

## Regulations Governing Admission and Enrolment

First Produced:	Varies (refer Notes, Section 1)	Authorisation:	Ara Academic Committee
Current Version:	18/10/18	Officer Responsible:	DCE – Academic, Innovation and Research (AIR)
Past Revisions:	07/10/99, 06/04/00, 10/06/02, 02/12/04, 06/12/07, 16/12/09, 18/10/12, 04/07/13, 13/04/17, 7/12/18		
Review Cycle:	3 years		
Applies From:	2019 enrolments		

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

## 1 Introduction

### 1.1 Purpose

This policy provides a framework and set of principles relating to admission and enrolment for all learners. The policy and associated procedures are designed so that all regulatory requirements are met, including those related to the *Education (Pastoral Care of International Students) Code of Practice 2016*.

### 1.2 Scope and Application

This policy applies to all admission and enrolment, related to programmes, courses and other educational activities delivered by or through Ara Institute of Canterbury Ltd.<sup>1</sup>

NB: Ara does not accept enrolments from international learners under the age of 16 years. However, this does not apply to dual enrolment learners as the high school is their primary provider who take responsibility for compliance with the *Education (Pastoral Care for International Students) Code of Practice 2016*.

### 1.3 Formal Delegations

- a Ara Academic Committee to Heads of Department:
  - i Special Admissions – Head of Department (HoD) or delegate to approve all Special Admissions in Department. Reported and monitored through Department Programme Group.
  - ii Aegrotat – Decisions regarding eligibility for an aegrotat. Decisions on assessment of learner’s performance for an aegrotat pass (in conjunction with the Department Programme Group).
  - iii Withdrawals – Head of Department or delegate may withdraw a learner from a programme (refer APP514 *Withdrawals, Refunds and Compassionate Consideration* policy).

<sup>1</sup> From herein referred to as Ara

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## 1.4 Definitions

- a **Domestic learner:** a person who is (Refer *Education and Training Act 2020*, section 10):
- i a New Zealand citizen; or
  - ii the holder of a residence class visa granted under the *Immigration Act 2009* who satisfies the criteria (if any) prescribed by regulations made under subsection (4); or
  - iii a person of a class or description of persons required by the Minister, by notice in the *Gazette*, to be treated as if they are not international learners.
- b **Education (Pastoral Care of International Students) Code of Practice 2016**  
The Code was established under section 532 of the *Education and Training Act 2020* and provides a framework for education providers for the pastoral care of International learners.
- c **International learner** means a person who is not a domestic learner (Refer *Education and Training Act 2020*, section 10).
- d **International learner – Path of Study:** Path/Course of Study is defined as the total length of each programme which the learner has chosen to study as detailed in the Offer of Place, Statement of Fees and the period defined in the learner’s visa.
- e **Flat Fee:** Where the learners in a programme all pay the same Publishable Flat Fee amount, even if there are differences in their course selection within that programme.
- f **International Flat Fee:** The purpose of the flat fee is to give certainty in the marketplace. So, if \$15,000 is quoted, the fee paid is exactly that. This fee does not include the Student Services Levy, Insurance, or Homestay related fees.
- g **Full time International Learner:** Learners who enrol in a Path of Study of at least 80% of the Programme EFTS for a year pay the approved flat fee. The only variation to this is English Language Programme enrolments which are by course and learners therefore pay the aggregate of all course fees.
- h **International – Variation of Conditions “other than full time study”:** Learners who enrol in less than 80% of the Programme EFTS for a year. A fee for each course enrolled into is required and is calculated on a pro rata basis by course EFTS as a proportion of the Programme EFTS for a year.  
Part-time study will only be allowed as an exception to normal Immigration Policy if there are special/exceptional circumstances surrounding the application
- i **International Programme EFTS (Equivalent Full Time Student):** The EFTS load for the normal enrolment in that programme in that year, as per the approved programme document (usually 1.000 for one year but may be 0.5000 for half year).
- j **International – Full time plus additional courses:** An International learner enrolling in more than 105% of Programme EFTS for a year will pay the flat fee and an additional fee based on the Part Time fee for the additional courses chosen.
- k **Pathway Visa:** Pathway student visas allow International learners to undertake a progression of up to three consecutive programmes of study with selected education providers on a single visa. The visa will be valid up to a maximum of five years
- l **Distance learners:** Learners studying a course via online technology.

