

# Welcome to UCOL, Universal College of Learning.

## **This Enrolment Guide and attached Enrolment Form are for DOMESTIC STUDENTS only.**

You must read this Enrolment Guide before filling out the Enrolment Form. This Enrolment Guide and the Enrolment Form contain important terms and conditions of your contract with UCOL.

The numbered sections in this Guide match the numbered sections in the Enrolment Form. If you need any information or help, contact UCOL on **0800 46 8265** or email **enquiry@ucol.ac.nz**.

### **STEP BY STEP ENROLMENT AT UCOL**

- 1** Use a pen to fill out and sign the attached Enrolment Form, and post or deliver it to UCOL. Avoid frustrating delays; ensure you attach all required documents, e.g. certified birth certificate, academic records, CV, etc.
- 2** UCOL has an enrolment policy which aims to make sure you are studying at a level you are prepared for. Please complete all the relevant sections on the Enrolment Form as directed. UCOL may contact you to come in and talk to our friendly staff.
- 3** If you meet UCOL programme entry requirements (if any) or if places on the qualification/courses are limited and if UCOL selects you for one of those places you will receive a UCOL Confirmation Letter and an invoice for fees payable for the qualification/courses you selected.
- 4** You must pay all of your fees before the first day that teaching starts in the programme of study you are enrolled in, unless UCOL waives this requirement, otherwise UCOL reserves the right to cancel your enrolment by letter. If you are paying your fees by Student Loan, apply online at [www.studylink.govt.nz](http://www.studylink.govt.nz) or call 0800 88 99 00. To check if you are eligible for fees-free funding please refer to [www.feesfree.govt.nz](http://www.feesfree.govt.nz).
- 5** You can, once you have completed the steps above, get a Student ID Card, computer logon, car parking sticker, and course materials (if any) subject to our agreement with you.

### **HELP IN COMPLETING THE ENROLMENT FORM**

If you are a new student at UCOL, please complete ALL sections.

If you are a returning student, please complete sections 1, 2, 8 and 10, or the re-enrolment form.

## 1 PERSONAL INFORMATION

### National Student Number (NSN)

Every student in New Zealand is allocated a unique identifier called a National Student Number, which is stored in the National Student Index (NSI) on the Ministry of Education national database.

Your name, date of birth and residency as entered on this application will be matched with your National Student Number to confirm your identity.

### Name

If you do not have an active NSN, then UCOL requires a certified copy of your birth certificate, passport or Whakapapa statement (if you are unable to obtain a birth certificate).

A certified copy means that you have taken a photocopy of the original and a JP, lawyer or authorised UCOL staff member has signed the copy stating that it exactly matches the original.

For New Zealand birth certificates please contact 0800 22 52 52 or email [bdm.nz@dia.govt.nz](mailto:bdm.nz@dia.govt.nz).

### Citizenship & Residency Status

Please select what best describes your citizenship and residency status. This is an important question as it affects your enrolment and fees.

"New Zealand Citizen" includes citizens of Tokelau, the Cook Islands and Niue.

Tick "Other" only if you are within one of the following categories (and specify which category on the Enrolment Form):

- a person with diplomatic status ("Diplomat") or a Diplomat;
- part of a scientific programme under the Antarctica Act 1960 ("Scientist");
- in New Zealand under an exchange scheme approved by the government ("Exchange Student");
- a person with refugee status ("Refugee");
- a person who is military personnel or a family member of that person;
- a dependent of any foreign student who is supported by a scholarship funded by NZAID ("NZAID Dependent").

If you cannot tick one of the boxes then you are an International Student and must complete an International Application and NOT this Enrolment Form. If you tick NZ Permanent Resident residing in New Zealand, UCOL requires a verified copy of your Residency Visa. Please note, the description of domestic student does change so please check at the UCOL Information Centre(s) if you are unsure.

### Residential Address

UCOL needs to know your residential address while studying with us. We also need your permanent home address before studying at UCOL, if different.

