

Council/Staff Discounted Fees

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Changes/additions since the last version was approved are indicated by a vertical line in the left hand margin.

1 Introduction

1.1 Purpose

To enable discounts on tuition fees for Ara staff and Council members and (specified) family members.

1.2 Scope and Application

This policy applies to all staff and Council members as specified in the eligibility section of the procedures.

1.3 Formal Delegations

- a Division Directors may determine whether a specific course/programme is classified as staff development/professional development for a particular staff member.
- b Delegations for approving and signing discount applications are listed in the Human Resources Delegations Schedule.
- c The Director Corporate Services may confirm applications from Council members, staff members in Human Resources, the partners or dependent children of those applicants and Ara staff involved in the student selection for, or administration of, the programme/course involved.
- d The Director Corporate Services may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.
- e The Director Academic and Council Secretary may approve applications for discounts under the Canterbury Tertiary Alliance (CTA) Staff Discount Scheme (refer 3.6 Associated Procedures).

1.4 Definitions

- a **Casual Staff:** Staff who are paid on an hourly rate and work on an irregular basis.

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- b **Council Member:** Person appointed/elected to the Ara Council by one of its stakeholders to govern Ara. For the purposes of this policy, Council members' positions are deemed to have a FTES value of 1.0.
- c **Dependent Child:** Child (under 25 years of age at time of enrolment) of a Council/Staff member or their partner. This includes birth, adopted, and fostered children.
- d **Discount:** Reduction to a maximum of 90% of the Ara tuition fee based on the staff member's FTES value in her/his principal position or category of employment. The percentage discount is 90% x FTES.
- e **EFTS:** Equivalent Full Time Student.
- f **Eligible Staff Member:** Any person employed by Ara who is paid through Ara's payroll and has been employed continuously for six months, with the exception of casual staff. Note that six months continuous employment is not required for staff enrolling for staff development/professional development courses (including approved Certificate (Level 5) or Diploma (level 6) in Tertiary Learning and Teaching programme courses, Workplace Assessment (WPLT), and nurses Health Assessment courses). Refer (j) below. An eligible staff member who is on officially approved leave without pay (LWOP) also still qualifies. From time to time there will be certain classifications of employees and 'quasi' employees who are excluded from this policy.
- g **FTE:** Full Time Equivalent Staff. The fraction of a full time position that the Council/Staff member holds or is employed for in her/his principal position.
- h **Partner:** Someone who is living with a Council/Staff member in a recognised, genuine and stable relationship. This includes people in civil unions and same-sex and de facto partners. Council/Staff members and partners must both have a legal entitlement to reside in New Zealand.
- i **Principal Position:** The position nominated by a staff member who is employed in more than one position at Ara. The FTES value of the nominated principal position is used for the calculation of the discount.
- j **Staff Development:** Any course which is designated by the applicant's manager and endorsed by the Division Director as staff development or professional development because it is directly related to, or required for, the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively. This will include consideration in cases where staff are on a work permit/VISA and would normally be classified as international students for purposes of study in New Zealand
- k **Supernumerary:** Any position created for a purpose other than in the normal course of operation of the organisation and within the established workforce.

<p>Related Ara Procedures (Infoweb, HR Office)</p> <ul style="list-style-type: none"> Request for Council/Staff Fees Discount Form Declaration for Council/Staff Fees Discount (family members) Form 	<p>Related Ara Policies</p> <ul style="list-style-type: none"> APP504 Regulations Governing Admission, Enrolment, and Withdrawal CPP204 Equal Employment Opportunities CPP214 Human Resources Management CPP217 Professional Development
<p>Related Other Documentation</p> <ul style="list-style-type: none"> Canterbury Tertiary Alliance (CTA) Staff Discount Scheme (HR & Executive offices) 	<p>Good Practice Guidelines (Infoweb)</p> <ul style="list-style-type: none"> HR Council/Staff Discount Guidelines
<p>References</p>	

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Management and staff may seek further advice regarding any of the information in this Policy from:

- Their immediate supervisor
- The designated HR Advisor for their area
- Human Resources Manager
- Infoweb.

2 Principles

- 2.1 The discount on fees is provided to enhance staff wellbeing and life-long learning.
- 2.2 With the exception of staff attending the Certificate/Diploma in Tertiary Learning & Teaching, no full fee paying student will be displaced by a discounted enrolment.
- 2.3 The provision of the discount on fees is a benefit and may be removed after consultation by the Chief Executive at any time.
- 2.4 The value of the discount will not be included in any total remuneration calculation for individual staff members.