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## References

<p><b>Related Ara Procedures and Forms</b></p> <ul style="list-style-type: none"> <li>• APP504a Special Admission Application</li> <li>• APP504b Guidelines for Pro Rata Enrolment</li> <li>• APP504c Application to Register as Non-Assessed Learner</li> <li>• APP504d Terms and Conditions of Enrolment</li> <li>• APP504e Pro Rata Enrolment Form</li> <li>• CPP107 Fee Payment</li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li>• APP301 Learner Rights and Responsibilities</li> <li>• APP503 Naming and Awarding Qualifications and Recognising Achievement</li> <li>• APP507 Credit Recognition</li> <li>• APP512 Exclusion</li> <li>• APP514 Withdrawals, Refunds and Compassionate Consideration</li> <li>• APP603 Programme and Product Development and Approval</li> <li>• CPP107 Fee Payment</li> <li>• CPP109 Disclosing Information about Students and Staff</li> </ul>
<p><b>Related Legislation or Other Documentation</b></p> <ul style="list-style-type: none"> <li>• Systems for Managing EFTS Places (Tertiary Education Commission) annual publication</li> <li>• Tertiary Funding Information (Tertiary Education Commission) annual publication</li> <li>• Education and Training Act 2020</li> <li>• Human Rights Act 1993</li> <li>• Education (Pastoral Care of International Students) Code of Practice 2016 (NZQA)</li> </ul>	<p><b>Good Practice Guidelines</b></p> <ul style="list-style-type: none"> <li>• Kia orite: NZ Centre of Practice for an Inclusive Tertiary Education Environment (Sections 3.3, 3.5)</li> </ul>
<p><b>References</b></p>	
<p><b>Notes</b></p> <p>The original version of this policy combined a number of previous policies:</p> <ul style="list-style-type: none"> <li>• Interim Policy - Criteria for Admission to Degrees (22/01/99)</li> <li>• Interim Policy - Admission to Degree Papers/Courses under STAR (10/12/98)</li> <li>• Policy Under Development - Enrolling Students under 16 Years of Age (21/08/97)</li> <li>• Policy Under Development - Recording all Students on SRS (07/07/97)</li> <li>• Academic Results: Student Withdrawals (07/12/95)</li> <li>• Pre-Enrolment Information (28/11/94)</li> <li>• Late Enrolments (20/06/93)</li> </ul> <p>Version dated 10 December 2009 incorporates relevant sections of the policy related to English Language Requirements for Students from a Non-English-Speaking Background (NESB) (09/09/04)</p> <p>2012: Changes made to reflect the changes to the structures within Ara.</p> <ul style="list-style-type: none"> <li>• Non-engagement cancellation added into this policy</li> <li>• Definitions around eligible person has been altered to reflect the CTC and targeted initiatives</li> <li>• Modified admission for students with a declared disability</li> <li>• Special Admission process re-written to reflect new structure</li> </ul> <p>2013: Minor changes made to reflect the accuracy relating to Withdrawals and Refunds. Council delegation to CEO reviewed and delegated powers to Academic Board endorsed.</p> <p>2014: English Language requirement section updated to align with NZQA rules published Oct 2013.</p> <p>2016: New branding.</p> <p>2017: Minor changes made to provide clarity on flexible learning delivery, update NZQA's <i>The Education (Pastoral Care of International Students) Code of Practice 2016</i> and remove duplication of credit recognition information.</p> <p>2017: Minor addition regarding the Centre of Assessment for Prior Learning (CAPL) Terms and Conditions of Enrolment. (Section 3.8j) Also refer <i>APP504d Terms and Conditions of Enrolment</i>.</p> <p>2017: Minor alteration to allow delegate of Head of Department to approve special admissions and withdraw students from a programme.</p> <p>2018: Change of title due to withdrawal and non-engagement cancellations being removed to a new policy <i>APP514 Withdrawals, Refunds and Compassionate Consideration</i>. Restructure of Te Kāhui Manukura.</p> <p>2019: Change from Boards of Studies to Department Groups.</p> <p>2020: Added paragraph to scope of policy regarding international students under the age of 16 years. Updated 3.3h statement for domestic student language assessment. Organisation name changed to include "Ltd".</p> <p>2020: NZIST changes – Academic Board becomes Ara Academic Committee; Ara Council becomes Ara Board. Removal of delegation from Council/Board to Board/Committee. APP301 – Rights and Responsibilities changed Responsibilities and Rights. Changing 'student' to 'learner'.</p> <p>11-2020: Change Education Act 1989 to Education and Training Act 2020</p>	

