

AEF Policy review – Tracked Changes with Rationale

Role Titles Updated

Duplicate information removed

Spelling & Grammar updated accordingly

AEF Policy (paragraphs added)

Paragraphs added	Rationale
1. The purpose of this policy is to establish procedures and guidelines for Unitec's Admission, Enrolment and fees matters	To meet Unitec Standard Policy Template. Previously the Policy contained procedures therefore we have split into one overarching policy then two procedural documents- Admission and Enrolments Procedures, Fees and Refunds procedures
<p>2. Scope</p> <p>The Admission, Enrolment and Fees Policy is relevant to all:</p> <p>2.1 Applicants to Unitec; and</p> <p>2.2 Students and Staff of Unitec; and</p> <p>2.3 All Programmes, Courses and Qualifications; and</p> <p>2.4 Applications, Enrolment and Fees matters.</p> <p>Note: For the purpose of this policy, the terms Programme, Courses and Qualifications as stated in 2.3 are deemed to include all Unitec educational offerings (including programmes, training schemes, unit standards, training and short courses) unless expressly excluded.</p> <p>Note: For the purpose of this procedure, all expressions in capitals in this document have the meaning set out in Paragraph 5</p>	To meet Unitec Standard Policy Template – previously there was no scope for the policy document. Also to ensure that students are aware this applies to all offerings provided by Unitec and to ensure we make it easier for students to identify expressions that are defined.
3. Refer to proposed AEF Policy Doc	To meet Unitec Standard Policy Template- previously there was only one policy statement followed by procedures. To ensure we provide statements to guide staff and students for all Admission, Enrolment and Fees matters. This also highlights other related procedures and policies to ensure our students and staff know where to go to get the information they need.

Admission and Enrolments Procedures (paragraphs added)

Paragraphs added	Rationale
<p>1.1. The purpose of this document is to outline Unitec's procedures for Admission and Enrolment to ensure our students are treated fairly and consistently in regards to all Admission and Enrolment matters.</p> <p>1.2. The Admission & Enrolment Procedures document is consistent with relevant New Zealand legislation and should be read alongside the Admission, Enrolment and Fees Policy (AEF Policy). In the event of any inconsistency between the Admission and Enrolment Procedures and New Zealand legislation, the relevant legislative provisions will prevail. In the event of any inconsistency between these procedures and the AEF Policy, the AEF Policy shall prevail.</p>	To meet requirements for policy template standards and explain the purpose of these procedures.

<p>The Admission and Enrolment Procedures are relevant to all:</p> <p>2.1 Applicants to Unitec; and</p> <p>2.2 Students and Staff of Unitec; and</p> <p>2.3 All Programmes, Courses and Qualifications; and</p> <p>2.4 Applications and Enrolment; and</p> <p>2.5 Application formats including online and paper applications</p> <p>Note: For the purpose of these procedures, the terms Programme, Courses and Qualifications as stated in 2.3 are deemed to include all Unitec educational offerings (including Programmes, training schemes, unit standards, training and short courses) unless expressly excluded.</p> <p>Note: For the purpose of this procedure, all expressions in capitals in this document have the meaning set out in Paragraph 20.</p>	<p>To meet requirements for policy template standards as previously there was no scope. To ensure that our readers clearly know the scope for these procedures including audience and application types.</p>
<p>3.1 The Admission requirements for all Programmes are as set out in the relevant Programme Regulations.</p>	<p>We already state the full policy statement in the policy. This statement is to ensure people who don't read the Policy in conjunction with these procedures are aware of this.</p>
<p>4.2 (d) A Certificate of Identity from Immigration New Zealand if the Student is a refugee.</p>	<p>To add alternative supporting documents to verify a student's identity.</p>
<p>5.1 (c) Name Change Certificate (For Persons Whose Births Are Not Registered in New Zealand)</p>	<p>To add alternative supporting documents of a name change.</p>
<p>5.2 The requirement set out in paragraph 5.1 also applies to applicants who produce evidence of admission requirements (e.g. transcript) in a different name to the identification document supplied to Unitec.</p>	<p>To ensure staff and students are aware of the required ID documents when names do not match for documentation provided to Unitec</p>
<p>7.2 As per the Education Act 1989, no International Student may be enrolled in any Programme or Course if the student's enrolment would have the effect that a Domestic Student who is entitled to enrol in the Course or Programme, and has applied for enrolment, would be unable to be enrolled.</p>	<p>To Ensure Students and staff are aware of this process as per the Education Act.</p>
<p>9.4 International Students are reminded to refer to section 5 of Unitec's Contract of Enrolment Terms and Conditions when considering their rights under New Zealand law. All students are reminded of Unitec's Student Complaints Resolution Policy and Procedures.</p>	<p>To ensure our students are aware of the correct channel to raise complaints</p>
<p>10.2 If a Student fails to achieve at least 50 per cent of the credits that he or she is enrolled in in any 12-month period then the Student cannot automatically re-enrol in any further courses. The decision whether students can re-enrol in further courses will be based on a student's likelihood of succeeding in further study and will be made by the relevant Head of School.</p> <p>10.3 When calculating the 12-month period in 10.2 above, Unitec reserves the right to include any relevant time spent by the Student studying at another tertiary institution.</p>	<p>Previously was in the Admission Requirements Procedure which is to be soon dissolved. We want to ensure we are capturing all Admission and Enrolment requirements in 1 document that is easily accessible to staff and students. This has also been reworded to ensure staff and students have a better understanding of this paragraph which also aligns with other providers who refer to 50% of study over a time period rather than over the last 4 semesters as our current procedures are worded.</p>
<p>10.4 Students who have outstanding fees on their accounts will have their access to re-enrol removed. Students should follow processes as per Unitec's Fees & Refunds Procedures Paragraph 5 to assist with their re-enrolments.</p>	<p>To make it very clear that students will not be able to re-enrol if fees are not paid.</p>
<p>See Section 12.</p>	<p>Previously was in the Admission Requirements Procedure which is to be soon dissolved. We want to ensure we are capturing all Admission and Enrolment requirements in 1 document that is easily accessible to staff and students.</p> <p>To ensure audience is aware that COP is only available for certain levels of study.</p>
<p>13.1 All first time International Students will be charged a Non-refundable enrolment fee as stated on their offer of place.</p>	<p>To ensure students are aware of this fee. This was previously in the "International Student's Tuition Fee's Policy" which is currently not active or available.</p>