3 Associated procedures for Ara Corporate Policy on: Council/Staff Discounted Fees

Contents:	3.1	Courses, Fees, Costs Covered by the Council/Staff Discount
	3.2	Assessment of Staff Eligibility
	3.3	Calculation of Discount
	3.4	Application Procedure
	3.5	Approval Process for Faculty
	3.6	Canterbury Tertiary Alliance (CTA) Staff Discount Scheme

3.1 Courses, Fees, Costs Covered by the Council/Staff Discount

- a The discount applies to Tertiary Education Commission funded courses and to tuition fees only (i.e. it does not apply to related additional charges such as course costs, additional materials charges, Student Association membership fees, NZQA charges, Ara student services levy).
- b Some programmes/courses will be specifically excluded from the discount if they do not make a marginal contribution to the income of Ara. The decision on whether a programme/course is making a marginal contribution will be made solely by either the Chief Financial Officer or Director of Corporate Services.

3.2 Assessment of Staff Eligibility

- a Any person employed by Ara who is paid through the Ara payroll who has been employed continuously for six months prior to the commencement of the course they wish to attend, meets the employment criteria for a reduction in tuition fees. Casual staff are excluded.
- b Staff who meet the employment criteria, but fall within the following categories are not eligible for the tuition subsidy:

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- i Persons who are not permanent residents of New Zealand or who do not otherwise qualify for TEC/MoE subsidy
 - ii Staff employed on subsidised programmes of work
 - iii Staff employed in supernumerary positions
 - iv People undertaking work experience at Ara paid or unpaid
 - v Student cadets or interns paid or unpaid
 - vi People who have a contract for service who are paid on invoice
- c Ara recesses (the periods between terms during which some staff are not paid) are not counted as breaks in employment for the purpose of assessing eligibility for the Council/Staff discount. That is, a person who is employed until the end of the teaching year in one year AND is re-employed at the beginning of the next teaching year is deemed to be continuously employed.
- d Other employment gaps of not more than three weeks are not counted as breaks in employment for the purpose of assessing eligibility.
- e An eligible staff member who is on officially approved leave without pay (LWOP) still qualifies.
- f Staff enrolled in staff development courses for which there is an enrolment fee shall be eligible for the full Ara staff discount (90% for general courses, 100% for DTLT and WPLT courses) irrespective of whether they are less than 1.0 FTES; that is, the discount for approved staff development courses is not set on a pro rata basis as it is for other courses, as set out below in 3.3 Calculation of Discount.
- g Six months continuous employment is not required for staff enrolling for staff development courses (including Certificate/Diploma in Tertiary Learning & Teaching, Workplace Assessment and Health Assessment courses) approved and endorsed by the staff member's Manager (refer to 3.4 below).
- h For the purposes of this policy, Council members' positions are deemed to have a Full Time Equivalent Staff (FTE) value of 1.0.
- i Once a staff or Council member is deemed eligible under these criteria, their partners and dependent children have the same eligibility. The following criteria determine who is a partner and who a dependent child for the purposes of this policy:
- j Dependent Child: Child (under 25 years of age at time of enrolment) of a Council/Staff member or their partner. This includes natural, adopted, and fostered children.
- k Partner: Someone who is living with a Council/Staff member in a recognised, genuine and stable relationship. This includes people in civil unions and same-sex and de facto partners. Council/Staff members and partners and their children must both have a legal entitlement to reside in New Zealand to be eligible for the discount.

3.3 Calculation of Discount

- a The discount is a reduction of a maximum of 90% of the Ara tuition fee (100% for DTLT and WPLT (or replacement qualification) courses) based on either the staff member's Full-time Equivalent staff (FTE) value in her/his principal position or the category of employment which applies to the staff member. The discount for some categories of staff listed in the HR Staff Discount Guidelines is set at 27% and does not depend on other calculation factors. Where any permanent/tenured staff member has more than

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one permanent proportional position, the two proportions will be added together to determine the FTE value. For example, an FTE value of 0.5 for one permanent position and a FTE value of 0.3 for a second permanent position equates to a discount of 72% ($90\% \times (0.5+0.3) = 72\%$).