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## 2 Principles

- 2.1 Admission and enrolment practices are governed by fair, transparent and academically sound principles.
- 2.2 Flexible procedures meet a variety of situations and needs.
- 2.3 Every person is entitled to representation, advice, advocacy, and support at all stages of any of the processes under this policy.

## 3 Associated procedures for Ara Academic Policy on: Regulations Governing Admission and Enrolment (Domestic Learners)

Contents:	3.1	Legislative Compliance
	3.2	Restrictions on Admission
	3.3	Entry and Selection
	3.4	Admission as a Non-Assessed Learner
	3.5	Admission to Secondary Tertiary Programme Offerings
	3.6	Special Admission
	3.7	Information Provided
	3.8	Enrolment Requirements
	3.9	Credit Recognition
	3.10	Cancellation of Courses/Programmes
	3.11	Deferred Enrolment

### 3.1 Legislative Compliance

- a All admission procedures operate within the framework of the *Human Rights Act 1993* which prohibits discrimination on the grounds of sex, marital status, religious belief, ethical belief, colour, race, ethnic or national origin, disability, age, political opinion, employment status, family status and sexual orientation. Ss57-60 of the *Human Rights Act 1993* contain specific exceptions to this basic principle for educational institutions.
- b Regulations and requirements set out by other relevant bodies, particularly the Tertiary Education Commission (TEC) and NZQA, are also reflected in this policy and associated procedures.

### 3.2 Restrictions on Admission

- a All programmes state the minimum entry criteria, which will include academic, alternative, and additional requirements.

English language entry levels are available to all prospective learners in all pre-enrolment information.

Applicants denied admission are advised of the reason and of any alternative course of study, including foundation courses, which may be of interest to them (refer also to section below on Special Admission). Applicants who meet the stated entry requirements, but who may have difficulty achieving specific registration or other mandatory employment requirements, are informed of this as part of the admissions process.

In general, applicants may not be refused admission on any of the grounds listed in the *Human Rights Act 1993* including disability (physical disability or impairment, physical illness, psychiatric illness, intellectual or psychological disability or impairment, any other loss or abnormality, reliance on a guide dog, wheelchair, or other remedial means, presence in the body of organisms capable of causing illness) [*Human Rights Act 1993* ss21 and 57].

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However, admission may be refused:

- If the person's disability requires special services or facilities which cannot reasonably be provided; *or*
- If the person's disability is such that there would be a risk of harm to the person or to others if the person was admitted [*Human Rights Act 1993 s60*].

The Chief Executive's endorsement must be obtained if a person is to be refused admission under the *Human Rights Act 1993*.

- b Ara may restrict admission or enrolment to particular courses/programmes if:
  - i Learner demand or employment opportunities exceeds the availability of resources such as staff, facilities, or equipment (also refer Section 3.10 Cancellation of Courses/Programmes).
  - ii An applicant owes any debt to Ara.
  - iii One or more of the grounds set out in s255 (5) of the *Education and Training Act 2020* apply (refer policy *APP512 Exclusion*).
  - iv Ara has exceeded its funding cap.
- c Specific conditions apply to the admission of International learners including visa, insurance and English Language requirements.

