

Application and Enrolment Form 2010 (AEF10)

This is an application/enrolment form for **DOMESTIC STUDENTS ONLY**.
 If you are an international student please contact our International Centre on 0800 924 274.

Welcome to Waiariki Institute of Technology (Waiariki). We're glad you have chosen to make a positive, rewarding change in your life. Whether you are training for your first job, wanting to upskill to advance in your career, or simply want to develop personally, we are here to help you achieve your goals.
 If you have any questions please call into any of our campuses as detailed on the bottom of page 5, or phone us on 0800 924 274.

1 Qualification/Courses Applied For (PLEASE PRINT CLEARLY WITH INK PEN)

Qualification Name	Start Date
Courses Applied for	
COURSE NAME	COURSE ID NO.

Do you intend to study Full-time Part-time Semester One and / or Semester Two Other

At which campus? Rotorua Taupo Tokoroa Whakatane Other (please specify) _____

Do you expect to finish your qualification within one year? Yes No

2 Personal Details – see the student guide section for your documentation requirements

Print your legal name in full

What is your title? Miss Mrs Ms Mr Dr Other _____

Last Name _____

First Name(s) _____

Preferred First Name (if not commonly called by your legal first name) _____

Previous Last Name _____

FOR OFFICE USE ONLY

NSN Checked
/ /20

Validation Checked

Active

Partial

No Number

What is your date of birth? (eg 01/07/1975)

D	D	M	M	Y	Y	Y	Y
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 What is your gender? Female Male

Have you previously studied at Waiariki? Yes No

If you have studied at Waiariki before under a different name please provide name in the box

Do you have a NZ Qualifications Authority (NZQA) or National Student Index (NSI) registration number?

No Yes (please provide) NZQA Hook-on Number/NSI Registration Number

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3 Contact Details Please contact your School or Regional Administrator in writing if your contact details change at: Enquiries@waiariki.ac.nz or 0800 924 274.

Home/Permanent Address *NZ Postcodes available online visit www.nzpost.co.nz.

Home Address _____

Town/City _____ Post Code* _____ Email _____

Phone (0) _____ Mobile _____ Work Phone (0) _____

Address While Studying (if different from Permanent Address)

Address _____

Town/City _____ Post Code* _____ Phone (0) _____

FOR OFFICE USE ONLY	Entry ID Code: _____				
OTE Short Name/s: _____					
Enrol On: <input type="checkbox"/> All OR <input type="checkbox"/> Elective(s) attached OR <input type="checkbox"/> as Listed on Page 1	Type: (Circle One) FT/FY FT/PY PT/FY PT/PY			School leaver <input type="checkbox"/>	
Start Date: _____	Finish Date: _____				
Application processed by _____ / /20	Credit card payment processed by _____ Receipt Number _____ / /20	Staff Professional Development Enrolment Authorised by _____ / /20	Enrolment Input by _____ / /20	Fees: \$ _____ Invoice Number: _____	
Fees: \$ _____	_____ / _____ /20	Fees: \$ _____	MOE Source _____		

7 Statistical Information *(continued)*

Will this be the first year you have ever enrolled in a University, Polytechnic/Institute of Technology, College of Education, Private Training Establishment, or Wananga either in New Zealand or overseas since leaving school?

(Do not include enrolments in STAR, community or hobby classes) Yes No

If "No", please enter the name of the institution where you studied and the year of your first enrolment.

	Year
--	------

What was your MAIN activity or occupation in New Zealand at 1 October 2009? *(tick only one box)*

- | | | |
|--|--|---|
| <input type="checkbox"/> 01 Secondary school student | <input type="checkbox"/> 06 Polytechnic/Institute of Technology student | <input type="checkbox"/> 12 Wānanga student |
| <input type="checkbox"/> 02 Non-employed or beneficiary <i>(excluding retired)</i> | <input type="checkbox"/> 07 College of Education student | |
| <input type="checkbox"/> 03 Wage or salary worker | <input type="checkbox"/> 08 House-person or retired | |
| <input type="checkbox"/> 04 Self-employed | <input type="checkbox"/> 09 Overseas <i>(irrespective of occupation)</i> | |
| <input type="checkbox"/> 05 University student | <input type="checkbox"/> 11 Private Training Establishment student | |

8 Support

Would you like help with your study skills? Yes No

The information you supply is confidential. Extra support is available for students with medical conditions, disabilities and/or learning difficulties.

