

Board/Employee Discounted Fees			
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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

To enable discounts on tuition fees for Ara Institute of Canterbury (Ara) employees and Board members and (specified) family members.

1.2 Scope and Application

This policy applies to all employees and Board members as specified in the eligibility section of this procedure (Section 3.2).

1.3 Formal Delegations

- a Executive Directors (Eds) may determine whether a specific course/programme is classified as employee development/professional development for a particular employee.
- b Delegations for approving and signing discount applications are listed in the *CPP120b People and Capability (P&C) Delegations Schedule*.
- c The ED Ops may confirm applications from Board members, employees in P&C, the partners or dependent children of those applicants and Ara employees involved in the learner selection for, or administration of, the programme/course involved.
- d The ED Ops may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.
- e The Executive Director – Academic, Innovation and Research (ED AIR) may approve applications for discounts under the Canterbury Tertiary Alliance (CTA) Employee Discount Scheme (refer 3.6 Associated Procedures).

1.4 Definitions

- a **Casual Employees:** Employees who are paid on an hourly rate and work on an irregular basis.

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- b **Board Member:** Person appointed/elected to the Ara Board by one of its stakeholders to govern Ara. For the purposes of this policy, Board members' positions are deemed to have an FTE value of 1.0.
- c **Dependent Child:** Child (under 25 years of age at time of enrolment) of a Board/Ara employee or their partner. This includes birth, adopted, and fostered children.
- d **Discount:** Reduction to a maximum of 90% of the Ara tuition fee based on the Ara employee's FTE value in their principal position or category of employment. The percentage discount is 90% x FTE.
- i Applies to domestic learners only.
- ii Employees must be eligible for SAC3+ funding.
- iii Does not cover full fee courses.
- e **EFTS:** Equivalent Full-Time Student.
- f **Eligible Employee:** Any person employed by Ara who is paid through the Ara payroll and has been employed continuously for six months, with the exception of casual employees. Note that six months continuous employment is not required for employees enrolling for employee development/professional development courses (including approved Certificate (Level 5) (NZCATT and NZCALNE) or Graduate Diploma (level 7) (GDTTL) in Tertiary Teaching and Learning programme courses, Workplace Assessment (WPLT), and nurses Health Assessment courses). Refer (j) below. An eligible employee who is on officially approved leave without pay (LWOP) also still qualifies. From time to time there will be certain classifications of employees and 'quasi' employees who are excluded from this policy.
- g **FTE:** Full Time Equivalent Employee. The fraction of a full-time position that the Board/employee holds or is employed for in her/his principal position.
- h **Partner:** Someone who is living with a Board/Ara employee in a recognised, genuine, and stable relationship. This includes people in civil unions and same-sex and de facto partners. Board/Ara employee and partners must both have a legal entitlement to reside in New Zealand.
- i **Principal Position:** The position nominated by an employee who is employed in more than one position at Ara. The FTE value of the nominated principal position is used for the calculation of the discount.
- j **Employee Development:** Any course which is designated by the applicant's manager and endorsed by the Executive Director as employee development or professional development because it is directly related to, or required for, the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively. This will include consideration in cases where employees are on a work permit/VISA and would normally be classified as international learners for purposes of study in New Zealand
- k **Supernumerary:** Any position created for a purpose other than in the normal course of operation of the organisation and within the established workforce.

Related Ara Procedures	Related Ara Policies
<ul style="list-style-type: none"> • ER17 Application for Fees Discount Employee/Council Member • ER23 Declaration for Staff/Council Fees Discount 	<ul style="list-style-type: none"> • APP504 Regulations Governing Admission and Enrolment • CPP204 Equal Employment Opportunities • CPP214 People and Culture Management • CPP217 Professional/Capability Development

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Related Other Documentation <ul style="list-style-type: none"> • Canterbury Tertiary Alliance (CTA) Employee Discount Scheme 	Good Practice Guidelines <ul style="list-style-type: none"> • People & Capability Board/Employee Discount Guidelines
References Management and employees may seek further advice regarding any of the information in this Policy from: <ul style="list-style-type: none"> • Their immediate supervisor • The designated People and Capability Business Partner for their area • Director Capability - People & Capability • Waituhi. 	