13.11 Unitec will ensure outcomes of The Code of Practice related to International Students under 18 years of age are met.	To ensure Unitec holds ourselves accountable to the Code of Practice.
13.12 Any documents to satisfy entry requirements that are provided to Unitec that are translated into English need to be provided in conjunction with the original version for Unitec to verify the original documents.	To ensure students are aware of all requirements Unitec requires to assist in approving their application to enrol.
13.7 For new International Students - Where Unitec facilitated insurance is not being used, Students must provide proof of coverage from an insurer on the list of Unitec approved insurers, and the full policy wording in English, by the first day of the month in which the Student's Programme starts. 13.8 For Continuing Students - Where Unitec facilitated insurance is not being used, Students must provide International Student Support Services with proof of continued coverage at least 14 days prior to the expiry of their current policy.	To ensure International students are aware of the timeframes as to when insurance details need to be provided to Unitec. Previously we stated – as soon as possible
13.13 Where a student takes a leave of absence that is longer than that permissible under the Programme Regulations, the student may be required to re-enroll. At the time of re-enrolment, the student must provide evidence that they meet Unitec's English Language Requirements. Students must review the evidence that they originally provided and ensure that it remains valid. This is because the internationally recognised English proficiency tests must have been achieved within the two years preceding the date of re-enrolment.	Previously was in the Admission Requirements Procedure which is to be soon dissolved. We want to ensure we are capturing all Admission and Enrolment requirements in 1 document that is easily accessible to staff and students. This has also been reworded to ensure clarity.
15.4 Students wishing to change their class to a different class under the same Course, will not incur any fees or penalties to their Academic record (s) regardless of when the Change Enrolment Form is submitted.	To ensure students are aware of what to do when changing a class only not a course.
16.8 Where a Student's Application for Assessment of Prior learning or Cross Credit/Credit Recognition for the Course has been accepted after the Course has started, Unitec will withdraw the student and they will be entitled to a full refund for the relevant Course. Unitec reserves the right to off-set any amount owing by the student in relation to the Assessment of Prior Learning or Cross Credit/Credit Recognition against any amount owing by Unitec to the Student.	To ensure both staff and students are aware of this procedure.
18.1 Unitec's "No Show" Policy applies across all Programmes / Courses that a student is enrolled in. If a student does not attend any Classes for one Course they are enrolled in but does attend Classes for another Course they are enrolled in, then the student is not a "No Show" as they have attended Class.	We have staff and students who interpret the No show policy as applying to individual class/courses where this is not the case. If the student accesses their system or attends 1 class then they are not a no show for all courses they are enrolled for for the enrolment period in question.

Admission and Enrolments Procedures – Word changes for clarity

Current State	Proposed	Rationale
Student	Applicant	Have updated wording where this is applicable.
2.1(3) Committees or their delegate/s are the only authorised agents to decide if a Student meets the criteria for entry to a Course or Programme and therefore authorise that an offer of place should be made to a Student.	3.2 Selection will be made by Unitec staff members with the delegated authority to offer places to applicants.	As per NZQA approach to this process- this is to ensure that others with delegated authority (SEMs) are also included in this process.
2.1 (4) To be admitted to any Programme or Course in a programme of study (including Short Courses) or in Class(es) which are government funded; involve the recording of assessment or counting of credits towards a qualification; the issuing of a Student ID Card; the use of the library ,computer or other facilities; or the award of a certificate of achievement a Student will be required to produce evidence of their:	2.1 To be admitted to Unitec, a Student will be required to produce evidence of their:	Removed unnecessary information to make it easier for staff and students to read. We have ensured that the other information e.g. issuing a student ID card, is still captured however in a more suitable heading –Definition, 'Unitec services'
2.1 (4) (iv) New Zealand citizenship or residency visa; and	4 (c) Current Citizenship (whether Domestic or International) or Permanent/Residency visa	To ensure this supports both domestic and international students and both types of residency.
2.1(5) The evidence required to be produced by a Student in 4) above must come from :	4.2 The evidence required in Paragraph 4.1 above must be an original and/or true certified copy of any of the below:	To ensure we set the expectation that the following documents can be either an original or true certified copy

2.1.5(d)Where a Student is unable to access any of the above, a whakapapa validated by a Kaumātua, or other culturally recognised person will be accepted.	4.3Where an applicant is unable to obtain a birth certificate, a whakapapa statement signed by both the applicant and Kaumātua may be accepted if confirmed by the Tertiary Education Commission.	removed - culturally recognised person after stakeholder engagement - can't validate these people and don't come across this in the application process. Have also updated this process as it did not adhere to TEC processes. This process is only available where there is no access to a birth certificate and also needs to be signed by the student and needs confirmation from TEC – Unitec cannot accept this without confirmation from TEC.
5.1 (d) For subsequent Enrolments at Unitec, a Student's identityneeds to be confirmed using the Student's NSN and a photo identification document or via their use of their system login.	4.5 For subsequent Enrolments at Unitec, a Student's identity needs to be confirmed using the Student's NSN and a photo identification document or via their use of their system login to their Student Portal	To ensure our students know which system to login to.
2.1 (6) Where a Student has had a change of name or gender since the issue of any document listed in 5) above, and they are using this document as evidence of their identity, the Student must also produce one of the documents specified below to provide evidence of this change of name:	5.1 Where an applicant, or an enrolled Student has had a change of name since the issue of any document listed in 4.2 above, and they are using this document as evidence of their identity, the applicant or Student must provide Unitec with an original and/or true Certified Copy of any of the below:	Have removed 'Gender' (see rational in paragraphs removed document) Have also included that this needs to be the original or certified copy of the document.
2.1 (12) Unitec may restrict the Admission of Students through: a) Minimum entry standards for qualifications or Courses; b) Requirements for satisfactory academic progress; c) Requirements for academic completion; d) Setting Admission limits in line with the Student Achievement funding cap; e) Insufficient staff, accommodation or resources; and f) Other grounds as stated in the TEC funding information.	7.1 Unitec may restrict the Admission of applicants through: a) Minimum entry standards for Programmes, qualifications or Courses; b) Setting Admission limits in line with the Student Achievement funding cap; c) Insufficient staff, accommodation or resources; and d) Other grounds as dictated by relevant government agencies	To be clear we are talking about admitting students. Therefore have removed Requirements for satisfactory academic progress; c) Requirements for academic completion; as this is in relation to when the student is already enrolled and progressing their enrolment. Have also updated TEC to point d) to include other agencies not just TEC, e.g. NZQA etc.
2.1(13) Unitec can refuse to accept Students younger than 16 years of age unless: i) The Student has: a) A school exemption certificate from the Ministry of Education if the Student is going to study full time; or b) A letter from their secondary school principal if the Student is going to study part time; and ii) Unitec is satisfied the Student is capable of completing the academic requirements of the Courses or programme of study.	6.Students Under 16 years of age 6.1Unitec may refuse to accept applicants younger than 16 years of age unless; a) Unitec is satisfied the applicant is capable of completing the academic requirements of the Courses or Programme that the applicant is seeking to enrol in; and b) The applicant has a school exemption certificate from the Ministry of Education; and c) If the applicant is, or will be, enrolled in a secondary school at the time the Programme or Course starts, the Student's Principal has signed a letter that approves the Programme or Course and that either specifies that; -the student is not required to be absent from school during school hours; or - where the applicant is required to be absent from school during school hours for more	To clarify expectations for Students around what requirements we need for Students under 16. This has been updated from the Admission requirements procedure and updated based on wording from TEC