## 2 QUALIFICATIONS/COURSES

### Courses (Electives)

If your qualification requires you to choose course electives, this needs to be done at the time of completing the Enrolment Form. Elective Sheets for your qualifications are available from UCOL Information Centres, email: [enquiry@ucol.ac.nz](mailto:enquiry@ucol.ac.nz) or 0800 46 8265.

### RPL

Recognition of Prior Learning (RPL) is when you apply to UCOL to credit your prior learning towards the qualification you are enrolling in at UCOL. Your prior learning may be from courses studied at UCOL or elsewhere, or may be from your life experience, or on-the-job training. If you tick "yes", please request a Recognition of Prior Learning Application Form from UCOL Information Centres. UCOL will decide if your application for RPL is successful. There may be an administration fee for this.

## 3 SECONDARY SCHOOL EDUCATION

Please indicate the highest level of academic achievement you gained while at secondary school. If your qualifications are from overseas please state the country and name of qualification gained.

## 4 TERTIARY STUDY

Tertiary study is study at a Polytechnic, Institute of Technology, University, College of Education, Private Training Establishment or Wānanga in New Zealand or overseas since leaving secondary school. Do not include enrolments in STAR, community or hobby classes.

## 5 ETHNICITY

### NZ Māori

If you ticked NZ Māori, please indicate your iwi (up to three if applicable). A full list of iwi is available from UCOL Information Centres and on UCOL's website [www.ucol.ac.nz](http://www.ucol.ac.nz).

## 6 PRIOR ACTIVITY

What was your main activity or occupation on the 1st October immediately prior to the start date of your programme of study at UCOL?

For example, if your course starts in 2021, what were you doing on the 1st October 2020? Select one option only.

## 7 DISABILITY DETAILS

This information is required for the Tertiary Education Commission and helps us to provide better services to our students.

UCOL's Disability/Accessibility Coordinator is notified of students who identify themselves as having a disability.

Please contact our friendly Disability/Accessibility Coordinator about your needs and discuss support strategies by calling 0800 46 8265.

## 8 FEES

If you are utilising fees-free funding and if for any reason at any time you and your chosen study are not eligible for fees-free funding then if you have not withdrawn from UCOL in the manner required within the time required to be eligible for a fees refund, you agree to pay to UCOL all UCOL fees (including all tuition fees, compulsory fees, and student services levy) for your chosen study.

Even if you are eligible for and using fees-free funding, you agree to pay UCOL any additional applicable fees payable including but not limited to course materials.

Once you receive UCOL's Confirmation Letter, you must pay ALL fees (tuition fees as set by UCOL, student services levy and all, if any, course costs) in full prior to the First Date Teaching Starts\* of your programme of study unless UCOL waives this requirement. If UCOL does not receive all fees by the due date UCOL reserves the right, at its sole option, to cancel your enrolment by letter.

If you start your classes but stop attending you must complete and sign the Change of Circumstances form, within the withdrawal period. If you have not paid your fees, and you start your classes you are still liable to pay those fees.

You can pay your fees by cash, EFTPOS, direct credit, or make a secure online payment on our website <https://sws.ucol.ac.nz> using your Mastercard or Visa

If you direct credit, UCOL bank details are ANZ Palmerston North Branch, account number 01 0745 0039831 02. Please put your surname and student ID in the reference field so we can identify your payment.

If you are enrolling in a qualification that takes more than one academic year to complete, you must enrol on a yearly basis and fee information for each year will be available before you enrol.

If you have any problems paying your fees, please contact UCOL's Finance Team to see if there is anything that can be done to help. You must also pay all debt collection costs incurred by UCOL in recovering any unpaid fees from you.

### StudyLink

If you are paying your fees by Student Loan, please organise this well in advance to allow time for processing and approval by StudyLink. Your fees must be paid before the First Date Teaching Starts\* of your programme of study or UCOL reserves the right to cancel your enrolment.