2 Principles

- 2.1 The discount on fees is provided to enhance employee wellbeing and life-long learning.
- 2.2 With the exception of employees attending the NZCATT, NZCALNE or GDTTL in Tertiary Learning and Teaching programme courses, WPLT, and nurses Health Assessment courses, no full fee-paying learner will be displaced by a discounted enrolment.
- 2.3 The provision of the discount on fees is a benefit and may be removed after consultation by the CE at any time.
- 2.4 The value of the discount will not be included in any total remuneration calculation for individual employees.

3 Associated procedures for Ara Corporate Policy on: Board/Employee Discounted Fees

Contents:	3.1	Courses, Fees, Costs Covered by the Board/Employee Discount
	3.2	Assessment of Board/Employee Eligibility
	3.3	Calculation of Discount
	3.4	Application Procedure
	3.5	Approval Process for Faculty
	3.6	CTA Employee Discount Scheme

3.1 Courses, Fees, Costs Covered by the Board/Employee Discount

- a The discount applies to Tertiary Education Commission (TEC) funded courses and to tuition fees only (i.e., it does not apply to related additional charges such as course costs, additional materials charges, Student Association membership fees, NZQA charges, Ara student services levy).
- b Some programmes/courses will be specifically excluded from the discount if they do not make a marginal contribution to the income of Ara. The decision on whether a programme/course is making a marginal contribution will be made solely by the ED Ops.

3.2 Assessment of Board/Employee Eligibility

- a Any person employed by Ara who is paid through the Ara payroll who has been employed continuously for six months prior to the commencement of the course they wish to attend, meets the employment criteria for a reduction in tuition fees. Casual employees are excluded.
- b Employees who meet the employment criteria, but fall within the following categories are not eligible for the tuition subsidy:

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- i Persons who are not permanent residents of New Zealand or who do not otherwise qualify for TEC/MoE subsidy.
 - ii Employees employed on subsidised programmes of work.
 - iii Employees employed in supernumerary positions.
 - iv People undertaking work experience at Ara paid or unpaid.
 - v Student cadets or interns paid or unpaid.
 - vi People who have a contract for service who are paid on invoice.
- c Ara recesses (the periods between terms during which some employees are not paid) are not counted as breaks in employment for the purpose of assessing eligibility for the Board/Employee discount. That is, a person who is employed until the end of the teaching year in one year AND is re-employed at the beginning of the next teaching year is deemed to be continuously employed.
- d Other employment gaps of not more than three weeks are not counted as breaks in employment for the purpose of assessing eligibility.
- e An eligible employee who is on officially approved leave without pay (LWOP) still qualifies.
- f Employees enrolled in employee development courses for which there is an enrolment fee shall be eligible for the full Ara employee discount (90% for general courses, 100% for NZCATT, NZCALNE or GDTTL programme courses, WPLT, and nurses Health Assessment courses) irrespective of whether they are less than 1.0 FTE; that is, the discount for approved employee development courses is not set on a pro rata basis as it is for other courses, as set out below in 3.3 Calculation of Discount.
- g Six months continuous employment is not required for employee enrolling for employee development courses (including NZCATT, NZCALNE and GDTTL programme courses, WPLT, and nurses Health Assessment courses) approved and endorsed by the employee's Manager (refer to 3.4 below).
- h For the purposes of this policy, Board members' positions are deemed to have a Full Time Equivalent employee (FTE) value of 1.0.
- i Once an employee or Board member is deemed eligible under these criteria, their partners and dependent children have the same eligibility. The following criteria determine who is a partner and who is a dependent child for the purposes of this policy:
- i Dependent Child: Child (under 25 years of age at time of enrolment) of a Board/employee or their partner. This includes natural, adopted, and fostered children.
 - ii Partner: Someone who is living with a Board member/employee in a recognised, genuine, and stable relationship. This includes people in civil unions and same-sex and de facto partners. Board members/employees and partners and their children must both have a legal entitlement to reside in New Zealand to be eligible for the discount.

3.3 Calculation of Discount

- a The discount is a reduction of a maximum of 90% of the Ara tuition fee (100% for NZCATT, NZCALNE or GDTTL programme courses, WPLT, and nurses Health Assessment courses (or replacement qualification) courses) based on either the employee's FTE value in their principal position or the category of employment which applies to the employee. The discount for some categories of employee listed in the *P&C Employee Discount Guidelines* is set at 27% and does not depend on other

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calculation factors. Where any permanent/tenured employee has more than one permanent proportional position, the two proportions will be added together to determine the FTE value. For example, an FTE value of 0.5 for one permanent position and an FTE value of 0.3 for a second permanent position equates to a discount of 72% ($90\% \times (0.5+0.3) = 72\%$).