	than five hours per week, the school will seek reduced funding for the student from the Ministry of Education.	
2.3 (3) In exceptional circumstances, including a situation where it appears that the number of Students enrolled in a particular Class/Course is insufficient to justify the holding of that Class/Course, the Head of Practice Pathway may cancel the Class/Course, notwithstanding that Enrolments have been accepted. In such cases a full 100% refund of the amount paid (taking into account any discounts, scholarships) shall be given.	<p>9.2 In exceptional circumstances, the Head of School reserves the right to cancel, and/or postpone Classes and/or Courses. In such cases, Unitec will endeavour to;</p> <p>a) Provide an alternative Class / Course for the Student; or b) Defer the Student's study; or c) Transfer the Student to an alternative provider (with the Student's agreement); or d) Refund 100% of the amount paid by the Student for the Class/Course in question.</p> <p>9.3 Unitec accepts no liability for any direct or indirect consequential loss incurred by the Student.</p> <p>9.4 International Students are reminded to refer to section 5 of Unitec's Contract of Enrolment Terms and Conditions when considering their rights under New Zealand law. All students are reminded of Unitec's Student Complaints Resolution Policy and Procedures.</p>	Removed the example of an exceptional circumstance as it is noted under admission restrictions. Have also provided a clear process of options that the student has.
2.1(9) if the Student has: i) The appropriate Student visa and Student visa valid for the whole of the academic year of study (or approved part of a year); and ii) Arranged appropriate and current medical and travel insurance while studying in New Zealand. This insurance must meet the requirements of the Code of Practice for the Pastoral Care of International Students. Unitec provides insurance that does meet these requirements.	<p>13.6 Fundamental terms of the contract of enrolment of an International Student is that they have;</p> <p>a) an appropriate Student visa valid for the duration of the study period they have been enrolled in as per the Student's offer of place; and b) Appropriate medical and travel insurance that meets the requirements of the Code of Practice for the Pastoral Care of International Students. Unitec facilitates the provision of insurance that meets these requirements but Students must advise the insurer of any pre-existing condition within 31 days of the policy being placed with the insurer.</p>	To make it clear that the visa is to cover the full duration the student is enrolled for as per the offer of place
2.1 (20) Where a Student has enrolled in a semester before all results are known and then it eventuates that the Student has not passed prerequisite Courses, the Student must ensure that this Enrolment is cancelled and another substituted. Unitec reserves the right to cancel such Enrolments at its discretion.	11.2 Where a Student has enrolled in a semester before all results are known and it subsequently eventuates that the Student has not passed prerequisite Courses for progression, or met other requirements set out in the Programme Regulations, the Student must change their enrolment to meet the mandatory requirements of the relevant Programme Regulations. If the Student fails to change their enrolment, Unitec reserves the right to cancel such Enrolments.	Have included 'other requirements set out in the programme regulations' as this information was contained in a separate clause that was dissolved due to referencing to a policy that no longer exists.
2.1 (23) Where a Student wishes to enrol into an undergraduate Course that they have failed twice previously they are required to request approval by completing and submitting an Application for Third Time Enrolment Form.	10.1 Where a Student wishes to enrol into a Course that they have previously failed twice, the student must request approval by completing and submitting an Application for Third Time Enrolment Form. These application forms can be obtained from Student Central.	To make this clear that this relates to all courses not just Undergrad and where the student can access this application form.