There must be evidence that an International learner's level of English proficiency is appropriate for their study before they are enrolled.

At the time of application an International learner must either provide evidence of their English proficiency either via IELTS or another approved test, or undertake an equivalent Ara test. (Refer to <http://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/programme-approval-and-provider-accreditation/english-International-students>)

### 3.3 Entry and Selection

- a Setting the entry criteria and any additional selection procedures are part of the programme approval process overseen by the Ara Academic Committee (refer policy *APP603 Design, Development and Approval of Programmes*).
- b The purpose of setting entry criteria/selection procedures is to ensure applicants are treated fairly and once enrolled, have a high probability of success. In addition, Ara provides potential applicants with sufficient information to help them decide if the course or programme is suitable for them. It is important to ensure that English as an Additional Language (EAL) learners have a level of English language appropriate to the content and purpose of their chosen course or programme, so that they are treated fairly and have a greater chance of success. It is also important to ensure that learners who declare a disability or impairment are advised of the nature and level of support which Ara can provide.
- c The principles and procedures for setting and approving entry/selection criteria are described in the Qualification and Programme of Study Design, Development and Approval Guidelines. In most cases, this includes:
  - i Consulting with Department of Humanities on a programme-by-programme basis to ensure the minimum level of literacy/numeracy, aptitude and/or experience are identified, regarding the appropriate English language level for applicants from a non-English speaking background.
  - ii Describing alternative entry 'pathways' (e.g. entry criteria for school leavers is likely to differ from those with relevant work experience).

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- iii Deciding whether an additional selection process is needed, especially if there are more applicants who meet the minimum entry criteria than there are available places, and if so, determining the appropriate criteria and selection process.
- d Departments are responsible for developing and using valid procedures for verifying the information supplied by applicants when evidence of having achieved 'equivalent' or 'alternative' criteria are being considered.
- e If an applicant is unable to provide verifiable evidence, Ara may undertake its own assessment, involving person(s) with the relevant knowledge (e.g. programme staff with content expertise for assessing aptitude, Department of Humanities for assessing general academic ability, designated staff for assessing knowledge/aptitude in a generic subject area such as mathematics or communication).
- f To be admitted (and subsequently enrolled), applicants must meet the definition of an 'eligible person' and provide acceptable evidence of meeting the stated entry/selection criteria. This includes any pre-requisites and co-requisites for specified courses. Documentary evidence, including past academic records, must be either an original or a certified copy.
- g Only those applicants who meet all entry and selection criteria will be admitted unless Special Admission is approved by the Head of Department (refer Section 3.6).
- h Where a domestic learner does not fully meet the English language requirements of their chosen programme or cannot supply acceptable evidence of English language competence the Admissions team will refer the applicant to the English Exam Centre to complete a free domestic language assessment. If the results of the assessment do not meet the English language requirements of the applicant's chosen programme, then an alternative programme of study will be recommended.

### **3.4 Admission as a Non-Assessed Learner**

- a With permission from the Head of Department or delegate from the relevant Department, an applicant may be enrolled in an assessed course(s) as a 'non-assessed learner.'
- b Learners admitted under this provision must meet the stated entry requirements or be admitted under Special Admission (refer Section 3.6). The Chief Operating Officer may approve a modified fee, depending on the course(s).
- c If the learner maintains attendance at the level specified by the Department, a Statement of Attendance may be issued in lieu of the usual results notification (refer policy *APP503 Naming and Awarding Qualifications and Recognising Achievement*).
- d If a learner is enrolled as an assessed learner and later wishes to change to non-assessed status, or vice versa, this can be done with the Head of Department's permission prior to the due date of the first summative assessment. If a non-assessed learner initially paid a reduced fee, the full fee must be paid before any assessment is completed.