- b The ED Ops may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.

3.4 Application Procedure

- a P&C holds and administers application forms for claiming the Board/Employee discount. All forms are available on Waituhi (Ara's Intranet).
- b Applicants are required to provide evidence of their relationship to any members of their families included in the application, including evidence of date of birth and citizenship status for any dependent child. Please note that spouse, partner, or dependent child who are not permanent residents of New Zealand or who do not have other qualifications entitling them to TEC/MoE subsidy will not be eligible for the discount. Evidence need be provided only once, when first establishing the nature of the relationship and the age of a child.
- c Each request for a fee discount under this policy (except as provided for in 3.4d), eligibility must be confirmed and signed by a P&C employee.
- d If an employee is applying for a discount for an employee development course and the employee has less than 6 months continuous service, the employee must complete the *Professional Development Course Approval* (less than 6 months employment and/or less than full time employment) form (ER18) and obtain their manager's endorsement. The completed form must be submitted to P&C with the application for discount.
- e If the person applying for admission to the course is a Board member or an employee working in P&C or the partner or child of a Board member or employee in P&C, eligibility for the discounted fees must be confirmed by the ED P&C.
- f Board/Employee discounts must be applied for prior to enrolment. In no circumstances will a discount be approved after enrolment is complete, and no refunds of the amount of a discount will be made.
- g Once P&C has verified the eligibility of the person applying for the discount, the application form must then be approved and signed by the ED P&C (or delegate) for the specific programme/course confirming that a discounted enrolment is available. Refer Section 3.5 for the approval process.
- h The approved application form must then be taken to Admissions and Results to complete enrolment in the course.
- i All the usual requirements for admission and enrolment apply (refer to [APP504 Regulations Governing Admission and Enrolment](#) policy).
- j The ED Ops will hear and determine any disputes relating to P&C decisions about whether a person is eligible for a discount.

3.5 Approval Process for Department

- a Subject to clauses 3.5b and 3.5c, no eligible person who would pay the full tuition fees and charges (whether domestic or international) will be displaced by any person applying for a fees discount under this policy. (Note: Some hobby type courses are not

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funded and in those cases discounts do not apply. This needs to be ascertained at the time of seeking to enrol.)

- b Whether clause 3.5a prevents a discounted enrolment being made available is to be determined by the delegated officeholder at the time of application (refer to the *CPP120b P&C Delegations Schedule*). Each department/division must have a process to determine whether and when a place can be confirmed as available for a discounted enrolment.
- c Any decision by a delegated officeholder which denies availability of a position on a course must be in writing.
- d If a Board member or employee who has applied for a discount is holding a place which, because of over-subscription, would otherwise be filled by a learner who would pay the full student tuition fees and charges (whether domestic or international), the Board member or employee must be given the option of paying the normal fees and thereby retaining the place.
- e Once the decision has been made and the application form approved and signed, the discount is confirmed and cannot be revoked, even if it is later discovered that oversubscription means that there is no place available for another eligible person.
- f If the person applying for admission is:
 - i The partner/child of any employee involved in learner selection for that course or,
 - ii They are an employee working in the relevant department or,
 - iii The holder of the delegation to approve the discounted place of the relevant department,then confirmation of the discounted fee must be given at the next level of management. Ultimate authority lies with the ED Ops.
- g The ED Ops will hear and determine any disputes relating to a decision on the availability of courses for discounted fees.
- h Employees require approval from their manager if courses are to be taken during normal work time.

3.6 CTA Employee Discount Scheme

- a The CTA operates an independent Employee Discount Scheme that provides reciprocal discounts for employees enrolled in work-related courses at one of the other institutions. The member institutions are Ara, University of Canterbury, and Lincoln University.
- b The rules governing this scheme are set by CTA and do not include partners/children of employees. The usual discount is 50% of the course fee, on a pro rata basis depending on the FTE of the employee applying. Full details are included on the back of the *CTA Employee Discount Form* available from P&C.
- c The relevant EDs confirm the eligibility of an employee and that the course is relevant to the employee's work. The ED AIR will endorse each application by affixing the "CTA Stamp" to the form.
- d Employee Development: Any course which is designated by the applicant's manager and endorsed by the appropriate ED as employee development or professional

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development because it is directly related to the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively.

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