

# Micro-credential Student Enrolment Form (ENR01b v1)



Head Office  
Level 6/7, 3 City Road  
Grafton, Auckland 1010

Phone: +64 9 320 3236  
Email: enrolment@aka.ac.nz



Welcome to AGI Education. Please read the instructions below carefully before you complete this enrolment form.  
Complete ALL sections and return by post or email to one of the above addresses.

INSTRUCTIONS	
<p>The purpose of this enrolment form is to obtain from you the information we need to enrol you into a qualification at our organisation. We also need to collect information from you which is required by government agencies for statistical and administrative reasons. Please fill in the form properly by:</p> <ul style="list-style-type: none"> <li>• Completing all sections of the form.</li> <li>• Printing your answers clearly in pen, or by ticking the box that applies for multi-choice question</li> <li>• Signing the form</li> <li>• Attaching to the form additional documentation. A description of the required documentation is provided on page 4 of the form.</li> </ul>	

A. MICRO-CREDENTIAL	
1	Please tick the micro-credential you wish to enrol in: <input type="checkbox"/> Advanced Software Testing Automation L7 – Mode 1 (every 4 <sup>th</sup> weekend) <input type="checkbox"/> Advanced Software Testing Automation L7 – Mode 2 (every 2 <sup>nd</sup> weekend) <input type="checkbox"/> Advanced Software Testing Automation L7 – Mode 3 (corporate)
2	Which intake are you wishing to study in? Month: _____ Year: _____ Campus: _____
3	Have you studied with AGI before? <input type="checkbox"/> Yes <input type="checkbox"/> No
B. PERSONAL DETAILS	
4	Legal Family Name: _____ (please attach NZ Birth Certificate or Passport to support) Legal Given Name(s): _____
5	Preferred name: _____ (If different from above) Previous name(s) known by: _____
6	If you have previously enrolled with us under another name, what was that name? _____
7	Preferred title:    Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other (Specify): _____
8	Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Day    month                      year Gender:                      Male <input type="checkbox"/> Female <input type="checkbox"/> Diverse <input type="checkbox"/>
9	If you know your NSN (National Student Number), please write it here. <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"/>