If you are refused a Student Loan, you must still pay all fees in full, unless you withdraw in the manner required by UCOL within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide). For further information, please call StudyLink on 0800 88 99 00 or visit their website at [www.studylink.govt.nz](http://www.studylink.govt.nz).

Please contact StudyLink if you have any queries regarding recent changes to eligibility of loans and allowances.

### WINZ

If you are paying your fees by Training Incentive Allowance (TIA), you are applying to Work and Income New Zealand (WINZ). TIA Application Forms are available from WINZ.

You need to bring your TIA Application Form into one of the UCOL Information Centres, so that we can verify your study details. If you receive a UCOL Confirmation Letter, UCOL will send an invoice to you, which you need to give to WINZ with your TIA application for payment.

WINZ will then advise you how much of your fees they are prepared to pay (if any). You may wish to apply to StudyLink to pay any difference. Please organise this well in advance to allow time for processing and approval by WINZ. You must make your own enquiries with WINZ, but please don't wait until your enrolment has been confirmed.

If you are refused a TIA, you must still pay all fees in full unless UCOL receives your completed signed Change of Details/Change of Circumstances Form within the relevant UCOL Refund Period (refer to Further Terms of Your Enrolment with UCOL in this Guide).

## 9 CHECKLIST

Please use the checklist to ensure you have completed the Enrolment Form and attached all verified relevant documents.

\* *The First Date Teaching Starts is the date that a student is advised by UCOL to commence study at UCOL for their chosen course(s) (may include course and/or UCOL orientation).*

## 10 ACKNOWLEDGEMENT & DECLARATION

It is important that you read and understand this Guide and the Enrolment Form before signing and sending the Enrolment Form to UCOL. This is because when UCOL receives your Enrolment Form you have a contract to study the qualification/courses on your Enrolment Form (subject to your right to withdraw as stated in this Guide and Enrolment Form), if UCOL sends you an Enrolment Confirmation Letter. Furthermore UCOL may, if UCOL alone decides, by letter, end your enrolment if UCOL does not receive payment of the fees by the First Date Teaching Starts\* of your programme, unless UCOL has alone decided to waive this requirement.

Additionally, in some qualifications/courses selected by UCOL, UCOL must be satisfied that you intend to complete the qualification/courses. If UCOL is not satisfied, UCOL may, at its sole discretion, by letter, end your enrolment.

**If you are under 18 years old when you sign the Enrolment Form, you will also need a parent/guardian to sign your Enrolment Form. If a guardian signs this form then the guardian agrees to pay your fees if required by UCOL. In signing this form the guardian also agrees on your behalf to the Further Terms of Enrolment with UCOL.**

Please refer to the back of this Enrolment Guide as it contains Further Terms of your Enrolment with UCOL.

Welcome to UCOL, Universal College of Learning, a polytechnic established under the Education Act 1989.

This Enrolment Form is for domestic students only.

You must read the attached Enrolment Guide before you complete this Enrolment Form as important terms and conditions of your enrolment are in the guide and on this form. Should you need any further help please contact us on **0800 46 8265** or email **enquiry@ucol.ac.nz**

New Students: Please complete all sections.

### 1 PERSONAL INFORMATION

Have you previously enrolled at UCOL, Manawātū Polytechnic, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic before?

Yes  No

If Yes, your Student ID:

National Student Number (NSN) (if known):

Date of Birth:  DAY  MONTH  YEAR

Preferred Name(s):

Legal First Name(s):

Legal Surname:

Any previous Surnames (e.g. maiden name):

If you have previously enrolled at UCOL, Manawātū Polytechnic, Wanganui Regional Community Polytechnic or Wairarapa Community Polytechnic under a different name, what was that name?

Gender:  Male  Female  Gender Diverse

Please specify (optional):

Title:  Mr  Ms  Mrs  Miss

Other, please specify:

Citizenship and Residency Status:

- New Zealand Citizen  
 Australian Citizen/Permanent Resident  
 New Zealand Permanent Resident  
 Other, please specify:   
 I have lived in NZ for longer than 3 years

Please supply us with current contact information so that we can keep you informed of your application status.