2.6 (7) When a Student has stopped attending Class (es), all reasonable efforts will be made to contact the Student to determine whether they have formally withdrawn. If a Student does not respond to these efforts, the Head of Practice Pathways or Academic Leader may approve the withdrawal of the Student from Class (es) not attended. This will be categorised as an administrative withdrawal.	16.4 When a Student has stopped engaging and/or attending Class (es), all reasonable efforts will be made to contact the Student to determine whether they intend to continue their studies. The Head of School may approve the withdrawal of any Students who have stopped engaging and/or attending Class (es). This will be categorised as an administrative withdrawal.	To set the expectation around engaging as well as attending class.
2.2(1) An International Student cannot obtain a Student visa to enrol in a Short Course. However, an International Student currently enrolled in a formal Programme at Unitec and holding a valid Student visa can enrol in a Short Course provided that it does not conflict with their approved study.	14.1 An International Student currently enrolled in a formal Programme at Unitec and holding a valid Student visa can enrol in a Short Course provided that it does not conflict with their approved Programme.	To avoid confusion and make this clear for students to understand
2.2 (2) People admitted into New Zealand on a work permit can enrol in a Short Course. Part-time formal study requires a variation of conditions of the work permit to be granted by the Immigration New Zealand. They must have appropriate current medical and travel insurance for the period of study.	14.2 People admitted into New Zealand on a work visa can enrol in a Short Course. The Student will be classified as an International Student and so must have medical and travel insurance cover in place for the period of study which satisfies the requirements of the Code for the Pastoral Care of International Students.	To meet code requirements. Updated 'permit' to 'visa' removed reference to part time formal study as this is not related to short courses.
2.2 (3) People admitted into New Zealand on a visitor's visa must not be enrolled in Short Courses, or multiple Short Courses, where the total enrolment duration would exceed 12 weeks maximum. They must also have appropriate current medical and travel insurance for the total period of study. Any person wishing to study for a total combined duration exceeding 12 weeks must have a student's visa.	14.3 People admitted into New Zealand on a visitor's visa can only be enrolled in Short Courses, or multiple Short Courses, where the total enrolment duration does not exceed 12 weeks and is aligned to their visitor's visa conditions. The Student will be classified as an International Student and so must have medical and travel insurance cover in place for the period of study, which satisfies the requirements of the Code for the Pastoral Care of International Students.	To ensure students are aware that the course must be aligned to the applicant's visa conditions and meets code requirements.
2.3 (4) Where the situation arises that a Student enrolled in Courses and the timetable was changed subsequent to this Enrolment, Unitec will endeavour to provide an alternative that meets the Student's requirements or will cancel the Student's Enrolment and fully refund the Student's fees.	9.5 Where a Student is enrolled in a Course/s and the timetable is changed after enrolment, and the Student is no longer able to attend as a consequence of this, Unitec will endeavour to provide an alternative Course that meets the Student's requirements or will cancel the Student's Enrolment and fully refund the Student's fees.	Simple and clear language
2.5(5) Where a Student has not confirmed Enrolment by payment of fees or a confirmed Student loan application by the due date for payment, the Head of Practice Pathways may, at his/her discretion, cancel the Student's Enrolment for such Classes in order to make places available to other Students waiting to take up places. Unitec must make it clear in its Offer of Place and Confirmation of Enrolment letters that Enrolments for unpaid Classes may be cancelled if other Students are waiting for places.	9.6 Where a Student has not confirmed Enrolment by; a) Payment of fees; or b) A confirmed Student loan application; or c) Producing a signed approval from an employer or other approved Sponsor linked to a third-party contract, by the due date for payment, the Head of School has the right to cancel the Student's Enrolment in order to make places available to other Students waiting to take up places. Where Enrolment is not cancelled, the amount owing by the Student will be recovered in accordance with Unitec's Accounts Receivable Procedures.	Easier to read, highlighting that the HoS has the right to cancel enrolment rather than 'may' cancel the enrolment.
2.3 (5) Final responsibility for Enrolment choices rest with Students – Unitec is not responsible for choices made by Students. Unitec will provide counselling and advice to Students to enable suitable choices to be made.	11.3 Final responsibility for Enrolment choices sits with Students. It is the Student's responsibility to check their student portal to ensure that they have enrolled in all courses required to complete their Programme according to the Programme Regulations and the Student's Study Plan. Unitec staff will provide guidance and advice to Students	To set clear expectations that it is the student's full responsibility for their enrolment choices and that they must be enrolled in courses as set in the programme regs and study plan.

	to assist with suitable choices to be made. If the Student is in any doubt, they must confirm with the Admission and Assessment team.	
2.6(1) International Students wishing to change their major (plan) must advise the International Office first; if required they may then submit an online Change Enrolment form to request a change of major (plan).	15.7 International Students wishing to change their major (plan) or change to part-time study must consult with International Student Support Services first to discuss how/if this may impact the student's visa and insurance.	To ensure students are aware why they need to speak to International Student Support services as this may impact their visa and insurance
2.6 (3) Students wishing to withdraw from the Programme must provide notification by completing and submitting an online Change Enrolment Form using student self-service [within the first 10% of the Course(s)]. Any outstanding fees will be charged in accordance with Section 2.8 depending on the point at which the Student withdraws and whether the Student is domestic or international. When a Student withdraws, their Programme status will be marked appropriately, and have a withdrawn status against the Course on their academic record if they have withdrawn after the 10% Date.	15.5 Any fees associated with a Change to Enrolment (outlined in the Fees and Refunds Procedures Document in Paragraph 5) will depend on; a) Whether the Student is Domestic or International; and b) At what point in time the Student withdraws.	Layout change to be clearer and easier to read. Reference to when changes need to be made is in paragraph 16.1
2.6(4) All International Students who wish to withdraw from a Programme or change to part-time study (44 credits or less) must consult with the International Office first; if required they may then submit a Change Enrolment online.	15.6 All International Students who wish to withdraw from a Programme must consult with the International Student Support Services first to discuss how/if this may impact the student's visa and insurance; if required they may then submit a Change Enrolment Request Form.	To ensure students are aware why they need to speak to International Student Support services as this may impact their visa and insurance
2.1 (2) Students may, where provided for in Programme regulations, be admitted to any appropriate point of a Programme with cross credits, exemptions or assessment of prior learning and on the payment of any prescribed fee as set by Council.	3.4 Students may, where provided for in Programme regulations, be admitted to any appropriate point of a Programme with cross credits or assessment of prior learning on the payment of any prescribed fee set and application completed.	Removed exemptions as not a current Unitec process. Removed 'Council' ensured we mention that the students need to apply for this.
2.1(16) Returning International Students utilising web based Enrolments must ensure they have a programme in which they are enrolling. Failure to have a current offer of place may result in cancellation of their Enrolment.	13.14 Returning International Students must ensure they have a current offer of place for the programme in which they are enrolling. Failure to have a current offer of place may result in cancellation of their Enrolment.	This applies to all students as per the scope regardless of how they apply.
2.1(20) Where a Student has enrolled in a semester before all results are known and then it eventuates that the Student has not passed prerequisite Courses, the Student must ensure that this Enrolment is cancelled and another substituted. Unitec reserves the right to cancel such Enrolments at its discretion.	11.2 Where a Student has enrolled in a semester before all results are known and it subsequently eventuates that the Student has not passed prerequisite Courses for progression, or met other requirements set out in the Programme Regulations, the Student must change their enrolment to meet the mandatory requirements of the relevant Programme Regulations. If the Student fails to change their enrolment, Unitec reserves the right to cancel such Enrolments.	To ensure students understand their responsibility and also to include all other requirements not just pre – reqs.
2.1(21) Where a Student has enrolled in a semester before all results are known and then it eventuates that the Student has enrolled in timetabled Courses which she/he is unable to attend, the Student must apply to swap their Enrolment to alternative Courses.	11.1 Where a Student has enrolled in a Course(s)/Class (es) and it eventuates that the Student has enrolled in a Course(s)/Class (es) which they are unable to attend, the Student must apply to change their Enrolment to alternative Course(s)/Class (es). Refer to Section 16.	To ensure staff/students know this applies to Courses and Classes. Deleted reference to 'timetabled' to ensure this covers all classes e.g. those that aren't physically taught in a classroom
2.4(5) In the case of postgraduate Students who are no longer active in the Student management system and who require access to Student services and facilities to complete their thesis - these students may make a request to the Manager, Student Administration for a	10.5 Postgraduate Students who have been given an extension after their enrolment period finishes and who require access to specific student services and facilities to complete their thesis, will need to make a request to their supervisor for a	To ensure students are aware of who to contact for this access as it is not automatic when applying for an extension as access is attached to a timetabled class.