10	<b>Citizenship / Residency</b>	<p>Tick the box which best describes your citizenship:</p> <p>NZ Citizen <input type="checkbox"/> Go to 12          Australian Citizen <input type="checkbox"/> Go to 12          Other <input type="checkbox"/></p> <p>If "Other",          Please specify your Country of Citizenship (For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.):</p> <p>Country of Citizenship: _____</p> <p>Tick the box if you have New Zealand or Australian Permanent Resident Status:</p> <p>New Zealand Resident Visa Holder <input type="checkbox"/>          Australian Permanent Resident <input type="checkbox"/></p>																																																																									
11	<b>Ethnicity:</b> What ethnic group(s) do you belong to? You may tick up to three boxes, which apply to you.	<table border="0"> <tr> <td><i>NZ European/Pakeha</i></td> <td><input type="checkbox"/> 111</td> <td><i>Filipino</i></td> <td><input type="checkbox"/> 411</td> </tr> <tr> <td><i>New Zealand Māori</i></td> <td><input type="checkbox"/> 211</td> <td><i>Cambodian</i></td> <td><input type="checkbox"/> 412</td> </tr> <tr> <td><i>Samoan</i></td> <td><input type="checkbox"/> 311</td> <td><i>Vietnamese</i></td> <td><input type="checkbox"/> 413</td> </tr> <tr> <td><i>Cook Island Māori</i></td> <td><input type="checkbox"/> 321</td> <td><i>Other Southeast Asian</i></td> <td><input type="checkbox"/> 414</td> </tr> <tr> <td><i>Tongan</i></td> <td><input type="checkbox"/> 331</td> <td><i>Chinese</i></td> <td><input type="checkbox"/> 421</td> </tr> <tr> <td><i>Niue</i></td> <td><input type="checkbox"/> 341</td> <td><i>Indian</i></td> <td><input type="checkbox"/> 431</td> </tr> <tr> <td><i>Tokelauan</i></td> <td><input type="checkbox"/> 351</td> <td><i>Sri Lankan</i></td> <td><input type="checkbox"/> 441</td> </tr> <tr> <td><i>Fijian</i></td> <td><input type="checkbox"/> 361</td> <td><i>Japanese</i></td> <td><input type="checkbox"/> 442</td> </tr> <tr> <td><i>Other Pacific Peoples</i></td> <td><input type="checkbox"/> 371</td> <td><i>Korean</i></td> <td><input type="checkbox"/> 443</td> </tr> <tr> <td><i>British/Irish</i></td> <td><input type="checkbox"/> 121</td> <td><i>Other Asian</i></td> <td><input type="checkbox"/> 444</td> </tr> <tr> <td><i>Dutch</i></td> <td><input type="checkbox"/> 122</td> <td><i>Middle Eastern</i></td> <td><input type="checkbox"/> 511</td> </tr> <tr> <td><i>Greek</i></td> <td><input type="checkbox"/> 123</td> <td><i>Latin American</i></td> <td><input type="checkbox"/> 521</td> </tr> <tr> <td><i>Polish</i></td> <td><input type="checkbox"/> 124</td> <td><i>African</i></td> <td><input type="checkbox"/> 531</td> </tr> <tr> <td><i>South Slav</i></td> <td><input type="checkbox"/> 125</td> <td><i>Other</i></td> <td><input type="checkbox"/> 611</td> </tr> <tr> <td><i>Italian</i></td> <td><input type="checkbox"/> 126</td> <td><i>Not Stated</i></td> <td><input type="checkbox"/> 999</td> </tr> <tr> <td><i>German</i></td> <td><input type="checkbox"/> 127</td> <td></td> <td></td> </tr> <tr> <td><i>Australian</i></td> <td><input type="checkbox"/> 128</td> <td></td> <td></td> </tr> <tr> <td><i>Other European</i></td> <td><input type="checkbox"/> 129</td> <td></td> <td></td> </tr> </table> <p>If "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other" please specify what specific ethnicity below.</p> <p>_____</p>		<i>NZ European/Pakeha</i>	<input type="checkbox"/> 111	<i>Filipino</i>	<input type="checkbox"/> 411	<i>New Zealand Māori</i>	<input type="checkbox"/> 211	<i>Cambodian</i>	<input type="checkbox"/> 412	<i>Samoan</i>	<input type="checkbox"/> 311	<i>Vietnamese</i>	<input type="checkbox"/> 413	<i>Cook Island Māori</i>	<input type="checkbox"/> 321	<i>Other Southeast Asian</i>	<input type="checkbox"/> 414	<i>Tongan</i>	<input type="checkbox"/> 331	<i>Chinese</i>	<input type="checkbox"/> 421	<i>Niue</i>	<input type="checkbox"/> 341	<i>Indian</i>	<input type="checkbox"/> 431	<i>Tokelauan</i>	<input type="checkbox"/> 351	<i>Sri Lankan</i>	<input type="checkbox"/> 441	<i>Fijian</i>	<input type="checkbox"/> 361	<i>Japanese</i>	<input type="checkbox"/> 442	<i>Other Pacific Peoples</i>	<input type="checkbox"/> 371	<i>Korean</i>	<input type="checkbox"/> 443	<i>British/Irish</i>	<input type="checkbox"/> 121	<i>Other Asian</i>	<input type="checkbox"/> 444	<i>Dutch</i>	<input type="checkbox"/> 122	<i>Middle Eastern</i>	<input type="checkbox"/> 511	<i>Greek</i>	<input type="checkbox"/> 123	<i>Latin American</i>	<input type="checkbox"/> 521	<i>Polish</i>	<input type="checkbox"/> 124	<i>African</i>	<input type="checkbox"/> 531	<i>South Slav</i>	<input type="checkbox"/> 125	<i>Other</i>	<input type="checkbox"/> 611	<i>Italian</i>	<input type="checkbox"/> 126	<i>Not Stated</i>	<input type="checkbox"/> 999	<i>German</i>	<input type="checkbox"/> 127			<i>Australian</i>	<input type="checkbox"/> 128			<i>Other European</i>	<input type="checkbox"/> 129		
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12	<b>Iwi:</b> If you identified as New Zealand Māori in question 12, what is the name of your Iwi? You may enter more than one Iwi. If you do not know your Iwi, please enter 'Don't Know'.	<table border="0"> <tr> <td><i>Iwi:</i></td> <td><i>Hapu:</i></td> </tr> <tr> <td><i>Rohe (Iwi home area):</i></td> <td></td> </tr> <tr> <td><i>Iwi:</i></td> <td><i>Hapu:</i></td> </tr> <tr> <td><i>Rohe (Iwi home area):</i></td> <td></td> </tr> <tr> <td><i>Iwi:</i></td> <td><i>Hapu:</i></td> </tr> <tr> <td><i>Rohe (Iwi home area):</i></td> <td></td> </tr> </table>		<i>Iwi:</i>	<i>Hapu:</i>	<i>Rohe (Iwi home area):</i>		<i>Iwi:</i>	<i>Hapu:</i>	<i>Rohe (Iwi home area):</i>		<i>Iwi:</i>	<i>Hapu:</i>	<i>Rohe (Iwi home area):</i>																																																													
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14	<p>Disability:</p> <p>Do you live with the effects of significant injury, long term illness, or disability? The information you supply is confidential.</p> <p><i>If yes, how would you describe your impairment, disability or long term medical condition:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	<p>Do you suffer from any allergies?</p> <p><i>If yes, please describe:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16	<p>Have you ever / or do you currently suffer from any mental health issues that we should be aware of?</p> <p><i>If yes, please describe:</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**C. ACADEMIC INFORMATION**