If you have a pre-existing health problem or a physical disability for which you require special equipment or assistance in order to participate fully in your qualification, you are required to make this known before you commence your studies.

Please contact Waiariki's Disability Co-ordinator on **0800 924 274**. If this information is not made available, Waiariki cannot guarantee that appropriate resources, necessary to meet your learning needs, will be available.

Do you live with the effects of significant injury, long term illness and/or disability? Yes No

If 'Yes', please specify the type of injury, illness or disability you have.

- | | | | | | |
|--|----------------------------------|--|--|--|--|
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Hearing | <input type="checkbox"/> Blind | <input type="checkbox"/> Vision | <input type="checkbox"/> Specific Learning | |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Speech | <input type="checkbox"/> Mobility/Physical | <input type="checkbox"/> Temporary Impairment | | |
| <input type="checkbox"/> Medical <i>(please specify)</i> | | | <input type="checkbox"/> Other <i>(please specify)</i> | | |

If 'Yes' in the event of an emergency, would you require help to exit the building/campus? Yes No

Would you like the Disability Co-ordinator to contact you? Yes No

Does your disability require additional resources or support? Yes No

Would you like a tutor from the Learner Support team to contact you? Yes No

9 Emergency Contact *(In an emergency, who do you want us to contact?)*

Name Relationship (e.g. friend, mother, whanau)

Phone: Home (0) Work (0) Mobile

10 Marketing

How did you find out about this qualification?

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Work and Income NZ | <input type="checkbox"/> Career Expo/Trade Show | <input type="checkbox"/> Career Adviser/Teacher | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> ACC | <input type="checkbox"/> Waiariki Visit to High School | <input type="checkbox"/> Family/friends | <input type="checkbox"/> Radio |
| <input type="checkbox"/> ITO <i>(Industry Training Organisation)</i> | <input type="checkbox"/> Waiariki STAR/GATEWAY course | <input type="checkbox"/> Waiariki Student | <input type="checkbox"/> Television |
| <input type="checkbox"/> Careers Service | <input type="checkbox"/> Waiariki School Initiative | <input type="checkbox"/> Waiariki Employee | <input type="checkbox"/> Waiariki Publication |
| <input type="checkbox"/> Other <i>(please specify below)</i> | <input type="checkbox"/> Open Day | <input type="checkbox"/> Employer | <input type="checkbox"/> Waiariki Website |
| | <input type="checkbox"/> Phoned 0800 WAIARIKI | <input type="checkbox"/> Own Enquiry | <input type="checkbox"/> Magazine <i>(please specify below)</i> |
| | | | |

11 Declaration

I have read the information, terms and conditions in this Application and Enrolment Form before signing and agree:

- i) that my application for enrolment will not proceed until this form and the declaration have been completed in full and signed.
- ii) that I have read, understood and agreed to the information, terms and conditions in this Application and Enrolment Form 2010 before signing the declaration.
- iii) that Waiariki has obligations under the Privacy Act 1993, as set out in this Application and Enrolment Form 2010, and I authorise Waiariki to obtain, hold, use and disclose information about me in accordance with the Privacy Act 1993.
- iv) that I will pay my invoiced qualification/course fees in full, or arrange payment by a third party, on or before my qualification/course start date.
- v) that, if I apply for a student loan and/or student allowance, Waiariki will provide verification of my study to StudyLink.
- vi) that making a false declaration is an offence under the Crimes Act 1961.

Signature
 

Date
 / /

NOTE: This AEF10 may include a number of inserts, depending on the qualification/course – e.g. previous academic qualifications, special requirements.

Before you send your Application and Enrolment Form tear off pages 1, 2, 3 and 4 and please check:

- Have you read all sections of this form?
- Have you filled out all sections of this form?
- Have you attached proof of identity and any other requested documentation?
- Have you signed the signature section(s)? We cannot accept this AEF10 (pages 1, 2, 3 and 4) if it is not signed.
- Have you retained pages 5 and 6 for your records?