reinstatement of access to these services for a period of 90 days	reinstatement of access to these services for a period of 90 days.	
2.1 (26) All Enrolments for formal Programmes and Short Courses shall be recorded in the Unitec's Student Management System.	4.7 Enrolments for all Programmes and Courses will be recorded in Unitec's Student Management System.	To be clear that this covers all programmes and courses not just short courses and formal programmes
2.7 (1) Domestic and International Students who are enrolled and have not withdrawn in writing and have not attended any Classes for their respective Course/s shall be considered "No Shows" unless they have taken one or more of the following actions: i) Signed an attendance register; ii) Submitted Course work or other forms of assessment; iii) Accessed Moodle or any of the electronically based class material after the start date of the course.	18.2 Students who are enrolled and have not formally withdrawn in writing or via a Change Enrolment Request form can only be considered "No Shows" if they have not: a) Signed an attendance register; or b) Attendance is recorded in SEATs; or c) Submitted Course work or other forms of assessment; or d) Accessed Moodle or any of the electronically based class material after the Class Start Date.	Updated to reflect attendance recorded in SEATs – also shows

Fees and Refunds Procedures – New clauses added

Paragraphs added	Rationale if needed
1.1The purpose of this document is to outline Unitec's Fees Procedures to ensure our students are treated fairly and consistently in regards to all Fees matters. 1.2The Fees Procedure is consistent with relevant New Zealand legislation and should be read alongside the Admission, Enrolment and Fees Policy (AEF Policy). In the event of any inconsistency between these procedures and New Zealand legislation, the relevant legislative provisions will prevail. In the event of any inconsistency between these procedures and the AEF Policy, the AEF Policy shall prevail.	To meet Unitec Standard Procedure Template and outline the purpose of the document
The Fees and Refunds Procedures are relevant to all: 2.1 Students and staff of Unitec; and 2.2 Programmes, Courses and qualifications and 2.3Fees matters Note: For the purpose of these procedures, the terms Programme, Courses and Qualifications as stated in 2.2 are deemed to include all Unitec educational offerings (including Programmes, training schemes, unit standards, training and short courses) unless expressly excluded. Note: For the purpose of this procedure, all expressions in capitals in this document have the meaning set out in Paragraph 10	To meet Unitec Standard Procedure Template and provide a scope for the audience.
4.1 Students who do not pay their fees on time are liable for: a) All unpaid fees; and b) All external costs of collection from appointed agencies.	To ensure there is liability for students who do not pay fees and clarify that the student is also liable for collection agency fees
5.5 Note: The Operations Manager (Academic Registry, Graduation and Student Finance) may authorise students to graduate where they have outstanding debt owing to Unitec that is not associated with the Course and/or Programme in which they are graduating from. Students must apply to have their debt reviewed by completing and submitting a request available from Student Central.	Feedback has been provided from stakeholders regarding our current policy of not letting students graduate for where they have outstanding debt. To ensure we are being student centric we want to ensure that we work with our students to put payment plans in place and be fair by letting students graduate where their debt is not related to the programme in which they are graduating from.
6.1By accepting a place in a Course/Programme, Students enter into a contract of enrolment with Unitec.	To Ensure we set this expectation
6.3 The process for determining a Domestic Student's entitlement to a refund (if any) is set out in Paragraph 6 of this procedure document. The process for determining an International Student's entitlement to a refund (if any) is set out in Paragraph 7 below.	To introduces a blanket clause to state that any scenario not listed in the policy will not be eligible for a refund

6.8 The fee payable by an applicant for credit recognition/Cross credits or Assessment of Prior Learning is not refundable in any circumstances.	To ensure there is clarity around scenarios of APL and Cross credits.
6.9 Where a Student's Application for Assessment of Prior learning or Cross Credit/Credit Recognition in respect of a Course has been accepted after the Class Start Date for that Course in which the Student has attended, Unitec will withdraw the Student from that Course and refund the tuition fees for that Course in full ((Unitec reserves the right to off-set any amount owing by the student in relation to the Assessment of Prior Learning or Cross Credit/Credit Recognition against any amount owing by Unitec to the Student). The relevant grade (Assessment of Prior learning or Cross Credit/Credit Recognition) will be recorded on the Student's Academic Record for that Course.	To ensure the student knows what will appear on the academic record. To set the expectation that Unitec will offset any funds outstanding.
6.11 Students who have been granted an Extended Start Date are asked to note that the refund policy applies from the Start Date of Semester and not the extended start date.	To make it very clear that even though the students start date has been extended that the refund period still applies as per the policy
6.12 If a Student's contract of enrolment is suspended or terminated due to the Student acting contrary to the Student Disciplinary Statute, they will not be entitled to a refund.	Currently no expectation on refunds based on student misconduct.
7.1 All references to Fees being refunded in this paragraph and paragraph 9 exclude the non-refundable enrolment fee that is payable by International Students when they first enroll at Unitec.	To make it clear the non-refundable enrolment fee for first time enrolling students is exactly that – non-refundable
7.7 If Unitec is no longer entitled to enrol International students, then a student is entitled to either: <ul style="list-style-type: none"> a. A refund of the fees paid for services that have yet to be delivered (as determined in accordance with clause 30(3)(a) of the Code of Practice); or b. Have the amount transferred to another education provider in accordance with clause 30(3)(b) of the Code of Practice. 	To ensure we are meeting the requirements on the code

Fees and Refunds Procedures – Word changes for Clarity

Current State	Proposed	Rationale
2.5 (1) For domestic Students, fees must be paid at least seven days prior to the Class Start Date	3.1 For domestic Students, fees must be paid at least seven days prior to the Programme Start Date	The Current policy is not supported by PS. E.g. on the invoice it states 7 days from the programme start date not the class start date.
2.8.1(4)Exceptional circumstances refunds require submission of the Application for Exceptional Refund of Fees Form to be lodged with Student Central within 30 days of the last day of attendance or prior to the last day of the Course whichever date is earlier, and require the approval of the Executive Dean or their representative. In such cases a refund of fees may be given to a maximum of 30% of the fees paid.	<p>8.1 No refunds will be made after the refund periods stated in these procedures except at the discretion of the Executive Dean Academic. This discretion can be exercised in compassionate circumstances, where the Student's ability to study has been significantly affected by events beyond their control, including but not limited to:</p> <ul style="list-style-type: none"> • Illness; • Injury; or • Exceptional circumstances. <p>8.2 Exceptional/Compassionate circumstances refunds require submission of the Application for Exceptional Refund of Fees Form to be lodged with Student Central/International Student Support Services within 30 days of the last day of attendance or Class End Date whichever date is earlier.</p>	<p>To include reference for both Domestic and International Students and to have very clear guidelines for students regarding Exceptional/Compassionate refunds.</p> <p>Previously the clauses were scattered amongst other information.</p>

