

Enrolment and Financial Information

Enrolment Information

In your Programme information package will be details of current or expected fees for the programme, along with entry requirements and an *Application for Academic Entry* form explaining the information you are asked to provide.

Applications for entry into a programme are registered when a completed *Application for Academic Entry* form, with the required attachments, is received, together with the required Registration Fee.

Programmes are held subject to a minimum number of enrolments by the closing date. If this number is not reached the programme may not proceed. On the other hand, late enrolments will be considered if there are still places available on the programme.

General Fees Information

Programme Tuition Fees, which do not cover books, stationery, sundries, board or transport, varies from programme to programme and may change from time to time. Details are available separately for each programme.

Students not resident in New Zealand or Australia are required by the New Zealand Immigration Service to pay full fees in advance (into a Trust Fund) as a condition for receiving a Student Permit.

Hostel fees paid fully in advance are subject to a considerable discount.

Programme Tuition Fee payments are due on the first day the programme commences. All fees must be paid in full by this date unless alternative arrangements have been agreed in writing with the Taruna Administrator. Students who have not paid all fees by the due date may be denied admission to classes and shall not be eligible for awarding of credits until all approved fees are paid.

All funds received from prospective students are held in an independent Trust Fund and are protected by a Bank of New Zealand Bank Bond.

Tuition fees for New Zealand & Australian students are lower than for overseas students due to Government subsidies paid by the Tertiary Education Commission.

Student Allowances and Student Loans

The Teachers, Kindergarten, Health Studies, Art Therapy and Biodynamic Farming programmes are New Zealand Qualifications Authority approved for Student Allowance and Student Loan purposes. Any student (excluding part time students) enrolled in any of these programmes, who is a New Zealand citizen or has permanent resident status is eligible to apply for a **Student Allowance** for living costs. Any student who is a New Zealand citizen or has permanent resident status in New Zealand, or is an Australian citizen can apply for a **Student Loan** for their programme fees, costs and living expenses.

Student Loans and Allowances are administered by Work and Income New Zealand (WINZ). For information and application forms **please call 0800 88 99 00**

International Students are not eligible to apply for Student Loans or Allowances.

Withdrawals and Refunds Policy

General

Taruna College expects that students enrolled in any programme will complete the full programme. The annual budget is based on the actual enrolments. Costs are not reduced by the withdrawal of a student.

Fees Due

Fees for all full-time programmes are due on the first day the programme commences.

Refunds

Any full-time student who withdraws before the eighth day of the programme is entitled to a refund of all fees paid, less a 10% Administration Fee.

Withdrawals:

All withdrawals must be notified in writing to the Course Coordinator concerned.

Insurance

Students may wish to take out insurance against loss of fees due to their withdrawal from their programme for unforeseen circumstances.

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Part-time students:

No refunds will be given after the start of the programme, module or unit. When a student withdraws more than a week before the programme starts a full refund of fees paid or payable will be made. When a student withdraws in the week immediately preceding the start of the programme, a 50% refund of fees paid or payable will be made.

Cancelled Programmes:

If a programme is cancelled by Taruna College prior to the scheduled start date, a full refund of any fees (Registration, Tuition and Sundry). Students enrolled will be notified immediately upon the cancellation of a course or programme.

Taruna College reserves the right to cancel or postpone any programme or course or any part thereof at any time, and shall not be liable for any claim other than for that proportion of the programme or course fee which the cancelled or postponed portion bears.

Student Protection

Taruna College has New Zealand Qualifications Authority (NZQA) approved "Fee Protection" procedures in the event of the College being de-registered by the Qualifications Authority, withdrawal of accreditation or going into liquidation or receivership. This is managed through a Bank Bond issued by the Bank of New Zealand, and all fees paid prior to commencement of a programme are held in an external Trust account.

Special Circumstances:

If a student believes there are special circumstances for which a refund is warranted beyond the above guidelines, this case must be presented to the Taruna Administrator in writing within 14 days of withdrawal. Any student, who believes that there are exceptional circumstances for fees paid one year to be credited to another year, may put this case in writing, also within 14 days of withdrawal, for consideration by the Taruna College Council.

Transfer of Fees:

Fees cannot be transferred between calendar years, except as above.

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Budgeting

Students need to budget carefully for their year, particularly if they are coming from overseas.

Firstly you need to have your Tuition Fees ready to pay on the first day of your programme. In addition to Tuition Fees there may be a Sundries charge for materials used by you during your programme payable at the beginning of the programme. There may also be certain pre-requisites and programme books/texts that you need to purchase before the programme begins. See Programme Information Packs for details.

Accommodation costs can vary considerable depending on the degree of independence you want and/or the amounts of sharing you are prepared to do. Full board with a family including your own room, full food, heating, laundry, use of phone (but not tolls) and other family facilities including some transport is about \$120 per week.

Hostel room rates (see leaflet for current fees) of about \$75 per week paid fortnightly (or \$65 per week when paid fully in advance) include power, heating and phone but not toll calls. Allow for your share of food, groceries and cleaning materials; say \$40 to \$60 per week.

You should give yourself a Clothing and Entertainment allowance for the year. Although it does not snow in Hawke's Bay, New Zealand weather can be very changeable and the winter southerly winds are chilly and cold. The best arrangement is to have many thin layers that can be added or peeled as weather changes, rather than massive thick coats, jerseys, etc. There are many excellent used clothing stores whereby you can outfit yourself at a very reasonable cost.

A Taruna College Student ID Card: will be provided by Taruna. This will entitle you to student discounts at certain outlets.

Contingency: If possible leave something aside in your budget for the unexpected cost or accident.

Travel: If you have a car, allow for petrol, tires, repairs, insurance, and registration for the year. Otherwise you need to allow for public transport costs, particularly to go on sections, practicums or practical work.