Mailing Address while studying at UCOL:

STREET ADDRESS  
 SUBURB  
 TOWN/CITY  POSTCODE

Mailing Address prior to studying at UCOL (if different from above):

STREET ADDRESS  
 SUBURB  
 TOWN/CITY  POSTCODE

Home Phone:

Work Phone:

Mobile:

Email:

During your time studying at UCOL, will you be living in New Zealand or overseas?

New Zealand  Overseas

Emergency Contact Person:

Contact:

Relationship to you:

Phone:

### 2 QUALIFICATIONS/COURSES

Please write the full name of the qualification you are applying for:

## 2 QUALIFICATIONS/COURSES cont.

Courses / Electives if applicable:

Course No	Course / Elective Name	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Please complete all questions in this section.**

Do you intend to study:  Full time  Part time

In what year will you commence studying?

Which semester will you start in?

One  Two  Other

Which UCOL campus will you be studying at?

Manawatū  Whanganui  Wairarapa  
 Horowhenua  Online  Other

Do you intend applying for any form of Recognition of Prior Learning (RPL)?  Yes  No

If yes, please complete and submit an RPL Application Form available from UCOL's Information Centres.

What year do you expect to complete your qualification?

## 3 SECONDARY SCHOOL EDUCATION

Name of last secondary school attended:

Which years did you study from at your last secondary school?

to

What is the highest level of achievement you hold from a secondary school? (Please tick one box only)

- No formal secondary qualification  
 14 or more credits at any level  
 NCEA Level 1 or School Certificate  
 NCEA L2 or Sixth Form Certificate  
 University Entrance  
 NCEA Level 3 or Bursary or Scholarship  
 Overseas qualification (includes International Baccalaureate and Cambridge Exams)  
 Other, please specify:

## 4 TERTIARY STUDY

Will this be your first year of tertiary study at any provider?

Yes  No

If no, please enter the name of the tertiary institute you last studied at:

What was the first year of your enrolment in Tertiary Study?

What qualification(s) did you achieve?

## 5 ETHNICITY

What ethnic group(s) do you belong to?

You may tick up to 3 boxes.

- European/Pākehā or NZ European  
 NZ Māori (Please see iwi below)  
 Australian  Other European  
 Cook Island Māori  Chinese  
 Fijian  Indian  
 Niuean  Japanese  
 Samoan  Sri Lankan  
 Tokelauen  Other Asian  
 Tongan  Cambodian  
 Other Pacific People  Filipino  
 British/Irish  Korean  
 Dutch  Vietnamese  
 German  Other Southeast Asian  
 Greek  African  
 Italian  Latin American  
 Polish  Middle Eastern  
 South Slav  Other:

If you identified as New Zealand Māori, please specify iwi:

I wish to complete all my assessment in Te Reo Māori

## 6 PRIOR ACTIVITY

What was your main activity or occupation in New Zealand on the 1st October prior to the date of your programme starting?

Please tick only one box.

- Secondary School student  
 Self-employed  
 Private Training Establishment student  
 Non-employed or beneficiary (excluding retired)  
 University student  
 House-person or retired  
 Wage or salary worker  
 Polytechnic/Institute of Technology student  
 Wānanga student  
 Other, please specify:

## 7 DISABILITY DETAILS

Do you live with the effects of an injury, long-term illness or impairment?

Yes  No

If yes, please indicate your condition/disability by ticking the boxes that apply to you.

Deaf  Blind  
 Speech  Specific Learning Disability  
 Hearing impairment  Mobility  
 Mental Health  Vision impairment  
 Medical, please specify:   
 Other, please specify:

Reasonable additional support is available for students with medical conditions, disabilities and/or learning difficulties.

