

# TERMS AND CONDITIONS OF ENROLMENT

(All students must receive and agree to the following information)

## Proof of Identity

To qualify as a domestic student and to be entitled to the government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau or Niue), or you must prove that you are a permanent resident of New Zealand, or a citizen or permanent resident of Australia residing in New Zealand for the required period.

To enrol as a domestic student you must provide one of these documents as evidence of citizenship or permanent residency.

- › Birth Certificate with place of birth in New Zealand, Cook Islands, Tokelau or Niue
- › New Zealand or Australian passport
- › An active and verified NSI (National Student Index) Number
- › Statement of Whakapapa including date of birth signed by Kaumatua if over 60 years and not registered at birth
- › Certificate of Citizenship
- › Overseas passport with permanent residence visa
- › MOE Exemption for Under 16 years

If you have supplied an active and verified NSI number, you are considered the legitimate owner of the claimed identity.

Your name, date of birth and residency as written on the enrolment form will be included in the National Student Index and used in an authorised information matching programme with NZ Birth Register. For further information visit [www.nsi.govt.nz](http://www.nsi.govt.nz)

## Certified Copies of Documents

You can bring in original documents to enrol or provide certified copies. A certified copy is a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace, a solicitor, a Court Registrar, or authorised TWoA staff.

## Under 18 Years of Age

If you are under 18 years old and enrolling on a fee paying programme, you will need to provide a parental consent form. It is available from Student Registry.

## Eligibility for Student Loans & Allowances

You are responsible to check if you are entitled to Loans & Allowances through Studylink before you enrol. Visit [www.studylink.govt.nz](http://www.studylink.govt.nz)

## Fees

If course fees apply, they are available on the TWoA website or from Student Registry. By signing the enrolment form you agree to pay all fees (if applicable) as they are due and any charges associated with debt recovery. The policy on fees, withdrawals and refunds is available on the TWoA website or from Student Registry.

Academic records and certificates will be issued to you once all fees have been paid in full and/or outstanding books or materials have been returned.

## Government Fees Free Eligibility

Taura who meet the criteria of the government's Fees Free initiative will be processed by TWoA accordingly.

To find out if you are eligible for Fees Free, please go to [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

## Refunds

To be eligible for a refund you will need to withdraw before the cut-off date for early withdrawal. You can then receive a refund but will not have academic results entered.

## Withdrawals

If you withdraw after the cut-off date you will not receive a refund and are liable for outstanding fees. Your results will be entered on your academic record and NZQA units recorded.

The following are the cut-off dates and deadlines for the processing of early withdrawals.

Number of Programme weeks	Cut-off date for early withdrawal
36-40 weeks	20 working days after the start date
18-20 weeks (except noho)	10 working days after the start date
18 or 24 weeks noho based	15 working days after the start date
52 weeks Home based Learning programmes	26 working days after the start date
34 weeks Home based Learning programmes	18 working days after the start date

## Regulations

You agree to accept and follow the regulations and policies of Te Wānanga o Aotearoa.

## Smoke-free Environment

Te Wānanga o Aotearoa is committed to providing a safe and healthy work and learning environment and has a Smoke-free policy. Smoking is not permitted on TWoA premises, unless there is a designated area.

## Privacy Information

In agreeing to the terms and conditions on the application and enrolment forms, and enrolling at Te Wānanga o Aotearoa, you authorise the use and release of your personal information as may be required for the purposes set out below. If you do not provide the personal information as and when requested, Te Wānanga o Aotearoa may be unable to enrol you, or deliver certain services to you.

You authorise Te Wānanga o Aotearoa to collect, use, store and disclose your personal information (including to third parties) in accordance with the Privacy Act 1993, the Education Act 1989 and other relevant legislation, and for all the purposes set out below.

This personal information is used to manage the business of Te Wānanga o Aotearoa, comply with legislative requirements for records and public funding, and supplying information to government agencies and organisations, and to assist Te Wānanga o Aotearoa with its own marketing and research activities. Te Wānanga o Aotearoa staff and contractors will also have access to your personal information for use in these processes. Te Wānanga o Aotearoa may send you information and communication from time to time. You agree to receive electronic messages from Te Wānanga o Aotearoa including marketing materials and third party goods and services.

You may ask to see any information held about you and request correction of any errors in the information. To do so, contact Student Registry.

Personal information contained in the enrolment form will also be released to government organisations. These include Ministry of Education, NZ Qualifications Authority, Tertiary Education Commission, Ministry of Social Development, Inland Revenue, and Immigration New Zealand. Personal information will also be released when this is required by law, including to NZ Police, Ministry of Justice, and ACC.