Apply now for student loans and allowances www.studylink.govt.nz or phone 0800 88 99 00

TEAR OFF HERE



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Application and Enrolment Form 2010

(AEF10)

PLEASE REMOVE AND COMPLETE ALL DETAILS

IWI DETAILS AND CODES

Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region

- 0100 Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region (not further defined)
- 0101 Te Aupōuri
- 0102 Ngāti Kahu
- 0103 Ngāti Kurī
- 0104 Ngāpuhi
- 0105 Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
- 0106 Te Rarawa
- 0107 Ngāi Takoto
- 0108 Ngāti Wai
- 0109 Ngāti Whātua
- 0110 Te Kawerau
- 0111 Te Uri-o Hau
- 0112 Te Roroa

Hauraki (Coromandel) Region

- 0200 Hauraki (Coromandel) Region (not further defined)
- 0201 Ngāti Hako
- 0202 Ngāti Hei
- 0203 Ngāti Maru (Marutuahu)
- 0204 Ngāti Paoa
- 0205 Patukirikiri
- 0206 Ngāti Porou ki Harataunga ki Mataora
- 0207 Ngāti Pūkenga ki Waiau
- 0208 Ngāti Rāhiri Tumutumu
- 0209 Ngāi Tai (Hauraki)
- 0210 Ngāti Tamaterā
- 0211 Ngāti Tara Tokanui
- 0212 Ngāti Whanaunga

Waikato/Te Rohe Pōtae (Waikato/King Country) Region

- 0300 Waikato/Te Rohe Pōtae (Waikato/King Country) Region (not further defined)
- 0301 Ngāti Haua (Waikato)
- 0302 Ngāti Maniapoto
- 0303 Ngāti Raukawa (Waikato)
- 0304 Waikato

Te Arawa/Taupō (Rotorua/Taupō) Region

- 0400 Te Arawa/Taupō (Rotorua/Taupō) Region (not further defined)
- 0401 Ngāti Pīkiao (Te Arawa)
- 0402 Ngāti Rangiteaorere (Te Arawa)
- 0403 Ngāti Rangitīhi (Te Arawa)
- 0404 Ngāti Rangiwewehi (Te Arawa)
- 0405 Tapuika (Te Arawa)
- 0406 Tarāwhai (Te Arawa)
- 0407 Tūhourangi (Te Arawa)
- 0408 Uenuku-Kōpako (Te Arawa)
- 0409 Waitaha (Te Arawa)
- 0410 Ngāti Whakaue (Te Arawa)
- 0411 Ngāti Tūwharetoa
- 0412 Ngāti Tahu-Ngāti Whaoa (Te Arawa)

Tauranga Moana/Mātaatua (Bay of Plenty) Region

- 0500 Tauranga Moana/Mātaatua (Bay of Plenty) Region (not further defined)
- 0501 Ngāti Pūkenga
- 0502 Ngaiterangi
- 0503 Ngāti Ranginui
- 0504 Ngāti Awa
- 0505 Ngāti Manawa
- 0506 Ngāi Tai (Tauranga Moana/Mātaatua)
- 0507 Tūhoe
- 0508 Whakatōhea
- 0509 Te Whānau-a-Apanui
- 0510 Ngāti Whare

Te Tai Rāwhiti (East Coast) Region

- 0600 Te Tai Rāwhiti (East Coast) Region (not further defined)
- 0601 Ngāti Porou
- 0602 Te Aitanga-a-Māhaki
- 0603 Rongowhakaata
- 0604 Ngāi Tamanuhiri

Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region

- 0700 Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region (not further defined)
- 0701 Rongomaiwahine (Te Māhia)
- 0702 Ngāti Kahungunu ki Te Wairoa
- 0703 Ngāti Kahungunu ki Heretaunga
- 0704 Ngāti Kahungunu ki Wairarapa
- 0705 Ngāti Kahungunu, region unspecified
- 0706 Rangitāne (Te Matau a Māui/Hawke's Bay/Wairarapa)
- 0707 Ngāti Kahungunu ki Tamatea
- 0708 Ngāti Kahungunu ki Whanganui-a-Orotu
- 0709 Ngāti Kahungunu ki Tamakinui a Rua
- 0710 Ngāti Pāhauwera
- 0711 Ngāti Rākaipaaka

Taranaki (Taranaki) Region

- 0800 Taranaki (Taranaki) Region (not further defined)
- 0801 Te Atiawa (Taranaki)
- 0802 Ngāti Maru (Taranaki)
- 0803 Ngāti Mutunga (Taranaki)
- 0804 Ngā Rauru
- 0805 Ngā Ruahine
- 0806 Ngāti Ruanui
- 0807 Ngāti Tama (Taranaki)
- 0808 Taranaki
- 0809 Tangāhoe
- 0810 Pakakohi

Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region

- 0900 Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region (not further defined)
- 0901 Ngāti Apa (Rangitīkei)
- 0902 Te Ati Haunui-a-Pāpārangī
- 0903 Ngāti Haua (Taumarunui)
- 0904 Ngāti Hauti

Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region

- 1000 Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region (not further defined)
- 1001 Te Atiawa (Te Whanganui-a-Tara/Wellington)
- 1002 Muaūpoko
- 1003 Rangitāne (Manawatū)
- 1004 Ngāti Raukawa (Horowhenua/Manawatū)
- 1005 Ngāti Toarangatira (Te Whanganui a Tara/Wellington)
- 1006 Te Atiawa ki Whakarongotai
- 1007 Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)

Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region

- 1100 Te Waipounamu/Wharekauri (South Island/Chatham Islands) Region (not further defined)
- 1101 Te Atiawa (Te Waipounamu/South Island)
- 1102 Ngāti Koata
- 1103 Ngāti Kuia
- 1104 Kāti Māmoe
- 1105 Moriori
- 1106 Ngāti Mutunga (Wharekauri/Chatham Islands)
- 1107 Rangitāne (Te Waipounamu/South Island)
- 1108 Ngāti Rārua
- 1109 Ngāi Tahu / Kāi Tahu
- 1110 Ngāti Tama (Te Waipounamu/South Island)
- 1111 Ngāti Toarangatira (Te Waipounamu/South Island)
- 1112 Waitaha (Te Waipounamu/South Island)
- 1113 Ngāti Apa ki Te Rā Tō

Iwi not named, but Waka or Iwi confederation known

- 2001 Tainui
- 2002 Te Arawa
- 2003 Tākitimu
- 2004 Aotea
- 2005 Mātaatua
- 2006 Mahuru
- 2007 Māmari
- 2008 Ngātōkimatawhaorua
- 2009 Nukutere
- 2010 Tokomaru
- 2011 Kurahaupō
- 2012 Muriwhenua
- 2013 Hauraki / Pare Hauraki
- 2014 Tūrangāni a Kiwa
- 2015 Te Tauihu o Te Waka a Māui
- 2016 Tauranga Moana
- 2017 Horouta

Iwi named but region unspecified

- 2101 Te Atiawa, region unspecified
- 2102 Ngāti Haua, region unspecified
- 2103 Ngāti Maru, region unspecified
- 2104 Ngāti Mutunga, region unspecified
- 2105 Rangitāne, region unspecified
- 2106 Ngāti Raukawa, region unspecified
- 2107 Ngāti Tama, region unspecified
- 2108 Ngāti Toa, region unspecified
- 2109 Waitaha, region unspecified
- 2110 Ngāti Apa, area unspecified

Hapū affiliated to more than one Iwi

- 2200 Hapū affiliated to more than one Iwi

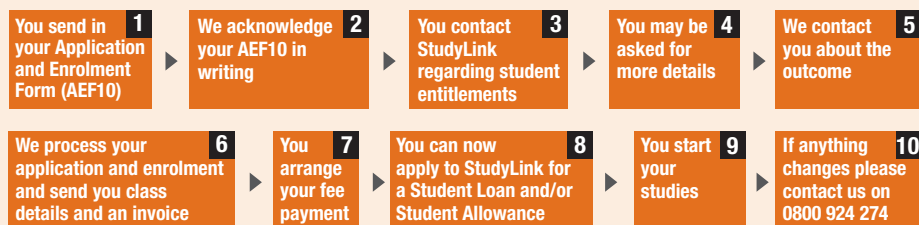
Other responses

- 4444 Don't know
- 5555 Refuse to answer
- 7777 Response unidentifiable
- 8888 Response outside scope
- 9999 Not stated

Source: Statistics New Zealand, New Zealand Standard Classification of Iwi

Student Guide 2010

THE STEP-BY-STEP PROCESS FOR YOUR APPLICATION AND ENROLMENT FORM IS:



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Returning Student Information

If you have enrolled with Waiariki Institute of Technology on a **formal** qualification/course since 1998 and provided a copy of your Birth Certificate or Passport at the time of enrolment, you may prefer to complete the 2010 Returning Student Enrolment Form. Please contact your School or Campus Administrator for further information.

Proof of Identity – Name, Date of Birth and Citizenship (Validation)

The following documents can be provided as proof of Name, Date of Birth and Citizenship:

- Passport and/or Birth Certificate (to obtain a Birth Certificate contact Births, Deaths and Marriages on 0800 225 252). As at April 2009 Certificates cost \$26.00.
- If your legal name differs from that on your Passport or Birth Certificate then a Marriage Certificate or Deed Poll will also need to be provided.
- Proof of an ACTIVE National Student Number (NSN) can be used in place of a Birth Certificate or Passport.