2.8.1(5) In the case of a change to a Course/class with a then the Student must pay the difference. If the change is to a Course/class of a lower fee then the difference shall be refunded.	6.4 A Student may change from one Course to another Course within the same semester. A direct transfer of Fees will take place if the Student applies to transfer prior to The 10% Date for the original Course. Where the change is to a Course with a higher fee, the Student is liable for the difference. If the change is to a Course of a lower Fee, then the difference will be refunded.	Removed class as there would be no difference in fees by changing class unless they were changing a course that has different fees. Also ensure there is reference that these changes need to be made before the 10% Date.
2.8.1 (6)All Domestic Students with credit balances in their account shall be reviewed on a six monthly basis. Networks will be contacted to verify the credit and monies refunded appropriately.	6.5 All Students with credit balances on their account will be reviewed on a six-monthly basis and monies will be refunded appropriately.	To include International students also.
2.8.2(c) An International Student in a Semesterised Programmes who gains Residency Visa will not receive a refund of fees for the semester in which residency is granted, unless they provide the documents required 14 days prior to the programme start date. However, they will be treated as a New Zealand Permanent Resident for the following semester(s) and refunded any international fees paid beyond the semester in which residency was granted.	7.2 An International Student in a Semesterised Programme who gains a Resident/Permanent Resident Visa will not receive a refund of fees for the semester in which residency is granted, unless they provide the documents required prior to the Semester start date. However, Students will be entitled to a refund to the extent that the international tuition fees exceed the domestic tuition fees for the following semester(s) beyond the semester in which residency was granted.	To remove confusion and ensure we are not referring to permanent residency only and are referring to both residency and permanent residency
2.8.2 (2) (d)International Students who wish to defer to the following semester must notify International no less than two weeks prior to the Programme commencement. Students who meet these timeframes will be eligible for a refund.	7.4 Where a Student's visa application is not processed in time for the student to attend classes by the Class Start Date or the Extended Start Date communicated by Unitec (as applicable), then the student can either: a. Withdraw from the Programme and claim a refund on the basis that the Student no longer wishes to study at Unitec (refer summary table below). Unitec will communicate to Immigration New Zealand of the withdrawal and the visa processing will not progress further; or b. Defer enrolment to the next semester. Where the Student defers, the tuition fees paid will be applied against the Fees payable for the next semester. The Student will not be entitled to a refund unless their visa is subsequently declined.	To ensure clear guidelines around deferrals
2.8.2 (2) (j)If a student has started study but not maintained or obtained a student visa then enrolment will be cancelled and no refund granted.	7.3 Where a student has started study but has not maintained or obtained a student visa permitting the Student to stay in New Zealand, they will have their enrolment cancelled and no refund of tuition fees will be granted.	To make this clearer for students to understand
International Refund Summary table	See Section 7 -Option for students to provide advice in writing for refunds in updated in the summary table where applicable - to include refund scenarios based on before semester Start date, within 14 days and after 14 days. - Have included short course, Exceptional circumstances, Section 61 into summary table - updated Admin fee to reflect current process - updated 'cancellation fee' to 'amount of refund as per Domestic summary table - included a column for impact to Academic Record dependant on time frame of withdrawal	to provide clarity and other refund scenarios not previously mentioned or that were in separate sections

What wasn't carried over from the current AEF Policy.

Removed	Rationale
To be admitted to Unitec a Student will be required to produce evidence of their: GENDER	Removed – this is not mandatory and students have the option of selecting ‘other’ we can still capture this information from the documents provided. Students now can identify with different genders, we need to ensure we are capturing correct name as per identification documents. People also have the option not to state their gender on their birth certificate so we need to align business practises.
Change of Gender	As above
2.5 (3) International Students who are enrolled for a full year Non-semesterised Programme must pay the full year tuition fee in one instalment prior to commencement of study.	International students don’t need to pay the full year in all circumstances therefore we advise that fees are due as per their offer of place and conditions of their visa.
2.1 (19) Where a Student has been enrolled in a Course, whether using web self-service or a written application form, and it transpires that they have not applied for and been exempted from any published academic or other requirements or requisites, the Student must correct this situation at the earliest opportunity. Where a Student has not taken corrective action, Unitec reserves the right to cancel such Enrolments at its discretion.	There is no exemption process for students to be exempted from passing prerequisites or other requirements
2.1 (24) All applications for Enrolment in Programmes and their associated Courses and Classes (including Short Courses) shall only be accepted on the approved Enrolment forms and must be submitted on or before the published date for submission. The published date of submission will always be a date prior to the first day of Class. All applications must be completed in full in order for the Student to be enrolled.	There is no published submission date. We’ve ensured that the scope of the policy and procedures is for all applications whether paper based or web based including short courses. We can’t stipulate a date as this is not current process
All clauses referring to holding deposits	no longer accept holding deposits
2.7(2) Subject to the ratification in writing by the Executive Dean Academic or his/her delegate, and the specification of the effective cancellation date, such Students may, after the due date, have their place in the Course dropped, resulting in their place being offered to other Students and the cancellation of their access to services and facilities.	contradicts no show process as all no shows are administratively withdrawn
2.1(14) Students who are enrolled in Programmes that are part of approved web Enrolment services can use the web based Enrolment system to enrol in Classes and/or vary their Enrolment(s) within the first 10% of the course duration or such other schedule of dates as may be approved for future semesters.	Approved web enrolment services are covered in the scope of this policy and procedures. We also have a separate clause to address that students must make changes before the 10% date.
2.1(15) Students who choose to use web-based Enrolment services are required to observe relevant Unitec regulations and policies including those relating to the security of their computer login and their password. Any Admission application or Enrolment requests and/or Change to Enrolment requests entered	Covered in Scope of the Policy and procedures
2.2.8 (8) Summer School Fees are non-refundable for Students new to Unitec or from another institution.	This does not meet the policy or procedure statements of treating students fair and consistently. All Summer school students will be eligible for a refund as per the refund summary table.
2.3(9) Where the number of places available in a Course or Programme is insufficient to accommodate all eligible applicants, the Programme(s) Committee has the power to select applicants according to selection criteria contained in the Programme regulations.	Is superfluous due to this being in the programme regs with correct procedure to follow and these procedures should be read in conjunction with the programme regs
2.5 (6) Students who enrol for more than one semester and do not pay for the first of those semesters may have their Enrolment cancelled from subsequent semesters after Advice in Writing from the Academic Leader	This is covered under the Fees and refunds procedures where if fees are not paid they may have their enrolment cancelled
2.1(22) Where a Student has enrolled in a semester before progress has been assessed in terms of the Academic Requirements and Unsatisfactory Progress provisions of the Academic and Programme Management Policy and then it eventuates that the Student is subject to exclusion from a programme, the Student should follow the procedures identified in the Policy and if necessary cancel their Enrolment.	Removed as admission requirements procedure is due to be dissolved. This is covered under third time enrolment and exclusions due to 50% fail rate

