

Guidelines for Tuition Fees Free offer for Unitec Staff Members



- **Eligible programmes:**

The tuition fees free study in the School of Applied Business applies to the following postgraduate programmes only:

1. Master of Applied Business *
2. Postgraduate Diploma in Applied Business *
3. Postgraduate Certificate in Applied Business *
4. Master of Professional Accounting

** All with specialisations in: Business Analytics, Digital Marketing, Advanced HR, Leadership, and Supply Chain & Logistics*

- **Eligibility criteria:**

- All current permanent tenured Unitec staff (NZ resident/citizens) (except Unitec staff members teaching on the programmes listed) are eligible to apply for tuition fees free study in the programme listed above
- Current permanent tenured staff who are non-NZ residents and not eligible for TEC fees free funding (such as staff on Immigration NZ visas) are eligible to apply and seek approval for study, however to comply with TEC regulations a reduced fee of 10% will be charged on international tuition fees. (*Note: staff members employed on an Immigration NZ visas must provide confirmation of entitlement to study under their visa conditions.*)
- Approval for enrolment must be obtained from the line manager and senior manager (prior to submitting an application)
- The staff member must meet the programme admission requirements
- All permanent tenured Unitec staff will be permitted to enrol in one course per semester. Staff members with 'exceptional circumstances' may apply for an exception to study more than one paper per semester. This will need to be agreed and signed off by their Manager and the Academic Programme Manager for the relevant programme
- If a staff member who is enrolled in one of the above programmes leaves the employ of Unitec prior to the end of the current semester, tuition fees free study (and discounted international tuition fees) will apply to the end of that semester. However, if the staff member wishes to continue their study in the programme, full domestic or international rates will apply, as appropriate.

- **Guidelines:**

- Approved study / course details will be included in the staff members [ADEP Plan](#)
- Staff members will ensure that the duties of their Unitec role (full-time or proportional) are prioritised over their course and that their duties/responsibilities of their role are not compromised due to their study requirements
- Professional Development leave may be used as appropriate and in line with entitlements and approval. Priority of Professional Development leave allocation must be given to completion of badging requirements and any other professional development required for their role. The staff member will be expected to complete some aspects of the course requirements in their own time
- Managers approval will be dependent on business and resource requirements. Therefore, the time commitments for each course requested will need to be detailed and included in the approval request

- Successful completion of current courses must be confirmed prior to approval being granted for further study in the programmes listed above
 - Staff members must complete the Unitec Student Enrolment process and Tuition Fees Assistance Application form
- **Fees:**
 - Staff eligible and approved for study will be liable for any additional costs associated with the course (such as text books and industry certificate fees)