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 if you have New Zealand citizenship), or a permanent resident of New Zealand, or a citizen or permanent resident of Australia residing in New Zealand.

What is a Verified Copy of a Document?

A verified copy is a photocopy of your original document, signed as being a true and accurate copy by one of the positions listed below.

The following needs to be included on the copy to be considered a verified copy.

- The words "original sighted"
- Name and signature of person sighting the original document
- Date original sighted
- Institution/organisation stamp or handwritten institution/organisation name

The following positions are approved to verify documentation:

- Justice of the Peace (listed in the Yellow Pages)
- Solicitor
- Registrar or Deputy Registrar of the Courts
- Waiariki Institute of Technology staff member

Any change to your legal name must be accompanied by certified documentation of either a Birth Certificate, Marriage Certificate, Passport or Deed Poll.

Please note that your name, date of birth and residency as entered on this application and enrolment form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register.

For further information please see <http://www.nsi.govt.nz>

ID Card Photograph

Student identification cards will be issued to all students enrolled on a full-time qualification of 12 weeks or longer, or on request for part-time students. In order to receive your ID card you must either have your photograph taken free of charge at any of Waiariki's campuses or provide a passport photograph. If supplying a photo please print your name and date of birth on the reverse and attach to your completed AEF10. If you are a returning student another photograph is not required.

PRIVACY Personal Information

Waiariki collects and stores information about students to comply with various statutes or regulations. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements.

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, Skill New Zealand, Industry Training Organisations, Industry Licensing and Registration Bodies, other tertiary institutions and providers of work experience for students in courses with practical components.

In addition, when required by law, we will release information as directed. An information matching agreement exists between the Ministry of Social Development and this institution in order to allow the payment of loans and allowances. We will also provide information to Waiariki Institute of Technology Students' Association (WITSA). You have the right to see and correct information which has been collected by us.

Change of Details

It is important that we have a record of your current details. If you change your name, please let us know by completing the Change of Personal Details Form and attach proof of your name change. If you change your address or emergency contact details, please email: enquiries@waiariki.ac.nz with your updated information or complete the Change of Personal Details Form. A copy of this form is available from your School or Regional Administrator.

Waiariki Institute of Technology

Telephone: 07 346 8999 or 0800 924 274, or email: enquiries@waiariki.ac.nz or visit www.waiariki.ac.nz

Rotorua Campus

Mokoia Drive
Private Bag 3028
Rotorua 3046
Ph 07 346 8999
Fax 07 346 8768

Tokoroa Campus

29 Bridge Street
PO Box 432
Tokoroa 3444
Ph 07 885 0200
Fax 07 885 0210

Taupo Campus

Corner of Kaimanawa & Heu Heu Streets
PO Box 1280
Taupo 3351
Ph 07 376 0030
Fax 07 376 0040

Whakatane Campus

33 Cutler Crescent
PO Box 644
Whakatane 3158
Ph 07 306 0050
Fax 07 306 0060

PLEASE RETAIN STUDENT GUIDE FOR YOUR RECORDS

TEAR OFF HERE

APPLICATION AND ENROLMENT FORM 2010 Please tear along dotted line to remove

Terms and Conditions of Enrolment

Please read the information below which specifies the terms and conditions of enrolment before signing the Declaration section of the Application and Enrolment Form. This will form an important part of the agreement between you and Waiariki Institute of Technology and will become legally binding. **If, for any reason, you need to alter or cancel this enrolment it must be done in writing** (by either letter, e-mail or on the appropriate Waiariki form). If you do not understand these terms and conditions, please contact your School or Regional Administrator for further explanation.

Enrolment Policy

I understand, agree and undertake that:

- i) It is my responsibility to meet Waiariki's enrolment requirements.
- ii) If I do not sign and complete the Application and Enrolment Form correctly, and/or provide the requested documentation, my application for enrolment will not proceed or will be delayed until such requirements are met.
- iii) I will abide by the statutes, policies, procedures, rules and regulations of the Institute, including the Waiariki Student Code of Practice.
- iv) I will observe all the attendance requirements of my qualification/course as set out in the Qualification Regulations.
- v) I will notify Waiariki, in writing, of any changes to my enrolment, including postal address and contact details. Any changes to my enrolment may have implications on my student loan and/or student allowance entitlements.