### **3.5 Admission to Secondary Tertiary Programme Offerings** (including Secondary Tertiary Alignment Resource {STAR}, Trades Academies, Dual Pathways Pilot or Other Secondary Tertiary Pathway initiatives)

- a. The following criteria and conditions relate to admission of learners to Secondary Tertiary programmes (STPs) funded through targeted STP funding or other arrangements with identified secondary schools:
  - i To be eligible to enrol, learners must be enrolled in a secondary school.

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- ii The Trade Academy is responsible for selecting and enrolling learners ensuring entry requirements of approved programmes are met.
  - iii Attendance requirements will be set.
  - iv Learners are eligible for free fees however, they do not qualify for student loans, allowances, or course related costs.
  - v Programmes offered under these initiatives require a Memorandum of Understanding with participating schools and organisations.
- b Learners wishing to pathway to a higher-level programme must meet the published entry criteria and other requirements for entry.
  - c The processes outlined in this policy for withdrawing learners apply.

### **3.6 Special Admission**

- a The Special Admission process is handled by each Department under delegation from the Ara Academic Committee. Special Admission applications are submitted to the Head of Department by a designated staff member on behalf of a learner who does not meet all of the stated entry criteria but can provide acceptable alternative evidence of ability to succeed. This does not include English Language proficiency requests.
- b The Head of Department, or delegate, making the decision whether or not to admit a learner under the Special Admission provision also decides whether admission is provisional or if any other special conditions apply (e.g. limitation on number or level of course(s); pre or co-requisite requirements such as English language classes or study skills tutorials; specified level of achievement required to progress to the next stage). If there are any special conditions, the Head of Department, or delegate, is responsible for giving the learner the special conditions in writing at the time admission is granted. The department will monitor that the conditions are met.
- c A copy of the signed Special Admission Application (*refer to APP504a*) for each applicant is forwarded to Department Support, which maintains and monitors a central record and provides a summary of admissions granted or declined to the Department Programme Group. Twice annually, the success rate of learners admitted under Special Admission is reported to Ara Academic Committee, compared with other learners in the same programme.

### **3.7 Information Provided**

#### **a Information Provided to Applicants**

Every programme leading to a qualification is supported by written regulations and graduate profiles approved by the Ara Academic Committee that set out the formal requirements for completion of the programme. These regulations are also available to applicants on request and are provided to all enrolled learners by the Department.

As a minimum, Ara makes available the following information about each programme:

- i Full programme and/or course title, credit value and level.
- ii Qualification(s), if any, gained on successful completion.
- iii Overall aim and graduate profile.
- iv Education, employment, and pathway options available on completion of the qualification.
- v Recognition given to the qualification by relevant registration and/or accreditation bodies.
- vi Admission requirements and selection criteria (if relevant).

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- vii Standard of literacy, English language proficiency, numeracy and other generic skills required for likely success.
- viii Fees, charges, and any additional costs.
- ix Estimation of workload, including requirements outside of class time.
- x Requirements for completion/progression, including any attendance requirements.
- xi Special requirements pertaining to the programme or individual courses (e.g. professional registration requirements).
- xii Start and finish dates, including breaks.
- xiii Availability of learner loans and allowances.

Refer to *The Education (Pastoral Care of International Students) Code of Practice 2016* (NZQA) for additional information supplied to International learners prior to enrolment.

**b Information Provided by Applicants**

Applications for admission are made on the Ara Admission and Enrolment form, according to prescribed procedures and within the set timeframe. Applicants must provide all requested information and documentation to be considered for admission. Ara reserves the right to seek verification of any information supplied. All personal information is protected by the Information Privacy Principles (refer policy *CPP109 Disclosing Personal Information about Students and Staff*). When enrolling, English Language Ability (EAL) learners must present either the original or a certified copy of the evidence that establishes their English language proficiency. Without this certification, enrolment cannot proceed.

