

Enrolment Amendment Form



This form should be used when: a) you have already returned an Admission & Enrolment form this calendar year, AND: b) you want to make changes to your current enrolment (including additions).

Ara Student ID number

Date of Birth

Family name/Surname

First name(s)

If your address or contact details have changed, please update these online at: ebs4portal-live.ara.ac.nz

Withdraw from:		Enrol in:		Start date:	Fee:
Course Code Example: NZDB500-13-S1	Learner Group Example: LG-A	Course Code Example: CSAS301-13-T3	Learner Group Example: LG-MOA	Example: 25/02/2013	\$
				Total Course Fee	
				Exam/Assess Fee	
				Total	

If you are entitled to any credit from a withdrawal this will be applied against outstanding fees and any remainder will be refunded to the original payee.

If I am adding to my course load I may be eligible for additional fees and agree to pay these on receipt of invoice.

Request to:

NSW (Did not continue past LWD)

WD (Student initiated)

WD (Department Initiated)

Transfer

Reason:

Academic – reduction in workload

Alternate programme of study

Course transfer

Credit recognition

Employment

Ill health

Non-Engagement

Other (add comment below)

Comment

Date of last attendance

- If you are unsure of your programme requirements please contact your programme leader.
- If you are withdrawing from some or all of your courses, check with Studylink, or our Admissions/Student Finance team as to whether or not this will affect your eligibility for benefits, including loans, allowances and living costs.
- Please note you must also inform Studylink if you are adding courses.
- See reverse for Terms & Conditions.
- Please note the withdrawal date is the date Ara receives your written advice.

Student's signature

Date

OR Written request to withdraw, from student attached

Yes

Department to complete

I confirm that all results have been entered and signed off for publishing.

Student advised of possible consequences of enrolment amendment

HOD or delegate signature

Date

HOD or delegate name

Director, International
(for international students only)

Date

Terms & Conditions of Enrolment

1 Student Fees, Charges & Other Debts

- 1.1 The service you, the learner, purchase is the right to attend specified Ara | Te Pūkenga courses. This service is provided in full upon formal enrolment (*Refer CPP107 Fee Payment Policy*)
- 1.2 Ara | Te Pūkenga student fees and charges for each course are established by the Board. In the event of any discrepancy between department advice, public advertisements, brochures, letters or other communication, the Ara | Te Pūkenga 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 learner's offer of place/statement of fees. In the event of any discrepancy the learner's Ara | Te Pūkenga invoice will prevail.
- 1.3 You become liable for all Ara | Te Pūkenga 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 | Te Pūkenga. If not paid by the specified date, the responsibility lies with you, the learner, to pay such fees directly to the examining body.
- 1.5 Attendance /engagement (without formal enrolment) at any Ara | Te Pūkenga 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 | Te Pūkenga 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 learner in any course at Ara | Te Pūkenga remains provisional until you have completed ALL necessary enrolment procedures. These include:
 - receipt by Ara | Te Pūkenga of a current Admission and Enrolment form completed, dated and signed by you, the learner.
 - acceptance by Ara | Te Pūkenga of your request for enrolment in the course.
 - payment in full of all fees and charges for the course.
- 2.2 Learners are required to produce evidence of identity, citizenship and residency (see Admission Guide for approved documents). Ara | Te Pūkenga will withhold the academic results for learners who have not provided identification documentation, until such time as copies of the relevant documents are received.
- 2.3 Domestic learners who do not supply the correct ID 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 | Te Pūkenga reserves the right to decline a request for admission and 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 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 | Te Pūkenga identifier (student ID number). Signing your Admission and 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 | Te Pūkenga

Learners are required to ensure that Ara | Te Pūkenga has their current contact information at all times.

Prior to completing enrolment Ara | Te Pūkenga 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 | Te Pūkenga email and Student Portal. It is a condition of your enrolment, that all learners must read information on their Ara | Te Pūkenga 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 | Te Pūkenga.

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 | Te Pūkenga 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 attendance.
- 6.3 Withdrawal from all courses of study at Ara | Te Pūkenga requires the return of any Ara | Te Pūkenga materials on loan or hire, including your Ara | Te Pūkenga ID Card and any relevant class texts, workbooks or equipment.

7 Refund of Fees and Charges

7.1 Domestic Learners

- 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 | Te Pūkenga fees and charges except in the case of a compassionate withdrawal.
- c) Withdrawals received within seven calendar days of the course occurrence start date with 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 Learners** – to view Ara | Te Pūkenga refund procedures for Full Fee Paying (FFP) International Learners 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 | Te Pūkenga 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 | Te Pūkenga reserves the right to alter delivery methodology/dates/times of a course. Where days, dates or times are altered, Ara | Te Pūkenga undertakes to attempt to contact all enrolled learners, 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 statutes 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 | Te Pūkenga 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 AP0710 International Student Attainment and Attendance policy, 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 | Te Pūkenga, 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 | Te Pūkenga 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.