

TERMS AND CONDITIONS

Payment of Deposit and Course Fees/Trust Account

The balance of fees is due prior to date of course commencement. All monies are banked into The New Zealand Public Trust Limited who administer the fees as per the legislative requirement Section 236A of the Education Act 1989. Should payment for the course not be received by the fourth week of the course, then the student will be liable for any legal or collection costs incurred.

If paying by online banking, please make payable to: Public Trust Ltd.

If you want to pay direct, please pay:

Bank: BNZ, North End Branch,
Wellington Bank Account Name: Public Trust
Bank Account Number: 02-0536-0305865-01
Reference: CLI00534662
Firstname.Lastname.

The balance of course fees can be paid by;

- Student Loan
- Direct Debit on campus / online banking
- Fees Free (if applicable)
- Youth Guarantee

Acceptance

All applicants will need to meet the eligibility criteria and confirmation on the course is given to students on a first come basis.

Qualification

The registered PTE that you are enrolling with is Yoobee Colleges Ltd and they will be awarding the qualification.

Refund and Cancellation Policy

The following withdrawal and refund policy applies to your course fees paid as per the Education Act 1989:

- Students enrolled for a course of study may withdraw from that course from enrolment and up to seven days after the first day of the course for which attendance of students at the Campus is required. If withdrawal from that course also constitutes withdrawal from the Campus as a whole, the student is entitled to a refund of all payments made, less \$500 or 10% of any amount paid, whichever is the lesser amount.
- Notices of withdrawal from a course must be made to the Campus in writing.
- No refunds will be considered seven days after the first day of course commencement.
- We reserve the right to cancel, postpone or change the training mode for all courses due to insufficient demand, unavailability of suitable training staff or facilities or other major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

Course cost includes:

- GST (Government Goods and Services Tax)
- NZQA fees
- All tuition, workbooks, manuals, and resources
- All outside visits and domestic study tours

Course cost excludes:

- Compulsory Student Services Levy (CSSL)
- Personal stationery
- Lost, destroyed or stolen workbooks: \$10.00 per workbook
- Course related costs of up to \$1,000 - a list is available prior to commencement such as Industry resources e.g. reading material, textbooks
- The following are not included in visits or study tours:
 - Transportation from home to the airport/transport station
 - Any meals and drinks and items of a personal nature
 - Any optional activities over & above those included

Compulsory Student Services Levy (CSSL)

CSSL is a fee to cover and support the provision of various student services. The Fee funds key service for students to assist student success and overall well-being whilst studying at Yoobee Colleges Ltd. To learn more about the CSSL visit <https://www.yoobee.ac.nz/enrolment/compulsory-student-services-fee/>.

Recognition of Prior Learning

Yoobee Colleges Ltd have a policy for recognition of prior learning. A form can be requested for this and will be processed within one week.

Credit Transfer

Yoobee Colleges Ltd has a policy of recognising the transfer of credits from other New Zealand training establishments to us. For students who have already completed some of the modules included in the course there are some other options available to you.

Complaints Procedures

If you have a complaint it should be taken in the first instance to your Class Tutor or the Head of Facility, for discussion. It will be discussed with you, along with the various options available, and if necessary discussed with any other parties involved and the Campus Manager, in an attempt to solve it. If the complaint is unable to be resolved satisfactorily, then it can be taken to the General Operations Director. If still not resolved then the complaint can be taken to: New Zealand Qualifications Authority. Ph: (04) 802-3000

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Course Content

Yoobee Colleges Ltd reserves the right to alter a course if deemed necessary and is not liable to any student if contracted services cannot be provided for any reason such as withdrawal of agreement from any company included and not limited to those shown in the prospectus, the web site, any marketing material, political unrest in a country, strikes, price increases from suppliers etc. There is no refund for any part of the course not provided or undertaken for whatever reason. Certain criteria must be reached before students can go on field trips and study tours, and carry on to completing Level 4, 5, 6 or 7 programmes. Failure to reach these criteria will result in students unable to participate with no refund owing.

If students are absent from class a medical certificate is required in order for you to make up the class with another group. Joining another group will not be possible however, if you are absent when your study tour is on or if you had failed to meet the criteria.

Access to Studylink

I authorise Yoobee Colleges Ltd to contact Studylink as and when necessary to establish the status of my loan, and to check on the progress of the application. I understand that any information obtained will be kept confidential.