## 8 FEES

If UCOL confirms your enrolment in writing, you must pay ALL fees (tuition fees as set by UCOL, student services levies, and course costs) in full by the First Date Teaching Starts unless UCOL alone decides to waive this requirement. If any fees are unpaid on the first day of teaching UCOL reserves the right to cancel your enrolment by letter to you.

Even if you do not participate in the courses, you are still liable to pay all fees to UCOL, unless UCOL receives your completed signed Change of Details/Circumstances Form within the relevant Refund Period.

How do you intend to pay your fees? (please tick one)

I believe I am eligible for fees-free funding

EFTPOS  Cash

Direct Credit  Credit Card

Student Loan

Apply directly to StudyLink on 0800 88 99 00 or [www.studylink.govt.nz](http://www.studylink.govt.nz). If your loan application is not approved by StudyLink, you are still liable for all fees invoiced to you. You authorise UCOL to direct and accept payment of the relevant tuition fees and Student Services Levy from your student loan account.

Training Incentive Allowance

Contact your local Work and Income office. You must complete the enrolment first and submit your UCOL invoice to Work and Income for payment. If your TIA application is not approved by WINZ, you are still liable for all fees invoiced to you.

I wish to be considered for funding support from:

Youth Guarantee

- Limited funding and places, with conditions, are available.
- To be considered you will need to be between 16-19 years of age at the start date of the programme.
- To apply you will also need to completed a Youth Guarantee application form.

Māori & Pasifika Trades Training

- Limited funding and places, on specific programmes, are available.
- You must speak to a UCOL Enrolment Advisor to confirm which programmes are eligible for 'Māori & Pasifika Trades Training' funding support.
- You should organise other methods to pay your fees (e.g. Student Loan) in case your request for 'Māori & Pasifika Trades Training' funding support is unsuccessful.
- To be considered, you will need to identify as Māori or Pasifika and be aged between 16-40 years at the start date of the programme.

## 9 CHECKLIST

Have you checked the following

- Read the Enrolment Guide and further Terms of Enrolment with UCOL, and understood the terms and conditions of your enrolment.
- Completed all required sections of this Enrolment Form.
- Read, signed and dated the Acknowledgement & Declaration.
- Attached a verified copy of your birth certificate or passport. This will include permanent residency visa and/or change of legal name certificate where relevant.
- Attached any additional documentation to support your application to UCOL such as; academic record, police check, health declaration, references etc. (if required).
- Completed the fees section, and understood you must pay all fees in full, prior to the start date of your programme, unless waived by UCOL or UCOL reserves the right to cancel your enrolment.

*Tear off the Further Terms of your Enrolment section and keep for your records.*

**I hereby apply for enrolment at UCOL and I understand and agree to the following:**

- a) As soon as UCOL receives my Enrolment Form and proof of my identity, I have a conditional contract to study at UCOL. I can only withdraw from that contract by UCOL receiving a signed completed UCOL Change of Details/Circumstances Form as set out in this Enrolment Form and Guide including Further Terms of your Enrolment at UCOL.
- b) That my enrolment at UCOL is subject to:
- i. UCOL granting me admission (although in some cases my continued enrolment may be subject to satisfaction of other admission criteria (including the results of Police and health checks being entirely satisfactory to UCOL).
  - ii. UCOL sending me a Confirmation Letter.
  - iii. UCOL receiving payment of all fees payable by me on or before the First Date Teaching Starts\* although UCOL alone may waive this requirement without notice to me.
  - iv. For some qualifications/courses chosen by UCOL, UCOL alone decides that I intend to complete the qualification/courses I am enrolled in. I understand that UCOL alone may, by letter to me, end my enrolment if UCOL is not satisfied that I intend to complete the qualifications/courses I am enrolled in.
- c) That if I receive a UCOL Confirmation Letter I will (subject to my right to withdraw as set out in this Enrolment Form and in the Guide) participate in the qualification/courses I am enrolled in and use my best efforts to successfully complete those qualification/courses.
- d) That the information I have given UCOL is true, and complete in all respects.
- e) That I have read and understand the terms of my conditional enrolment at UCOL, and if confirmed the terms of my enrolment as set out in the UCOL Enrolment Form and this Enrolment Guide (including Further Terms of your Enrolment at UCOL).
- f) UCOL can use any photographs/videos and/or recordings taken of me for the purpose of marketing, and media during and after my enrolment at UCOL. I agree to sign other documents required by UCOL for this purpose.
- g) That I have read, I understand, and I agree to the Enrolment Guide, the Further Terms of your Enrolment at UCOL and this Enrolment Form.
- h) If a guardian signs this form then the guardian, agrees to pay your fees if required by UCOL. In signing this form the guardian also agrees, on your behalf, to the Further Terms of Enrolment with UCOL.