DISCLAIMER – Qualifications/courses listed will be taught subject to final approval or sufficient enrolments being received. Subject to unforeseen circumstances such as student demand and/or resource availability, Waiariki reserves the right to cancel or change the content, timing, method or place of delivery of any qualification/course.

Fees, Withdrawals and Refund Policy

I understand, agree and undertake that:

- i) Immediately, upon receiving advice of acceptance on to the qualification/course, to pay the invoiced qualification/course fees in full on or before the qualification/course start date. If payment of fees has not occurred within 10% or two weeks of the qualification/course start date, whichever is the least, a formal debt collection process will be initiated. I will be liable to meet all legal and other collection costs incurred by Waiariki upon taking action to recover any such fees that have not been paid by me.
- ii) In the event that my fees will be paid by StudyLink (by way of a student loan), or by way of a Training Incentive Allowance, or by any other third party, I will do everything required by that third party to enable payment of fees in full on or before my qualification/course start date.
- iii) I will attach (to the Application and Enrolment Form) an Order Form or other proof of confirmation of payment if my fees will be paid by a third party other than StudyLink. I acknowledge that if I do not do this, my fees will be invoiced directly to me.
- iv) I am personally liable to pay the balance of my fees if a third party only pays part of my fees.
- v) If I withdraw in writing from my qualification/course before the qualification/course start date, I will not be liable for any fees.
- vi) If I withdraw in writing from my qualification/course within 10% or two weeks of the qualification/course start date, whichever is the least, I will not be liable for any fees.
- vii) If I withdraw in writing from my qualification/course after 10% or two weeks of the qualification/course start date, whichever is the least, I will remain liable to pay all invoiced fees and to meet all costs of recovery.
- viii) If I do not withdraw in writing from my qualification/course, I will remain liable to pay all invoiced fees and to meet all costs of recovery.
- ix) I will not be issued a Waiariki Student ID card until my fees are paid in full or I have received verification from StudyLink that my fees will be paid. This will result in my not being able to access Library services and my access to class resources and texts may also be limited. If my qualification/course fees have not been paid in full within two weeks of the qualification/course start date, my access to the Waiariki computer network will be cancelled.
- x) Waiariki will refund fees in full should a qualification on which I am enrolled fail to run for any reason.
- xi) Should Waiariki owe a refund of all or part of my invoiced fees then that refund shall be repaid to me or, in the case of a student loan arrangement, to StudyLink.
- xii) Should an overpayment result from money being received from multiple persons or agencies, one of whom is StudyLink, the refund shall be repaid to StudyLink in the first instance.
- xiii) No withdrawals or refunds will be actioned after the end of the qualification/course.
- xiv) A refund of all or a proportion of fees on compassionate grounds requires the approval of the Chief Executive.
- xv) Please allow up to four weeks for the processing of any fee refund.
- xvi) I will not be eligible to graduate or receive formal recognition of any Waiariki award until my fees have been paid in full, all Waiariki resources have been returned (e.g. library books) and there is no debt, monetary or otherwise, outstanding to the Institute.

The table below outlines the effect a qualification/course withdrawal has on your enrolment.

DATE OF NOTICE OF WITHDRAWAL (Domestic Students Only)	REFUND DUE (of Fees Paid)	ACADEMIC RESULT
Prior to qualification/course commencement	100%	No result recorded
On or before 10% or two weeks of the qualification/course start date, whichever is the least	100%	No result recorded
After 10% or two weeks of the qualification/course start date, whichever is the least	Nil refund Student liable for unpaid fees	Result recorded
No written withdrawal completed	Nil refund Student liable for unpaid fees	Result recorded

NOTE: The date of application to withdraw your enrolment will be the date your completed and correct paperwork is received by Waiariki – not the last day you attended class.

Applying to Transfer from Qualification or Course

A change of qualification or course requires discussion with your Course Co-ordinator. All changes must be made on the official Qualification/Course Transfer Form and then returned to your School or Regional Administrator.

- If you elect to transfer from one qualification/course to another, your fee for the original qualification/course may be credited against the fee for the new qualification/course;
- If course materials have been issued for the original qualification/course, this will be assessed as part of any fee transfer.

HELP ➔ For information on how withdrawal or transfer may affect your student loan/allowance eligibility, contact StudyLink on **0800 88 99 00** or Freepost 113907, StudyLink Centre, Private Bag 11070, Palmerston North, 4442, or www.studylink.govt.nz to discuss.