Definitions (will move to definitions Glossary once TKK have established this)

Definition	Current	Proposed	Rationale
<i>Class Start Date</i>	means the official date recorded in the Student Management System that a given Class starts for an intake for the purposes of this policy and for Student Loans and Student allowances purposes; it includes all compulsory elements of the Class including compulsory attendance at an orientation programme. For Student Loans and Student Allowances purposes, the official Start Date is usually taken as the first day of the week in which Classes commence.	The date on which a given Class in a Course is to be delivered, as recorded in the Student Management System. This date is relevant for Study link purposes and for the purpose of calculating The 10% Date.	Updated to reflect current processes.
<i>Class End Date</i>	means the official date recorded in the Student Management System that a given Class finishes for a semester for the purposes of this policy and for loans and allowances purposes. For loans and allowances purposes, the official end date is usually taken as the end of the week in which compulsory Classes finish including examinations and final assessments.	The official date recorded in the Student Management System that a given Class ends for the course duration. For the purpose of calculating The 10% Date, the Class End Date will be deemed the Sunday after the last Class for the Course.	Updated to reflect current processes.
<i>Semester Start Date – International Students please note that this is the relevant date for the purposes of Unitec’s refund policy.</i>	means the Start Date of the semester for those Classes which are taught as part of semester one or semester two and in the case of Classes in the (continues to the below)	The Start Date of the Semester for those Classes which are taught as part of Semester One or Semester Two in any academic year, as set out in the Unitec academic calendar.	We have split these into two separate definitions for clarity.
<i>Official Start Date</i>		Remove- no reference to this term	Remove- no reference to this term
<i>The 10% Date</i>	means the date which is 10% of the way through the Course duration as defined by the number of days from the official Class Start Date to the Class end date. For double semester (or “full year”) Courses where the Course consists of two components – Semester A and Semester B, the 10% Date is defined as being 20% of the way through the first semester component of the double semester Course.	The date which is 10% of the way through a Course as calculated by reference to the number of days from the Class Start Date to the Class End Date. For double semester courses where the course consists of two components – Semester A and Semester B, the 10% date is defined as 10% of the duration of Semester A + 10% of the duration of Semester B.	To reflect current process and how this is calculated in PeopleSoft.
<i>Acceptable email address</i>			Remove- no reference to this term
<i>Admission</i>	<i>means the process by which an applicant applies and is considered for placement in a programme at Unitec.</i>	The process of being assessed and approved for participation in a Programme, training scheme or Course.	Align with proposed Unitec Definitions Glossary (owned by TKK not yet published)
<i>Advice in Writing</i>	The following methods of communication sent by a Student will be considered by Unitec to be communications in writing for the purposes of this Policy provided that the Student’s full name and Unitec Student ID Number is specified in the communication: i) A signed and dated communication on paper (either a prescribed form or a letter) to the appropriate office holder, either posted to Unitec’s postal address or delivered to Student Central, or ii) An email from an email address clearly identifiable as belonging to the Student to the appropriate office holder, or iii)	The following methods of communication sent by a Student will be considered by Unitec to be Advice in writing for the purposes of this Policy provided that the Student’s full name and Unitec Student ID Number is specified in the communication: i) A signed and dated communication on paper;	To ensure this is very clear for students and adding when this will be deemed to be received for clarity.

	<p>Entering a self-service information change or request via the Unitec Web self- service system. The following methods of communication from a Unitec office holder to a Student will be considered to be communications in writing for the purposes of this Policy: i) an email to the preferred email address specified by the Student; ii) correspondence posted to the Student's last known "mailing address"; iii) a text message to a mobile phone number specified by the Student;</p>	<p>ii) An email from the student's email address recorded in the Student Management System; or</p> <p>iii) Entering a self-service information change or request via the Unitec Web self- service system.</p> <p>The following methods of communication from a Unitec staff member to a Student will be considered to be Advice in writing for the purposes of this Policy:</p> <p>i) an email to the student's email address recorded in the Student Management System;</p> <p>ii) correspondence posted to the Student's mailing address recorded in the Student Management system; or</p> <p>iii) a text message to a mobile phone number recorded in the Student Management system.</p> <p>Any communication under this Policy will be deemed to have been received:</p> <p>i) 3 Working Days after the date of mailing if sent by ordinary post within New Zealand or 10 Working Days if sent from overseas;</p> <p>ii) If sent by email, on the date it enters the recipient's mailing system;</p> <p>iii) If sent by text, when noted as successfully sent on the sender's phone;</p> <p>iv) At the time of delivery if delivered by hand.</p>	
<i>Attendance</i>	is considered physical attending to a defined class or virtual online attendance through engagement with online class and content.	The physical attendance at a defined Class or virtual online attendance through engagement with online Class and content.	