**3.8 Enrolment Requirements**

- a Enrolment in a course or programme cannot be accepted until all relevant internal and external programme approval requirements overseen by the Ara Academic Committee (including funding approval from the Tertiary Education Commission) are met. All relevant administrative requirements overseen by the Customer Experience and Engagement Division also must be completed. Expressions of Interest may be taken from prospective applicants, with the proviso that enrolment is subject to the above requirements being met.
- b Enrolment includes the completion of an Admission and Enrolment Form or Enrolment Amendment Form on which the applicant provides certain information (some compulsory and some voluntary) required by Ara, the Tertiary Education Commission, or other external agencies. Enrolment is not complete until the compulsory information has been provided and verified, the fees and charges have been paid or guaranteed and the student declaration has been signed (either personally or via acceptable electronic signature). This must be done by the start date of the course. Placement cannot be guaranteed until such time as the enrolment fees are paid or guaranteed.
- c Enrolment after the commencement date is permitted only with the approval of the Head of Department or his/her delegate, if it is practical for the learner to succeed, and on payment or guarantee of the specified fee.
- d Applicants who have not paid or guaranteed all fees and charges and/or provided verified personal ID (when requested) by the indicated payment date on invoice may not be admitted to classes or entitled to participate in any activities or assessments. They will not be eligible for the awarding of credits or qualifications until all fees, including any additional administrative charges because of late payment, are paid in full and applicants have provided verified personal ID.

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- e The Chief Operating Officer has the authority to set the fee for learners transferring from another tertiary institution, or those learners in urgent need.
- f The Chief Operating Officer also has authority to use some discretion to reduce or waive tuition fees for refugees with Permanent Residence status enrolling in English for Speakers of Other Language courses within two years from the date Permanent Residence was granted. Any other reduction in fees, made on compassionate grounds in exceptional circumstances, also must be authorised by the Chief Operating Officer.
- g Enrolment indicates learner acceptance that she/he is bound by the terms and conditions of enrolment, the policies and procedures of Ara, the stated academic and professional requirements and the code of behaviour set out in *APP301 Learner Rights and Responsibilities*.
- h The formal Ara Identification Card is issued to eligible learners upon full payment of tuition fees and other charges. Eligibility for an Ara ID or a Library Access Only (LAO) card is based on the category of programme and course enrolled in and/or the payment of the Compulsory Student Service Fee (CSSF). The non-transferable card, which includes the learner's name, ID number and photograph, is valid for the length of the enrolment. It can be used for the following: access to Library and Learning Services facilities, use of photocopiers, learner discounts, entry to examinations, eligibility for parking permits, and building access.
- i Ara may levy an appropriate fee for persons not enrolled as Ara learners, but who require access to Ara facilities and services (e.g. learners enrolled in another institution whose classes are held on an Ara campus). The Registry Manager is responsible for determining the levy in consultation with the relevant Department and Division(s).
- j For specific terms and conditions of enrolment for learners wishing to gain a qualification through the Assessment of Prior Learning (APL) process, please refer to section 9 of *APP504d Terms and Conditions of Enrolment*.

### **3.9 Credit Recognition** (Cross Credits, Credit Transfer, Prior Learning and Advanced Standing)

- a Learners admitted to a programme have the right to apply for credit recognition. Refer to the policy *APP507 Credit Recognition* for further details.

### **3.10 Cancellation of Courses/Programmes**

- a 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.

Consideration should be made to the timing of cancellations for learners travelling from out of town. Appropriate transition arrangements will be implemented to ensure learners can still complete their programme of study.

- b Ara reserves the right to alter delivery methodology/dates/times of a course. Where days, dates or times are altered, Ara undertakes to attempt to contact all enrolled learners either at their stated email address or contact number to inform them of such changes.

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### **3.11 Deferred Enrolment**

- a Deferred enrolment is when an applicant, having been accepted to a programme, subsequently decides to delay starting their studies before courses start.
- b The applicant may have preferred placement for enrolment at a later date provided any changes to entry criteria are met.