17	Secondary School:	<p>What was the name of the last secondary school you attended? State "overseas", if applicable.</p> <hr/> <p>What was your final year at secondary school? <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> <i>(please put approximate year if you are not sure)</i></p> <p>What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the NZ Qualifications Framework. Your NZQA Record of Achievement shows you the standards, credits and qualifications you have achieved. Tick only one box.</p> <p><i>No formal secondary qualification</i> <input type="checkbox"/> 00  <i>14 or more credits at any level</i> <input type="checkbox"/> 11  <i>NCEA Level 1 or School Certificate</i> <input type="checkbox"/> 12  <i>NCEA Level 2 or 6th Form Certificate</i> <input type="checkbox"/> 13  <i>University Entrance</i> <input type="checkbox"/> 14  <i>NCEA Level 3 or Bursary or Scholarship</i> <input type="checkbox"/> 15  <i>Overseas qualification (inclInternational Baccalaureate &amp; Cambridge Exams)</i> <input type="checkbox"/> 09  <i>Other</i> <input type="checkbox"/> 98  <i>Not known</i> <input type="checkbox"/> 99</p> <p>Please specify if "Overseas qualification" or "Other".</p> <hr/>
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18	Tertiary Study:	<p>Will this be the first time you have ever enrolled in a University, Institute of Technology Polytechnic, Institute of Technology College of Education, Industry Training Organisation, Government Training Establishment, Private Training Establishment or Wānanga either in New Zealand or overseas <b>since</b> leaving school? Do not include enrolments in community classes.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If you answered "No", please enter the name of the organisation you studied at and the year of your first enrolment:</p> <p>Organisation Name:</p> <hr/> <p>Year: <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
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19	Prior Education	Highest Tertiary Qualification achieved:  <i>Certificate</i> <input type="checkbox"/> <i>Diploma</i> <input type="checkbox"/> <i>Adv Diploma or Associate Degree</i> <input type="checkbox"/> <i>Bachelor Degree of Higher</i> <input type="checkbox"/> <i>Miscellaneous Education / Other</i> <input type="checkbox"/>	
<b>D. CONTACT INFORMATION</b>			
20	Home Address and contact details:	<i>Home Address</i>  Street Address:  Suburb:  Town/City:  Post Code:	<i>Postal Address (if different from home address)</i>  Postal Address:  Suburb:  Town/City:  Post Code:
		Phone: (    )	Mobile: (    )
Email:			
21	Next of Kin / Emergency Contact	Name:	
		Relationship:	
		Phone: (    )	Mobile: (    )

