

ER17 Application for Fees Discount Employee/Council Member (NZ Resident / Non-Work Visa Employee)

Process for gaining approval for a Fees Discount

As an Employee/Council member applying for a discount for enrolment fees, you must:

- Refer to the Ara Employee/Council Fees Policy available on Waituhi.
- **Section 1** requires relevant details, while **section 2** needs programme/course information.
- **Section 3:** Before enrolling in a course, it is important to contact the Head of Department responsible for the course to ensure that a place is available and that no fee-paying student is being displaced from the course that you have requested. Please note that this does not apply to teaching courses as it is an exception to this rule.
- For applications for study through the Centre for Assessment Prior Learning (CAPL), you will need to include CAPL to programme/course information in **section 2**. The head of the Department for CAPL must sign off on all applications within **section 3**.
- If the course is full with paying students, a discounted fee **will not** be available.
- Discounts are applicable to the fees charged for enrolling in a course and the supplementary additional fees (SAFs) only.
- Please make sure to tick and sign the declarations in **Section 4** before submitting the ER17 form to People & Capability (P&C) via email at peopleandcapability@ara.ac.nz. P&C will only accept the form if all other sections are completed. Once received, P&C will confirm your employee eligibility.
- When submitting requests related to a partner or dependent child, a signed ER23 Declaration of Employee/Council (Partner or Dependant Child) Fees Discount Form, along with supporting documentation, must be provided.
- The staff discount will not be applied to a partner or dependent child when applying for the CAPL.
- The staff discount will not be applicable for course that are not SAC funded/Source of Funding 01.
- P&C will acknowledge the receipt of your form(s) and verify whether you are eligible as an employee.
- For Applications related to teaching courses, P&C will email your Fees Discount Application directly to Admissions and cc you to ensure prompt enrolment.
- P&C will email your verified application for a fees discount directly to you for professional development or personal interest courses. You will then need to confirm course enrolment and start date with Admissions.
- Enrolment requires producing a birth certificate or passport that meets MoE specifications and completing the Ara Admission & Enrolment Form.

This form is valid for current Employee/Council members at Ara and becomes invalid upon cessation of employment without written authorisation from the Regional Executive Director. Every section must be completed in the order it appears.

Please note that your student invoice must be paid in full within 30 days of receiving the invoice. Failure to do so may result in the employee discount being reversed.

Section 1: (Employee to complete)

a) Employee/Council Member

Your Name: _____ Position: _____

If the application is for a Professional Development Course and the applicant has less than six months' continuous service, then the completed **ER18 Professional Development Course Approval Form** must accompany the application.

b) Complete this section if the discount is for an eligible partner or dependant child.

Note: The ER23 Declaration for Employee/Council (Partner or Dependant Child) Fees Discount Form must be completed and accompanied by original or verified supporting documents as outlined in the ER23 (only required for this person's first application).

Name of the eligible family member: _____

Section 2: Programme/Course Details (Employee to complete)

Dept/Division: _____ **Course Code/s:** _____
 E.g. CGAS406 23-FY-Y2A

Programme Code: _____ **Start date:** _____
 E.g.: NZ2662 23-FY

Section 3: Head of Department to complete (NB: cannot be sub-delegated)

Confirmation by the Head of Department that a discounted place is available and no fee-paying student has been displaced.
Exception: Waived for enrolling in any Ara Teaching Qualifications.

SAC funded/Source of Funding 01: Yes **Non-Degree Unified Funding 37: Yes**
 If no, then no discount will be available.

Name: _____ **Signature:** _____ **Date:** _____

Section 4: (Employee to complete)

Declarations: (Tick which box(es) apply to you – and sign to acknowledge the applicable terms of the contract)

- I understand that a place on the course will be available to me on the condition that my discounted enrolment will not displace a full fee-paying student. *The exception to this rule is for staff attending the Adult Teaching Qualification. This is in accordance with the Council/Staff Discounted Fees Policy.*
- I am enrolling in the Adult Teaching Qualification (CVTT, NZCALNE or GDTL) and I give permission for P&C to release a copy of my verified qualifications and identity documents to Admissions and Enrolments for the purposes of confirming my eligibility to enrol. *(Qualifications to be emailed to EnrolmentSupport@ara.ac.nz)*

Signed: _____ Date: _____

(Employee to now email completed form to peopleandcapability@ara.ac.nz)

Section 5: Completed by delegated P&C kaimahi only (Eligibility for Discount Decision)

Employee number (if applicable): _____ **Full time equivalent (FTE):** _____

Discount Amount (%): _____ **Tenure (permanent or contract end date):** _____

Declaration for relative (ER23) signed/or on file _____ **Domestic / NZ Resident: Yes**

Approver name: _____ **Signature:** _____ **Date:** _____

Comment/Notes:

Enrolment Status: