

# Admission & Enrolment Guide

2020



Olivia  
*Studying a New Zealand  
Certificate in Skills for Living  
for Supported Learners*

# Kia ora & welcome

Thank-you for choosing to study at Ara. We're committed to ensuring that your learning experience is a positive one and that you graduate work-ready with all the skills, knowledge and experience you need to enjoy a successful career, anywhere.

To make the admission process as easy as possible, we've created this step-by-step guide to help you. If you need help at any stage, call us or come and talk to us at one of our five campuses. We are always happy to assist

We look forward to welcoming you into our friendly and vibrant community soon.

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## How to contact us

<b>Phone</b>	0800 24 24 76
<b>Email</b>	info@ara.ac.nz
<b>Web</b>	ara.ac.nz
<b>Post</b>	Ara Admissions & Enrolments PO Box 540, Christchurch Mail Centre Christchurch 8140

### City campus

Rakaia Centre, X Block 130 Madras Street Christchurch	Monday to Thursday: 8am-5pm ( <i>to 6pm during peak enrolments</i> ) Friday: 9am-4.30pm
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### Woolston campus

Ensors Road Christchurch	Monday to Thursday: 8am-5pm ( <i>to 6pm during peak enrolments</i> ) Friday: 9am-4.30pm
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### Timaru campus

32 Arthur Street Timaru	Monday to Friday: 8am-5pm
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### Ashburton campus

37 Alford Forest Road Ashburton	Monday to Friday: 8.30am-5pm
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### Oamaru campus

44 Humber Street Oamaru	Monday to Friday: 8.30am-4.30pm
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**Please note:** Every attempt is made to ensure this brochure is correct at time of printing however, information is subject to change.

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

## Step 1 - Plan your study

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

## Step 2 - Apply to enrol online

Apply online by selecting “apply now” on the programme page you wish to apply for or complete the paper form

- > Complete **all** 11 sections of the Admission & Enrolment online form
- > Add your digital signature
- > Attach any 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 [ara.ac.nz](http://ara.ac.nz), or contact us and we'll send one to you.

*Note: a paper form is available if required.*

## 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 – [studylink.govt.nz](http://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

- CELTA - Certificate in Teaching English to Speakers of Other Languages

### New Zealand Certificates

- Animal Management
- Animal Technology
- Communication Media
- Creativity
- Digital Media and Design
- Early Childhood Education and Care
- Exercise
- Fashion
- Health and Wellbeing
- Music
- Outdoor Adventure and Education
- Skills for Living for Supported Learners

### New Zealand Diploma

- Arts and Design
- Digital Media and Design
- Enrolled Nursing
- Interior Design
- Veterinary Nursing

### Bachelor Degrees

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

### Graduate Certificate

- Environmental and Outdoor Leadership
- Nursing Practice

### Graduate Diploma

- Health
- Nursing
- Sustainability and Outdoor Education

### Post Graduate Programmes

- Health Science
- Nursing
- Professional Supervision

CAP for Registered Nurses  
CAP for Enrolled Nurses

## 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. Please contact us for further details.

# Tips 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
- Lawyer
- 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 ara.ac.nz or in an 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 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

Ara uses email as the primary communication method. Please provide a current personal email address.

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

- personal email address
- 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).

## 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 incomplete application forms so please check that you have completed all questions.

## 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 secondary 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
- wānanga 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 while 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 [studylink.govt.nz](http://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.

## Careers & Employment

Based at the City campus, Careers & Employment provides its services across all campuses. Opening hours are 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 use our booking form on:

[ara.ac.nz/services-and-support/careers-and-employment](http://ara.ac.nz/services-and-support/careers-and-employment)

or phone 03 940 8720 or email [careers@ara.ac.nz](mailto:careers@ara.ac.nz)

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

## Useful links

Campus maps - [ara.ac.nz/about-us/campuses](http://ara.ac.nz/about-us/campuses)  
Access your enrolments, applications, timetables or results - [ebs4portal-live.ara.ac.nz/default.aspx](http://ebs4portal-live.ara.ac.nz/default.aspx)  
Student Services - [ara.ac.nz/services-and-support](http://ara.ac.nz/services-and-support)  
International Students - [ara.ac.nz/international](http://ara.ac.nz/international)



# 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 the Ara Student Finance counter at any of our campuses.**

## Paying by Direct Credit

If you've indicated on your form that you're paying your fees 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 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 **studylink.govt.nz** as they administer the student loan system or phone 0800 88 99 00.
- 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 **studylink.govt.nz**

## Fees Free

Eligible learners can study for free (conditions apply) in their first year with us. The Tertiary Education Commission (TEC) are responsible for determining your eligibility. To check your eligibility, visit [feesfree.govt.nz](http://feesfree.govt.nz).

If you have any queries around the Fees Free Policy or your eligibility, please contact the TEC Help Desk (0800 687 775 or email **feesfree@tec.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 Tip

### 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.**

### Paying by 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**

### Paying by Bank Cheque/Bank Draft

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

### Paying by 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), Christchurch.

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

## Paying by Credit Card

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

You can 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
- the card's expiry date
- course details
- copy of passport bio page for the owner of the credit card

## 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 and permit requirements

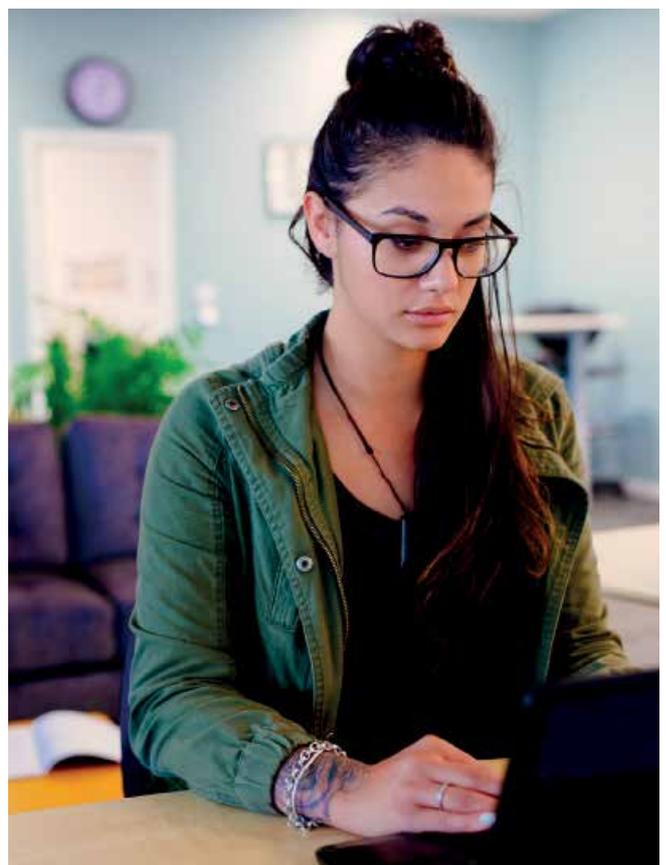
Go to the Immigration NZ website for full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements.

## Useful Tip

### 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).



# 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.

Refer to: **Ara Privacy Policy CPP109** ([https://infoweb.ara.ac.nz/\\_data/assets/pdf\\_file/0014/131351/PP109-disclosing-pers-info-amdt16.pdf](https://infoweb.ara.ac.nz/_data/assets/pdf_file/0014/131351/PP109-disclosing-pers-info-amdt16.pdf))

- 2 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.
- 3 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.
- 4 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)

## What you need to know

Ara Institute of Canterbury Ltd 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.

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

Ara Student Policies and Procedures apply to all students including international students.

If you need further information or help in interpreting your rights or responsibilities, please ask staff in your department.

For further information on what you should expect at Ara, see our policies manual:

**[ara.ac.nz/about-us/policies](https://ara.ac.nz/about-us/policies)**

## 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 and Recognising Achievement
- 504 Regulations Governing Admission and Enrolment
- 505 Assessment
- 506 Probation
- 507 Credit Recognition
- 508 Moderation
- 510 Aegrotat Pass Regulations
- 511 Academic Support and Progression
- 512 Exclusion
- 514 Withdrawals, Refunds and Compassionate Consideration
- 514c International Refund Table
- 514d Domestic Refund Table
- 704 Self Assessment
- 705 Formal Academic Surveys at Ara
- 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 Policies – 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, Customer Experience and Engagement Managers, Registry Manager, or People and Culture.

## 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 rules

- 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

**[ara.ac.nz/about-us/policies](http://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 any Ara building, vehicle or on 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 limits the ability to be safe, disturbs others' learning or puts 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

Full policies are available on the Ara website. If you need further information or help interpreting your rights or responsibilities, you can also contact your Head of Department/Programme Manager, Student Advocate, Customer Experience and Engagement Managers, Registry Manager, or People and Culture.

# Ara Terms and Conditions of Enrolment

## 1 Student fees, charges & other debts

- 1.1 The service you, the student, purchase is the right to attend specified Ara Institute of Canterbury Ltd courses. This service is provided in full upon formal enrolment (*Refer CPP107 Fee Payment Policy*).
- 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 offer of place/statement of fees. In the event of any discrepancy, your Ara invoice will prevail.
- 1.3 **Liability for fees:** You become liable for all Ara fees and charges when you attend the course. This liability for all fees and charges is not reduced in any way if you do not attend all of the sessions.
- 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 You are required to produce evidence of identity, citizenship and residency (see Admission and Enrolment Guide for approved documents). Ara will withhold the academic results if

you haven't provided identification documentation, until such time as copies of the relevant documents are received.

- 2.3 If you are a domestic student and you haven't supplied the correct identification documentation, you 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 Tax Invoice/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

You are required to ensure that Ara has your current contact information 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 you must read information on your 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 or delegate 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

- 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 receives your written advice, not your last day of engagement.
- 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

- 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 except in the case of a compassionate withdrawal.
- c Withdrawals received within seven calendar days of the course occurrence start date will result in an administration charge of \$10.
- d Withdrawals received after the start date of the course, but before the last withdrawal date, will result in an administration charge of \$40.
- e 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.
- f 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.
- g Approved refunds will be direct credited to the party making the original payment, within six weeks of receipt of the complete refund application, or where supplied, to an approved bank account.

**7.2 International Students** - to view the refund procedures for Full Fee Paying (FFP) International Students refer to *APP514 Withdrawals, Refunds and Compassionate Consideration Policy* and *APP514c Refund of Fees and Charges Table (International)*.

## 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 will undertake to attempt to contact you either at your stated email address or contact number to inform you of such changes.

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

CAPL terms and conditions are agreed in conjunction with the Ara published terms and conditions of enrolment, noting that:

- “course(s)” refers to all CAPL facilitation, tutorials, support, assessments
- “enrolment” refers to all CAPL enrolments, offer agreements

The following CAPL specific terms and conditions apply:

- a Length of CAPL process, taken from first facilitation or assessment date:
  - i Degree/Graduate Diploma (Levels 6-7): 12 months.
  - ii Certificate and Diploma (Levels 3-6): 6 months.
- b Extensions:
  - i In exceptional circumstances the candidate may request to go ‘on hold’ for a period of up to three months, during which time no facilitation or assessment will take place. This will be treated as an extension as per the Ara Assessment Policy (APP505).
  - ii This option can only be used once.
- c Failure to engage:
  - i A non-agreed period of two months with no facilitation or assessment will be deemed non-engagement.
  - ii CAPL reserves the right to withdraw candidates for non-engagement after one written notice.

d Final assessment date changes:

- i Any request for a change to an agreed final assessment date must be made to CAPL in writing and the candidate will be liable for any costs incurred.

### 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.*

## 2020 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 assessment fee may also apply - 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 (refer to your programme handbook to see if charge applies)	\$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	\$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)	\$50
Duplicate Award document (A4)	\$75
Replacement of Student Identity Card	\$20
English Language administration fee	\$250
International student semester-by-semester payment fee (to mainstream programmes when paying other than annually)	\$150
Electronic Immigration Visa Submission Charge	\$255
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 (Christchurch); \$300 individual student (Timaru); \$250 group students
International insurance	\$523 (including GST) per EFT



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