Documentation

To qualify as a domestic student, and so be entitled to the Government tuition subsidy, you must be a citizen of New Zealand (including students from the Cook Islands, Tokelau, or Niue who have New Zealand citizenship) or a permanent resident of New Zealand or a citizen or permanent resident of Australia residing in New Zealand. You must provide evidence of citizenship or permanent residency and to do so you must produce one of the following:

- Birth certificate with place of birth stated as New Zealand, Cook Islands, Tokelau, or Niue
- New Zealand passport
- A statement of Whakapapa, including date of birth, countersigned by a kaumatua
- Certificate of citizenship or letter of confirmation
- Proof of New Zealand Residency
- Australian learners who are living in NZ must supply one of the following documents: birth certificate, Australian passport, or a current Returning Resident's Visa if you are an Australian Permanent Resident

You can bring the original documentation to the enrolment desk, alternatively please provide a certified copy. This means a photocopy of your original document, signed as being a true and accurate copy by a Justice of the Peace (JP), Barrister or Solicitor, Notary Public, Court Register or Deputy Registrar, Member of Parliament, Land Transport New Zealand, Public trust, or local authority employee designated for this purpose.

When a learner is in a remote community and unable to access a person listed in the Oaths and Declarations Act, a member of the New Zealand Police, school principal, minister of religion, or general practitioner is acceptable.

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

Liquidation

In the event of Yoobee Colleges Ltd going into liquidation, Yoobee Colleges Ltd will be holding the unused portion of the course for which the student has paid in trust. If students wish they could complete any remaining units that the company have developed, by distance learning. This may allow students to complete the course from home. Yoobee Colleges Ltd will actively try and place students with other providers and negotiate a reduced cost for the balance of any training.

Agreement

If accepted onto the programme, I agree to comply with the protocol as outlined in the Student Handbook, available on request or download.

I understand that completion of this course does not guarantee me a position of employment or internship and that a criminal conviction may also prevent the offer of employment or internship with any company. I understand that some employers may require applicants to undergo and pass medical, drug testing and security checks depending on the position. I understand that relationships with industry partners are subject to change and interviews and internships with any company cannot be guaranteed.

I declare that all the information I have supplied on this form and any attached documentation to be true and complete and I acknowledge that Yoobee Colleges Ltd may suspend my enrolment if false information has been supplied or required information not supplied by the due date. I also understand the additional costs that are required, which are excluded from the course costs and are listed on this form.

By signing this form I consent to Yoobee using photographs and/or video images taken of me for the purpose of marketing and media during and after my enrolment where required for business purposes such as publication, promotion, news or events.

I authorise disclosure of personal information held by Yoobee Colleges Ltd to members of my family where necessary to promote and/or further my interests. These contacts are also able to be contacted in an emergency. The specified names and contact details are detailed on my application form.

Declaration

Privacy – Yoobee Colleges Ltd collects and stores information from this form to:

- Manage the business of the Institute (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records and accountability for public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Yoobee Colleges Ltd will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may request to see any information held about you and request that any errors in that information be amended or noted. To do so, contact the Enrolments Officer.

NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires the Institute to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act which can be viewed on the Privacy Commissioner's web site: <http://www.privacy.org.nz/>.

Supply of Information to Government Agencies and Other Organisations –

Yoobee Colleges Ltd supplies data collected on this form to government agencies, including:

- The Ministry of Education.
- The New Zealand Qualifications Authority.
- The Tertiary Education Commission.
- The Ministry of Social Development (in relation to student loans and allowances).
- Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents).

Those agencies use the data collected from tertiary education organisations to:

- Administer the tertiary education system, including allocating funding.
- Develop policy advice for government.
- Conduct statistical analysis and research.

Yoobee Colleges Ltd may add your personal details (name, date of birth and residency) to the National Student Index, which is managed by the Ministry of Education.

The Ministry of Education may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 1975. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.

When required by law, Yoobee Colleges Ltd releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).

Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

Fees – In signing this enrolment form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Yoobee Colleges Ltd policy on withdrawal and refund of fees are outlined on this form.

Rules – In signing this enrolment form you undertake to comply with the published rules and policies of Yoobee Colleges Ltd with regard to attendance, academic integrity and progress, conduct and use of information systems. For a copy of these please refer to the Student Handbook or ask for a copy from campus. A copy will be given to you in the first week of the course.

Identity – If you have supplied a National Student number on this enrolment form, and your National Student Index status is verified, you are deemed to have declared that you are the legitimate owner of the claimed identity.