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## 4 Associated procedures for Ara Academic Policy on: Regulations Governing Admission and Enrolment (International Learners)

Contents:	4.1	Admission, Enrolment and Payment
	4.2	International Fees
	4.3	Path of Study
	4.4	Insurance
	4.5	Safety and Well-Being
	4.6	Monitoring International Learner Attendance and Attainment

### 4.1 Admission, Enrolment and Payment

- a The *Education (Pastoral Care of International Students) Code of Practice 2016* (Part 4, outcome 3) details the information that must be made available to prospective learners before learners enter into any commitments, either by referring the learner to Ara website information or directly in writing via International Admissions and via the International Student Guide.
- b International learners must apply for admission to a full-time path of study on the International Student application form.
- c Applications are received and processed by the International Admissions team.
- d Copies of academic transcripts, graduation certificates and other documentation must be officially translated into English and verified by the issuing institution, a notary public, or (when specified in the recruitment agreement) an approved agent of Ara. Unverified copies will not be accepted.
- e If considered suitable for programme assessment, applications are distributed to the Head of Department, or delegate, to admit learners into the path of study. Those with delegated authority are responsible for academic assessment, approval and advising the International team that an International applicant can be offered a place.
- f Academic approval will confirm that the academic, English Language and prior learning entry requirements have been met, the published selection criteria have been followed, the courses selected are coherent and satisfy programme regulations, and that the learner has a good chance of achieving the standards required for successful completion of the programme of study for which they have applied.
- g An Offer of Place (contract) does not guarantee learner enrolment, as learners are required to pay all fees and complete Registration and Enrolment procedures prior to programme of study commencement. Learners studying in New Zealand must also apply for a student visa; arrange flights; and arrange compulsory medical, and travel insurance; and arrive on campus in time to attend International Student Orientation.
- h Ara must, by law, adhere to the following requirements determined by the *Immigration Act 2009*:
  - i Ara may only enrol a prospective International learner for a course lasting longer than 3 calendar months if the prospective learner holds:
    - A current student visa or permit which is endorsed with the institution at which the prospective learner is seeking to enrol and the path of study the prospective learner intends to undertake; or
    - A current limited purpose visa or permit for the express purpose of study with the institution or has a current variation of permit conditions to allow study with the institution.

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- i International learners must supply a study permit or visa as evidence of their right to study in New Zealand.
- j The International applicant is responsible for complying with all conditions relating to the study visa or permit.
- k If the International learner fails to obtain or maintain a valid study permit or visa or is required to leave New Zealand for whatever reason, the contract will lapse and Ara may offer the place of enrolment to another learner.
- l Applicants on a work visa are generally able to study part-time up to 3 months.
- m International learners are required to have a valid medical and travel insurance policy for the duration of their stay in NZ. Enrolment into courses cannot be completed until a learner has provided the International Admissions team with evidence of a valid insurance policy to cover travel and medical insurance.
- n Distance mode programmes, Australian citizens, Australian permanent residents, and New Zealand permanent residents who do not reside (domiciled) in New Zealand for the duration of their study will be deemed to be International Learners and charged International Fees.

## 4.2 International Fees

- a The international tuition fee is set taking account of the market, relative to structures for domestic learners and any additional International charges.
- b The cost of tuition and all other course-related costs must be provided to the prospective international learner before they enter any commitment so that there are no substantial hidden costs (as per the *Education (Pastoral Care of International Students) Code of Practice 2016*).
- c The annual or programme fee published in New Zealand dollars is for the year of publication and may change in subsequent years. A disclaimer must be published with the fee information to prospective international learners. This disclaimer reads 'Full cost tuition fees are assessed each year.'
- d The tuition fee is calculated and published as a Flat Fee for each programme, course or module.
- e In order to meet enrolment requirements, international learners must be enrolled in a full-time path of study. Learners must be enrolled full-time (greater than 0.8 EFTS) to enable them to complete the course in the minimum completion time. Part-time study will only be allowed as an exception to normal immigration policy if there are special/ exceptional circumstances surrounding the application. If this exception is allowed INZ would then look at whether the person should hold a Student Permit or a Visitor's Permit with a Variation of Conditions (VOC).
- f Learners taking papers for "interest only" or as "additional papers" are required to pay a pro-rata full International Fee according to the EFTS value of the course.