<b>E. CONDITIONS OF ENROLMENT</b>
<p>Enrolment is subject to availability of places. If AGI Education reserves a place for a student and offers enrolment, then subject to payment, these Conditions of Enrolment form part of a binding contract between AGI Education and the student. These conditions shall be governed by and construed in accordance with the laws of New Zealand.</p>
<p><b>Education Code of Practice</b> - AGI Education has agreed to observe and be bound by the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code) and subsequent amendments published by the Ministry of Education, and managed by the Code Administrator, New Zealand Qualification Authority. Copies of the Codes are available on request from AGI Education or you can find them here: <a href="https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf">https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/Tertiary-and-International-Learners-Code-2021/NZQA_Pastoral-Care-Code-of-Practice_English.pdf</a></p>
<p><b>Privacy</b> – AGI Education collects and stores information from this form to:</p> <ul style="list-style-type: none"> <li>manage the business of AGI Education (including internal reporting, administrative processes and selection of scholarship and prize winners)</li> <li>comply with the requirements of the Education Act 1989 and other legislation <sup>1</sup> relating to maintenance of records</li> <li>supply information to government agencies and other organisations as set out below.</li> </ul> <p>In signing this enrolment form you authorise such disclosure on the understanding that AGI Education 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 see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.</p> <p>NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires AGI Education to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the Act. <a href="http://www.privacy.org.nz/privacy-act">http://www.privacy.org.nz/privacy-act</a></p> <p><i>Supply of information to government agencies and other organisations</i> AGI Education supplies data collected on this form to government agencies, including:</p> <ul style="list-style-type: none"> <li>the Ministry of Education</li> <li>the Education New Zealand</li> <li>the New Zealand Qualifications Authority</li> <li>the Tertiary Education Commission</li> <li>the Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans)</li> <li>Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents)</li> <li>agencies which support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards).</li> </ul> <p>Those agencies use the data collected from tertiary education organisations to:</p> <ul style="list-style-type: none"> <li>administer the tertiary education system, including allocating funding</li> <li>develop policy advice for government</li> <li>conduct statistical analysis and research.</li> </ul> <ul style="list-style-type: none"> <li>Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register.</li> <li>The government agencies above 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.</li> <li>In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993.</li> <li>When required by law, AGI Education releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).</li> </ul> <p>Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.</p>
<p><b>Fees</b> 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. AGI Education's policy on withdrawal and refund of fees may be obtained from the Marketing team or Student Services team.</p>
<p><b>Quality Assurance</b> NZQA assesses the standard of education for tertiary education organisations through a regular system of external evaluation and review (EER). Through periodic EER, tertiary education organisations are held accountable to their students, employers, funders, quality assurance bodies and other interested parties. Please go to <a href="http://www.nzqa.govt.nz">http://www.nzqa.govt.nz</a> and search AGI Education to see our latest EER report from NZQA.</p>
<p><b>Micro-credential / Timetable Changes</b></p> <ul style="list-style-type: none"> <li>AGI Education reserves the right to cancel or postpone any Micro-credential and shall not be liable for any claim other than the proportion of Micro-credential which the cancelled portion bears. At least 2 weeks' notice will be given.</li> <li>AGI Education reserves the right to cancel or postpone any Micro-credential components (modules) and shall not be liable for any claim other than the proportion of component (module) fee which the cancelled portion bears. Modules are opened subject to the number of enrolments and/or any other factors. At least 2 weeks' notice will be given.</li> <li>AGI Education reserves the right to change the timetable/schedule of Micro-credentials and shall not be liable for any claim in terms of the impact this may have on the student. Changes to timetables are dependent upon number of enrolments and/or any other factors. At least 2 weeks' notice will be given.</li> </ul>
<p><b>Liability</b> To the fullest extent permitted by the Consumer Guarantees Act 1993 or otherwise at law or in equity, AGI Education's liability, whether arising as a result of any breach of the Conditions of Enrolment or on any other ground or basis (including liability as a result of negligence), will be limited to the fees actually paid by the student or the applicant(s) or any other person (in respect of the student's or the applicant(s)' tuition) to AGI Education. Under no circumstances will AGI Education be liable for indirect or consequential loss or damage of any kind (including loss of profits).</p>
<p><b>Complaints Procedure</b> AGI Education has a set procedure to resolve complaints. If the complaint is unable to be resolved satisfactorily within AGI Education, it can be taken to the Chief Executive or sent in writing to the Chief Executive. If it is still not resolved, then the complaint can be taken to NZQA or Study Complaints. NZQA is a government organisation, and they can provide an independent assessment of the complaint. Study Complaints is the appointed operator of the International Student Contract Dispute Resolution Scheme (DRS), which was set up to resolve financial and contractual disputes.</p> <ul style="list-style-type: none"> <li>NZQA – for concerns and complaints about a provider breaching the Code OR</li> <li>Study Complaints – for concerns and complaints about money or contracts.</li> </ul> <p>NZQA - you can submit your complaint query on the NZQA website (<a href="http://www.nzqa.govt.nz">www.nzqa.govt.nz</a>) OR send an email to <a href="mailto:risk@nzqa.govt.nz">risk@nzqa.govt.nz</a> Study Complaints - you can contact them through their website - <a href="https://www.studycomplaints.org.nz/">https://www.studycomplaints.org.nz/</a></p>
<p><b>Disciplinary Procedure</b> If students contravene AGI Education rules and regulations (as published on the AGI Education website) including breaching the Conditions of Enrolment (as published in this enrolment form) with AGI Education, the student will be issued with warning(s) following the AGI Education discipline procedure:</p> <ul style="list-style-type: none"> <li>1st offence will result in a verbal warning, confirmed in writing.</li> <li>2nd offence will result in a written warning.</li> <li>3rd offence will result in a final written warning.</li> <li>If the student then continues to break AGI Education rules and regulations they will be expelled, and their enrolment with AGI Education will be terminated.</li> </ul> <p>The Chief Executive can instantly expel students without warning if they seriously break the rules and regulations of AGI Education and/or the laws of New Zealand. Please note that Attendance and Academic issues are part of the disciplinary process. The student will not be entitled to a refund of their fees if their enrolment with AGI Education is terminated for Attendance or Disciplinary reasons.</p>
<p><b>Rules</b> In signing this enrolment form you undertake to comply with the published rules and policies of AGI Education with regard to attendance, academic integrity and progress, conduct, use of information systems, withdrawals and refunds.</p>