- b The Director Corporate Services may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.

3.4 Application Procedure

- a Human Resources holds and administers application forms for claiming the Council/Staff discount. All forms are available on the Infoweb.
- b Applicants are required to provide evidence of their relationship to any members of their families included in the application, including evidence of date of birth and citizenship status for any dependent child. Please note that spouse, partner or dependent child who are not permanent residents of New Zealand or who do not have other qualifications entitling them to TEC/MoE subsidy will not be eligible for the discount. Evidence need be provided only once, when first establishing the nature of the relationship and the age of a child.
- c Each request for a fee discount under this policy (except as provided for in 3.4d), eligibility must be confirmed and signed by an HR staff member.
- d If a staff member is applying for a discount for a staff development course and the staff member has less than 6 months continuous service, the staff member must complete the HR Staff Development Approval form (ER18) and obtain her/his manager's endorsement. The completed form must be submitted to HR with the application for discount.
- e If the person applying for admission to the course is a Council member or a staff member working in Human Resources or the partner or child of a Council member or staff member in Human Resources, eligibility for the discounted fees must be confirmed by the Director Corporate Services/Human Resources Manager.
- f Council/Staff discounts must be applied for prior to enrolment. In no circumstances will a discount be approved after enrolment is complete, and no refunds of the amount of a discount will be made.
- g Once HR has verified the eligibility of the person applying for the discount, the application form must then be approved and signed by the Division Director (or delegate) for the specific programme/course confirming that a discounted enrolment is available. Refer Section 3.5 for the approval process.
- h The approved application form must then be taken to Information and Enrolments to complete enrolment in the course.
- i All the usual requirements for admission and enrolment apply (refer to the Regulations Governing Admission, Enrolment, and Withdrawal policy).
- j The Director Corporate Services will hear and determine any disputes relating to Human Resources decisions about whether a person is eligible for a discount.

3.5 Approval Process for Department

- a Subject to clauses 3.5b and 3.5c, no eligible person who would pay the full student tuition fees and charges (whether domestic or international) will be displaced by any person applying for a fees discount under this policy. (Note: Some hobby type courses

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are not funded and in those cases discounts do not apply. This needs to be ascertained at the time of seeking to enrol.)

- b Whether clause 3.5a prevents a discounted enrolment being made available is to be determined by the delegated officeholder at the time of application (refer to the Human Resources Delegations Schedule). Each Department/Division must have a process to determine whether and when a place can be confirmed as available for a discounted enrolment.
- c Any decision by a delegated officeholder which denies availability of a position on a course must be in writing.
- d If a Council or staff member who has applied for a discount is holding a place which, because of over-subscription, would otherwise be filled by a student who would pay the full student tuition fees and charges (whether domestic or international), the Council member or staff member must be given the option of paying the normal fees and thereby retaining the place.
- e Once the decision has been made and the application form approved and signed, the discount is confirmed and cannot be revoked, even if it is later discovered that oversubscription means that there is no place available for another eligible person.
- f If the person applying for admission is the partner/child of any staff member involved in student selection for that course, or is him/herself a staff member working in the relevant Department, or is the holder of the delegation to approve the discounted place of the relevant Department, confirmation of the discounted fee must be given at the next level of management. Ultimate authority lies with the Director Corporate Services.
- g The Director Corporate Services will hear and determine any disputes relating to a decision on the availability of courses for discounted fees.
- h Staff require approval from their Manager if courses are to be taken during normal work time.

3.6 Canterbury Tertiary Alliance (CTA) Staff Discount Scheme

- a The Canterbury Tertiary Alliance (CTA) operates an independent Staff Discount Scheme that provides reciprocal discounts for staff enrolled in work-related courses at one of the other institutions. The member institutions are Ara, University of Canterbury and Lincoln University.
- b The rules governing this scheme are set by CTA and do not include partners/children of staff. The usual discount is 50% of the course fee, on a pro rata basis depending on the FTE of the staff member applying. Full details are included on the back of the CTA Staff Discount Form available from Human Resources and Executive.
- c The Division Director confirms the eligibility of the staff member and that the course is relevant to his/her work. The Director Academic Services or Council Secretary endorse each application by affixing the "CTA Stamp" to the form.
- d Staff Development: Any course which is designated by the applicant's manager and endorsed by the Division Director as staff development or professional development because it is directly related to the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively.

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