## 4.3 Path of Study

International learners are admitted and enrolled into a Path of Study. (See definition 1.4d above).

- a First year international learners must pay all fees for the full year, or if less than full year, the full period of their Path of Study in accordance with the definition above. In second and subsequent years, International learners must enrol for the full year but may pay their tuition fees by semester with the approval of the Director – International.

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International learners choosing this option of payment will be charged an administration fee per semester.

- b By accepting a place in a Path of Study at Ara and making payment of tuition fees, a learner enters a contract for the Year of Study as detailed in the Offer of Place, Statement of Fees and the student's visa (including Pathway Visa).
- c There is no automatic right to a refund of fees if a learner changes his/her mind about studying at Ara.
- d Learners who enrol in a Path of Study of at least 80% of the Programme EFTS for a year pay the approved flat fee.

#### **4.4 Insurance**

- a All learners are required to have current Medical and Travel Insurance as specified in Part 4; Outcome 3; Clause 16 (5) in the *Education (Pastoral Care of International Students) Code of Practice 2016*, and as a condition of the student visa as set out by INZ.
- b All policies will be verified prior to the learner's enrolment including ensuring that:
  - i The insurer/re-insurer is a reputable and established company with substantial experience within the Travel Insurance business, and the policy meets the minimum requirements set by Ara.
  - ii The Insurer is able to provide emergency 24-hours, 7 day per week cover.
  - iii Learners have a "certificate of currency" and policy wording from the insurance company stating that the learner has purchased the cover for the duration of the planned period of study. The certificate and policy wording must be in English and must detail medical sums insured, and repatriation benefits.
- c For each learner, Ara shall record the name of the Insurer, Policy number, and start and finish dates in the Student Management System, Tribal.
- d A reminder to renew their insurance policy shall be issued to each learner at the time of re-enrolment.
- e Policies available in New Zealand that meet the requirements of Ara are:
  - Allianz – Studentsafe
  - Unicare – NZ Student Plan
  - Southern Cross – International Student
  - Orbit Protect – Student Prime

#### **4.5 Safety and Well-Being**

At International Student Orientation and again at information seminars, learners shall be informed of 24/7 emergency contact, policies, and support services available, as per Part 4; Outcome 6; Clause 22 in the *Education (Pastoral Care of International Students) Code of Practice 2016*.

#### **4.6 Monitoring International Learner Attendance and Attainment**

- a International learners are required to attend all lectures, compulsory tutorials, practical classes, demonstrations, assessments, and examinations required by the courses in which they are enrolled to retain their right to study in New Zealand under

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a student visa. Failure to meet this requirement may result in the learner's enrolment with Ara being terminated and notification to Immigration New Zealand (INZ).

- b International learners shall be notified of attendance and attainment regulations during the International Student Orientation.
- c Teaching staff will closely monitor the academic progress and attendance of each learner through a process of observation and enquiry. Records will be maintained in the attendance register and assessment modules of Tribal in accordance with *APP505 Assessment Policy*.
- d International learners must comply with programme regulations for notification of absence due to illness or other circumstances as required for each course in which they are enrolled. Valid reasons for absence must be provided and supported by evidence as required.
- e A learner who fails to successfully complete a course or courses during their first term of study is required to re-enrol in the course/s and pay full fees.
- f Programme Leaders and tutorial staff are required to be pro-active when the first signs of poor attendance, assignments not handed in on time, or a poor level of attainment is obvious, by acting immediately and informing the appropriate International Student Advisor who will work with the learner and the department to ensure that *APP511 Academic Support and Progression* is followed.

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