

CONDITIONS OF ENROLMENT FORM



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PAYMENT OF FEES:

- 1.1 You must pay in advance for the period of study you request on our Student Application Form up to one year. If you intend to stay at the Western Institute of Technology at Taranaki for more than one year, you may pay your fees in yearly instalments.
- 1.2 Fees cannot be transferred to any other person, course or institution.

REFUND POLICY:

Refunds of tuition fees will only be made in accordance with the following policy:

- 2.1 By accepting a place in a programme at WITT, a student enters a contract with WITT for the period of one academic year (or the length of the programme if it is less than one year). This contract means there is an obligation to pay the fee for the year (or for the length of the shorter course).
- 2.2 No refunds will be given after programme commencement.
- 2.3 There is no automatic right to a refund of fees if a student changes his/her mind about studying at WITT. Supporting information must be submitted, in writing to the International Students' Office, with any refund application. Applications for refunds will be considered under the following categories:
- 2.4 **FULL REFUNDS**
- 2.4.1 Immigration New Zealand (INZ) has refused to grant an initial visa for study in New Zealand.
- 2.4.2 WITT is unable to proceed with the course offered.
- 2.5 **OTHER REFUNDS**
- 2.5.1 Visa extension is refused by Immigration New Zealand. A partial refund of tuition fees will be made from the date of refusal until the end of the paid study period.
- 2.5.2 International students in a semester-based programme who gain permanent residency will not receive a refund of fees for the semester in which residency is granted. However, they will be treated as a New Zealand Permanent Resident for the following semester and refunded any international fees paid beyond the semester in which residency was granted. International students in programmes designed with full year non-semester-based courses must pay the international fees for the full year, regardless of the date on which permanent residence has been granted during that year.
- 2.5.3 If a student wishes to withdraw their application and notice is received by the International Students Office prior to course commencement, a refund of 85% of tuition fees paid will be given. (15% is retained for administrative purposes)
- 2.5.4 Special circumstances of a compassionate nature may necessitate withdrawal from a course. Supporting information must be supplied in writing. In such cases the Director Finance & Performance will consider the circumstances and determine the level of any refund if any.
- 2.5.5 Refunds will be paid in NZ dollars or a nominated currency by cheque or bank draft sent to :
- 1) The applicant's registered address (in country of origin); or
 - 2) To another institution; or
 - 3) Under special circumstances, the refund can be paid directly into a nominated back account.

FEE PROTECTION POLICY

In the event that WITT chooses not to offer a programme, enrolled students will have their funds returned in full.

In the event of an insurable disaster, eg fire, flood, WITT is insured by a Business Interruption Policy. This policy provides for the running of our programme at an alternative site, or meeting contractual obligations to refund students where WITT is unable to deliver as a result of the insurable event.

INSURANCE:

- 3.1 Travel and Medical Insurance is compulsory for international students studying at WITT. A provision for the premium for Travel and Medical Insurance is included within your offer of a place. Our preferred supplier is UNI-CARE and details of the NZ student insurance policy may be found on the web site www.uni-care.org. If you wish to provide your own medical and travel insurance, you should provide a copy of the insurance policy translated into English to WITT for verification of acceptable cover. The premium provision will then be refunded to you on arrival at WITT on submission of the receipt for your insurance.

GENERAL:

- 4.1 You must attend classes regularly in line with the attendance policy of the Western Institute of Technology at Taranaki, to ensure satisfactory progress. Failure to attend as required could result in Immigration New Zealand being advised of you non-attendance, which could result in cancellation of your visa.
- 4.2 Immigration New Zealand, parents, educational agents or potential employers may request information about your academic records, results or progress. You agree to the International Students' Office of the Western Institute of Technology at Taranaki releasing this information.
- 4.3 If you have been issued with a Student Visa or Permit and you cancel or withdraw from your course, the Western Institute of Technology at Taranaki will inform Immigration New Zealand.
- 4.4 While enrolled, you must abide by the General Regulations as outlined by the Western Institute of Technology at Taranaki.

STUDENT'S DECLARATION:

I have read and understand this document, and the refund and fee protection policies as outlined in the Conditions of Enrolment.

Signed:

Date:

(This form must be signed by a parent/guardian if student is under 18 years old)

Updated 20 October 2008

Learning Excellence in Partnership