**Signature:**

Date:

DAY

MONTH

YEAR

**Signature of  
Parent/Guardian:**

Date:

DAY

MONTH

YEAR

*(if applicant is under 18 years of age at the date of signing this Enrolment Form)*

# FURTHER TERMS OF YOUR ENROLMENT WITH UCOL

## Enrolment at UCOL

- Your enrolment at UCOL is subject to you meeting UCOL entry requirements (if any) and where places are limited, UCOL selecting you for one of those places. Your enrolment is also subject to UCOL receiving all of the fees from you on or before the First Date Teaching Starts\* on your programme of study unless you are using fees-free and UCOL is satisfied you and your chosen study is fees-free eligible. This payment date is for UCOL's sole benefit so UCOL, at its sole discretion, may waive this requirement. Further, in some courses as decided by UCOL your continued enrolment is subject to UCOL being satisfied that you intend to complete your programme of study.
- You agree to give UCOL promptly any information UCOL requires relating to your enrolment or continued enrolment at UCOL.
- If you change your mind and if you want to change your qualification/courses, or if you do not want to study at UCOL, you must fill out, sign, and UCOL's Student Information must receive your signed completed Change of Details/Circumstances form. This is the ONLY way you can withdraw. If UCOL does not receive your signed, completed Change of Details/Circumstances Form within the relevant UCOL Refund Period then you will be required to pay all of the Tuition Fees, Student Services Levy, and any other fees for the qualification/courses enrolled in even if you do not participate unless you and your programme of study are fees-free. If UCOL receives the completed signed Changes of Details/Circumstances form within the relevant UCOL Refund Period you will be entitled to a refund less an administrative fee.

## Acknowledgement & Declaration

In completing, signing and UCOL receiving the Enrolment Form, you agree that:

- If UCOL confirms your enrolment, you will pay to UCOL all of the fees (including tuition fees and course costs) for qualifications/courses that you are enrolled in before the First Date Teaching Starts\* on your programme of study unless you and your programme of study are fees-free. If UCOL does not receive payment in full by the due date, UCOL may, if UCOL alone decides, at its sole discretion, by letter to you cancel your enrolment.
- You are aware of all fees and all materials, books, special clothing, safety equipment, tools, and other items that may be required to be bought or provided by you for your programme of study.
- You will abide by all UCOL statutes, policies, and code of conduct (including all new or amended statutes and policies).
- You understand and consent to the provisions relating to the collection, use, storage and disclosure of information about you. You agree that these provisions apply before, during, and after your enrolment at UCOL.
- Even after you have been sent an Enrolment Confirmation Letter your continued enrolment is conditional upon UCOL being satisfied that you intend to complete the qualification/courses. UCOL may, by letter, end your enrolment if UCOL is not satisfied that you are keeping your commitment to complete the qualification/courses you are enrolled in (subject to your right to withdraw in the way required by UCOL). If UCOL ends your enrolment because this condition is not satisfied or waived by UCOL, UCOL may, at UCOL's sole discretion, require from you that all fees are paid.
- Even after UCOL has confirmed your enrolment in writing, UCOL may still cancel or postpone or change the content of the qualification/courses you are enrolled in or cancel your enrolment under the Education Act 1989 or as otherwise permitted by law.
- If you are enrolling in a qualification/courses where UCOL requires you to supply further information (e.g. health, police check, etc) you agree to promptly supply that information. You understand your enrolment on that qualification/courses is conditional on UCOL being satisfied with the content of the information UCOL receives.
- When you enrol in a qualification that will take you more than one year to complete, the tuition fees and other fees payable for your second and successive year(s) will be set by UCOL before you enrol in that second and successive year(s).

