circumstances Compassionate Consideration may be granted.

Refer: [www.ara.ac.nz/\\_data/assets/pdf\\_file/0005/APP504a-Consideration-of-Fees-and-Charges-Refund-Proceduresincluding-Compassionate-Consideration.pdf](http://www.ara.ac.nz/_data/assets/pdf_file/0005/APP504a-Consideration-of-Fees-and-Charges-Refund-Proceduresincluding-Compassionate-Consideration.pdf)

- c) Refund amounts of less than \$10 will not be made. A credit balance up to \$10 will be held on account and can be used to offset subsequent expenditure. All credit balances up to \$10 will be written off on completion of your course, or the end of the academic year, whichever is the earlier.
- d) External examination fees will be refunded in full if a withdrawal is advised before the specified payment date. Application for refund of examination fees after that date must be made directly to the appropriate examining body.
- e) Approved refunds will be direct credited to the party making the original payment.

7.2 International Students - to view Ara's refund procedures for Full Fee Paying (FFP) International Students go to: [www.ara.ac.nz/international/international\\_refund\\_policy](http://www.ara.ac.nz/international/international_refund_policy)

## 8 Alteration or Cancellation of Courses

- 8.1 Ara reserves the right to cancel any course before the commencement date - fees and charges paid will be refunded in full to the person or organisation which paid originally, or may be transferred with the

agreement of the original payee and used as payment towards another course.

- 8.2 Ara reserves the right to alter delivery dates/times of a course. Where days, dates or times are altered, Ara undertakes to attempt to contact all enrolled students either at their stated email address or contact number to inform them of such changes.

## 9 Privacy (Personal Information)

The Institute collects and stores information about students to comply with various statues and/or regulations, to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements. This information may be also shared with other Ara schools/ areas on a 'need to know' basis, and is used to arrange appropriate support for students. After graduation your contact information is used for the graduate destination survey and provided to the Alumni office. Where it is relevant, personal information may be disclosed to other agencies such as but not limited to: Ministry of Education, Audit New Zealand New Zealand Qualifications Authority, Industry Training Organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience for students in courses with a practical component. Upon failure to comply with the attendance requirements for international students, information

may also be provided to the parent, guardian or caregiver of an international student. In addition, when required by law, we will release information as directed. An information matching agreement exists between the Ministry of Social Development and Ara, which allows payment of loans and allowances. Students have the right to request to see and correct if necessary the information you have provided. If you wish to enquire about personal information held by Ara please contact the Privacy Officer in the first instance. You will be required to provide some form of valid ID such as a drivers licence or passport if you wish to access your personal information.

## Workforce restrictions for children's workforce

If you have a criminal conviction, and you are studying (or considering studying) toward a qualification that will lead to a job in the state funded sector (including teaching or providing youth services) working directly with children, you will need to check whether your conviction could prevent you from working in some roles in your chosen field. This is because new legislation, the Vulnerable Children's Act 2014, will prevent state sector agencies and government-funded service providers from hiring people with convictions for 'specified offences' to work with children in some roles. The restrictions came into effect on 1 July 2015.

*This information has been supplied by the Children's Action Plan Directorate and the Tertiary Education Commission.*

## 2017 Standard Charges

Type of Application	Charge (GST inclusive)
Award of a cross credit	\$100 per application for cross credits external to Ara (No charge for internal Ara cross credits or standard cross credits)
RPL assessment	\$100 non-refundable application fee, \$100/hour Actual charge based on estimate of time required
CAPL (Centre for Assessment for Prior Learning) registration fee	\$100 non-refundable application fee, \$100/hour Actual charge based on estimate of time required
Reconsideration - Remark	\$50 standard fee (refundable if 5% variance or change in grade from NC to Pass)
Reconsideration - Independent Remark	\$100 standard fee (refundable if 5% variance or change in grade from NC to Pass) A higher fee may be set with the approval of the Academic Director if independent remarking is complex and likely to incur additional costs
Appeal	\$100 standard fee (refundable if appeal upheld)
Resubmission of assignment/project (charge applied after free entitlement, if appropriate)	\$100/hour, (\$50 minimum charge), plus any additional materials costs Actual charge based on duration of reassessment
Second result reassessment	\$100/hour, (\$50 minimum charge), plus any additional materials costs Actual charge based on duration of reassessment
Alternative assessment, where additional costs are incurred	\$25/hour (invigilation costs only) or \$100/hour (other costs), plus any additional materials costs Actual charge based on duration of alternative assessment
Duplicate result notice	No charge
Duplicate Award document (A5)	\$30
Duplicate Award document (A4)	\$50
Replacement of Student Identity Card	\$20
English Language application fee	\$250
International student re-enrolment fee (to mainstream programmes when paying other than annually)	\$150
Electronic Immigration Visa Submission Charge	\$220
Interpretation of Transcript and provision of information to overseas professional bodies	\$50 application fee - an hourly rate (\$75 per hour) may be charged depending on the complexity of the requirements
Homestay Placement Fee	\$300 individual student; \$250 group students



Institute of Canterbury

Ara is proud to be a smokefree institute

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**PO Box 540, Christchurch 8140, New Zealand**  
**Telephone 0800 24 24 76 | Facsimile +64 3 366 6544**

**[www.ara.ac.nz](http://www.ara.ac.nz)**

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