<i>Certified copies</i>	means a photocopy of the original document that has been Certified (and signed) by an authorised person who has seen the original. An authorised person is a person listed in the Oaths and Declarations Act 1957 who is able to take declarations. This person could be When an applicant is in a remote community and is unable to access a person listed in the Oaths and Declarations Act 1957, a school principal, minister of religion, or general practitioner is acceptable.	<p>A copy of the original document that has been:</p> <ul style="list-style-type: none"> i) sighted and signed by an authorised person as listed in the Oaths and Declarations Act 1957. This includes a Barrister or Solicitor of the High Court, a Justice of the Peace, a Notary Public, a Court Registrar or Deputy Registrar, a Member of Parliament, or a Land Transport Safety Authority, Public Trust, or local authority employee designated for this purpose; or ii) Made by a staff member in Unitec's Student Central who has photocopied the document/s and certified, stamped and signed the copy. Student Recruitment staff are also able to certify original documents. 	Align with the Oaths Declarations Act and Unitec internal processes of certifying documents.
<i>Class</i>	means a specific delivery of a Course at defined times e.g. HEAL 5251 Class# 4321 held on Mondays and Wednesdays at 8.30am in Semester Two, 2015. This definition also refers to virtual classes where the learning material is accessible online at any time.	A component of a course e.g. a lecture stream	To make relevant and ensure this is not just a physical class but a component of a course
<i>Course</i>	means a self-contained block of study for which credits are granted upon successful completion. A Course may be offered through Classes (streams) that may be offered at different times of the week. See also Class.	A self-contained block of study made up of Classes in specific disciplines. A specified course or collection of courses forms a programme or training scheme. A course may also be referred to as a paper, module or unit of study.	Align with proposed Unitec Definitions Glossary (owned by TKK not yet published)
<i>Domestic Student</i>	is defined by the Education Act 1989 here http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM182904.html	Has the same meaning as set out in the Education Act 1989 (http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM182904.html) and in broad terms includes a person who is: (a) a New Zealand citizen; or (b) the holder of a residence class visa granted under the Immigration Act 2009.who satisfies the criteria (if any) prescribed by regulations made under the Education Act.	Make clear for students without having to refer them to another resource for clarification
<i>Enrolment</i>	means the process by which Students register for a particular Class in a particular Course in order to satisfy their programme requirements	The process of allocating a place in a Programme/Course to an eligible student.	Align with proposed Unitec Definitions Glossary (owned by TKK not yet published)
<i>International Student</i>	is defined by the Education Act 1989 as a person who is not a Domestic Student. Where an International student studying the Graduate Certificate in Pacific NGO Management and Leadership offshore they are not considered international.	Has the same meaning as set out in the Education Act 1989 and in broad terms includes any student who is not a Domestic Student.	Make clear for students without having to refer them to another resource for clarification

<i>Negative Service Indicator (NSI)</i>	means a code that is added to a Student's computer record on the Student Management System to prevent access to various systems, functions and services.	A code that is added to a Student's record on the Student Management System to prevent access to various Unitec systems, functions and services.	To make relevant
<i>No Show</i>	means any Student who has enrolled and has not withdrawn in writing and has not attended any Classes for their respective Course/s.	Students who are enrolled and have not formally withdrawn in writing or via a Change Enrolment Request form can only be considered "No Shows" if they have not: <ul style="list-style-type: none"> a) Signed an attendance register; b) Attendance is recorded in SEAtS c) Submitted Course work or other forms of assessment; d) Accessed Moodle or any of the electronically based class material after a Class Start Date 	To Make this clear as outlined in the No Show procedure
<i>Non-semesterised Programmes</i>		Removed as we don't refer to this term.	
<i>Off shore</i>		Removed as we don't refer to this term.	
<i>Programme</i>	means a self-contained block of study or a combination of Courses with which a Student is required to be credited in order to be awarded a specified qualification by Unitec (e.g. a Certificate, a Diploma, or a Degree).	A programme of study or training leading to a qualification listed on the New Zealand Qualifications Framework. A programme is made up of one or more Courses.	Align with proposed Unitec Definitions Glossary (owned by TKK not yet published)
<i>Section 61</i>	refers to the Immigration Act 2009 and can be found here: http://www.legislation.govt.nz/act/public/2009/0051/latest/whole.html#DLM1440673	Any visa application received by Immigration New Zealand after an International Student's visa has expired. Such an application is treated and considered as a request under Section 61 of the New Zealand Immigration Act 2009.	To provide more context on the definition
<i>Semesterised</i>	means Programmes for which the Courses conform to the Unitec semester calendar and the Course length is one semester.	Programmes for which the Courses conform to the Unitec academic calendar and the Course length is one semester.	
<i>Short Courses</i>	means Courses or Classes (assessed or non-assessed) with fewer than 40 credits and which sit outside Unitec's portfolio of Programmes. A Short Course may be government funded if articulated with the Tertiary Education Commission, or may be an entrepreneurial Course.	Study or training that is neither a Programme nor a Training Scheme. Short courses are typically not TEC funded.	
<i>Sponsor (Now Third Party)</i>	means any person or organisation (other than the Student themselves or StudyLink) that will be paying for a Student's study.	Remains the same however have updated to 'Third Party'	
<i>Student Central</i>	means the frontline centre where Students can seek advice on Programmes and Courses and make payments to the cashier. Two Student Centrals are located at Mt Albert campus and one at Waitakere campus.	One of Unitec's frontline centres where Students can seek advice on Programmes and Courses and make payments to the cashier. There is a frontline centre located at Unitec's Mt Albert Campus and Unitec's Waitakere Campuses.	To make relevant
<i>Unitec</i>	means Unitec Institute of Technology.	Removed – not necessary	

New definitions added

<i>Fees</i>	Fees charged by Unitec, including but not limited to tuition fees, resource fees, student services fees and administration fees but excludes any non-refundable enrolment fee.	
<i>International Student Support Services</i>	Unitec's dedicated team in supporting our International Students. The team can be reached here. Alternatively an appointment can be made to speak with them at Unitec's Mt. Albert Campus.	Feedback from our students was that they were unaware of how to contact certain teams/roles referenced in the Policy therefore we've defined our International Student Support team to ensure students know how to contact them.
<i>Unitec Services</i>	<p>The services and facilities available to Students include, but are not limited to:</p> <ul style="list-style-type: none"> i) Access to academic services such as attendance at Classes, academic advice, return of marks and comments for assessments, certificates of achievement; ii) Access to administrative services including Enrolment in further Courses; iii) Access to a Student ID Card (except for Students enrolled in Courses less than 3 weeks in duration and those enrolled in IELTS Preparation Course); iv) Access to library facilities (except for Students enrolled in Courses less than 3 weeks in duration and those enrolled in IELTS Preparation Course). For Short Courses of less than 3 weeks' duration access to library material may be possible only if the lecturer arranges this directly with the library prior to the commencement of the Course; v) Access to computer and reprographics facilities, where allocated to the programme(s) and Class(es) they are enrolled in, such as on-campus computers, Unitec network systems, Student mail, eLearning systems, the student self-service system, Unitec internet services, Unitec printing and photocopying services; vi) Access to other Student services such as counselling, health, careers and employment. 	
<i>Extended Start Date (applicable to International Students only)</i>	The Extended start date that is expressly approved by Unitec and communicated to the International Student as the Extended date on which they can commence their studies at Unitec.	To provide clarity for students on this date referred to throughout the procedures.