## Your Details/Circumstances Change

After UCOL receives the Enrolment Form, if your details or circumstances change, you must obtain, complete, sign, and give to UCOL a Change of Details/Circumstances form. This form is available from UCOL's Information Centre(s) or [www.ucol.ac.nz](http://www.ucol.ac.nz).

This form must be completed, signed and received by UCOL if you:

- Wish to withdraw from and/or change your qualification/courses; and/or
- Change your name, contact details, residency or citizenship (attach verified documents); and/or
- Wish to enrol in any additional courses.

## Withdrawing from Qualification/Courses

The date of your withdrawal is the date that UCOL's Student Information receives your completed and signed Change of Details/Circumstances form, which is the date inserted by UCOL on the top of the form. This is not the date you post the form. YOU ARE RESPONSIBLE for ensuring that UCOL's Student Registry receives your completed and signed Change of Details/Circumstances form. You cannot withdraw by telling someone. If you withdraw after the end of the relevant Refund Period and if you have not paid all of your fees you must still pay all of your fees. UCOL may use a debt collection agency or take legal action to recover all unpaid fees. You must also pay all costs UCOL incurs in recovering any unpaid amounts from you.

## Changing Qualification/Courses

You can only change your qualification/courses by completing, signing and UCOL Student Registry receiving a completed signed Change of Details/Circumstances form. If you wish to enrol in different UCOL qualification/courses you must also fill out an Enrolment Form for those qualifications/courses. If you change qualifications/courses after the relevant UCOL Refund Period then you must also pay the full fees for the qualification/courses you withdraw from and for the new qualification/courses you enrol in. There may be an administration fee associated with any change of enrolment.

## Variation and Cancellation of Qualification/Courses – Cancellation of Enrolment

At any time, even after UCOL has sent you a Confirmation Letter, UCOL may, at UCOL's sole discretion:

- Cancel or postpone any qualification/courses you are enrolled in, whether partially completed by you or not. If UCOL cancels any qualification/courses UCOL will supply a full refund of all fees for qualification/courses it cancels, which you were enrolled in and which you have not undertaken. If UCOL postpones any qualification/courses then if the new paper start date does not suit you, you can receive a full refund of all fees for the enrolment period and not undertake the paper. Where UCOL cancels or postpones any qualification/courses UCOL will not pay you any compensation.
- Change paper content; or end your enrolment if UCOL, at its sole discretion is not satisfied that you intend to complete the qualification/courses you are enrolled in with those qualification/courses solely determined by UCOL. If UCOL cancels your enrolment as permitted by the Education Act 1989 or otherwise by law you will not receive any refund of any fees and UCOL may charge an administration fee.

- By letter to you, cancel your enrolment if any fees payable for your programme of study have not been received by the First Date Teaching Starts\* on your programme of study (this clause is for the sole benefit of UCOL and may be waived by UCOL).

## Refunds

You may be eligible for a partial refund of your tuition fee and student services levy (less administration fee) if you are studying and withdraw\*\* from a course\*\*\*, whichever date is earlier:

- One month after the First Date Teaching Starts\*, or
- The date at which 10% of teaching has been provided, measured from the First Date Teaching Starts.

The exact date you have to complete any withdrawal and be eligible for a refund is noted on your tax invoice.

**You will not receive a refund for any course costs unless you are in a programme of study where the government requires UCOL to refund course costs.**

\*The First Date Teaching Starts is the date that a student is advised by UCOL to commence study at UCOL for their chosen course(s)(may include course and/or UCOL orientation).

\*\*Withdraw means you filling out the UCOL Change of Details/Circumstances form, dating it, signing it and UCOL's Student Registry receiving it within the time required for a partial refund (less administration fee).

\*\*\*A course is defined as the smallest component of a qualification that contributes credit towards the completion of the qualification.

If you receive a UCOL Confirmation Letter and if you withdraw in the manner required by filling out the UCOL Change of Details/Circumstances form, signing it, dating it, and UCOL's Student Registry receiving it within the time required then a partial refund is available (less administration fee).

If UCOL ends your enrolment because UCOL is not satisfied that you intend to participate or complete the qualification/courses you are enrolled in then, unless UCOL decides otherwise, you will not receive any refund of any fees including tuition fees, or any course costs. If eligible for a refund, refunds (less administration fee) are paid to StudyLink if you utilised StudyLink.

## Privacy Statement

- You agree that UCOL will collect, hold, use and disclose personal information about you.
- Some of this information will be collected from you. You agree that UCOL (or someone on UCOL's behalf) may also collect personal information about you from other sources (including, for verification purposes).
- The primary purpose of collecting the information is to decide whether or not to confirm your enrolment and if your enrolment is confirmed for purposes in connection with your study, and UCOL's functions and activities. Other purposes include normal UCOL operations, corresponding with you, supplying course and enrolment information, providing associated services, facilitating assistance, quality assurance and planning, complying with legislation, reporting and record keeping and using your personal information for UCOL business purposes.
- You authorise UCOL to disclose such information to other government agencies and organisations including the Ministry of Education, New Zealand Qualifications Authority, Tertiary Education Commission, Industry Training Organisations, the Nursing Council, Professional Registration Boards, Ministry of Social Development, Inland Revenue Department, SAU, Immigration New Zealand and any agencies or others who support particular students through placements, scholarships and prizes, payment of fees or other awards.
- If your guardian has signed the Enrolment Form then you authorise UCOL to release whatever information we wish to that guardian.
- You have the right to access to personal information about you (subject to exceptions in the Privacy Act). If you disagree with any such information you may ask to have it corrected.

## Limitation of Liability

You agree that if UCOL is unable to perform its obligations by reason of any event beyond our reasonable control, then UCOL is released from its obligations to the extent that we are prevented or delayed from performing our obligations.

You agree, to the extent permitted by law, UCOL's total liability to you, however it arises, if established, is limited to twice the amount of tuition fees UCOL received in respect of your UCOL study (inclusive of any UCOL tuition fee refund paid by you or to StudyLink on your behalf).

## Disputes and Complaints

In sending UCOL the Enrolment Form, you agree to abide by our statutes and policies for resolving disputes and complaints. You also agree that you have had an opportunity to read our statutes and policies prior to submitting your application. If you would like a copy, please refer to UCOL's Information Centres or phone us on 0800 46 8265.

## Professional Occupational Registration

You agree that if entry into a profession/occupation is regulated by law, then UCOL makes no representation about entry into the profession/occupation in respect of your study at UCOL. Entry into that profession/occupation is subject to the applicable law, regulations and rules of the profession/occupation concerned.

## Representations

If UCOL sends you a Confirmation Letter you acknowledge that you alone have decided to study towards the qualification/courses stated in the Enrolment Form. You are not relying on UCOL's judgement or any oral statements that a qualification/paper is suitable for any particular purpose (including any purpose you make known to UCOL on your Enrolment Form or otherwise), unless UCOL has informed you, in writing, that a qualification/paper is suitable for a particular purpose. You also agree, to the fullest extent permitted by law that no oral statement made to you by or on behalf of UCOL is binding unless UCOL records that statement in writing.

## Application of Further Terms

These Further Terms of Enrolment and the terms in the Enrolment Form (including the Acknowledgement & Declaration) apply from the date that UCOL receives your signed Enrolment Form, during the time that you are a student and when you are no longer a student.