<sup>1</sup> This includes legislation governing the maintenance of official records and for accountability for public funding.

**Withdrawal / Refund Information (Domestic students)**

1. Students must notify AGI Education of withdrawal from a Micro-credential using any of the following ways:
  - a. in writing on the official **AGI Education Request for Withdrawal Form** These are available from reception or can be downloaded from our website [www.agi.ac.nz](http://www.agi.ac.nz) and either emailed ([studentinfo@aka.ac.nz](mailto:studentinfo@aka.ac.nz)) OR submitted physically to a member of our Student Services team
  - b. in writing in an email or any other way to a member of our Student Services team ([studentinfo@aka.ac.nz](mailto:studentinfo@aka.ac.nz)); OR
  - c. verbally to a member of our Student Services team
  - d. The withdrawal date will be the date the notification was received by AGI Education, or the withdrawal date indicated by the student in their notification (whichever is the latter).
2. A student will be treated as withdrawn if;
  - a. the student fails to attend or participate in the Micro-credential in the first 8 days from the Offer of Place commencement date (or extension date where approved prior) OR
  - b. the student attends or participates in the Micro-credential within the first 8 days from the Offer of Place commencement date (or extension date where approved prior) but stops attending or participating in the Micro-credential before the end of this period.
  - c. 2.b does not apply where a student attends or participates in the Micro-credential after the end of the period defined.
3. AGI Education reserves the right to terminate a student's enrolment in the event of:
  - a. Academic or disciplinary non-compliance
  - b. Attendance non-compliance
    - i. Non-attendance for more than 5 consecutive days without contact or approved leave, after the first 8 days from the Offer of Place commencement date (or extension date where approved prior).
    - ii. Failure to meet AGI Education's Attendance Requirements.
4. Terminations will be notified to the student via personal email once actioned.
5. If you are terminated and you are in receipt of Student Loans / Allowances AGI Education will notify Study Link, who will cancel your Student Loans / Allowances entitlement. This may affect your ability to access Student Loans / Allowances in the future. This may also impact your ability to access MSD support benefits.

**Refund Information**

1. Students who withdraw in accordance with AGI Education's Withdrawal Policy and are deemed eligible for a refund as per **Withdrawal / Termination from Micro-credential 1a.**, will have their refund paid within 5 working days from the date of the notification of withdrawal. This timeframe is subject to the student providing the required documentation (for the refund to be paid by Public Trust) within 2 working days of a documentation request from AGI Education.
2. Refund timeframes and refund criteria will be calculated in accordance with the **AGI Education Refund Calculation Table.** (See Table 1.1)
3. All refunds are made in New Zealand dollars, unless otherwise permitted by Public Trust.
4. All refunds will be paid to the student OR a nominated person approved and requested in writing by the student. This is also subject to Public Trust requirements.

Refunds of fees when withdrawal occurs prior to and within the first 8 days from the Offer of Place commencement date (or extension date where approved prior).

5. The student will be entitled to a full refund of total Micro-credential fees paid, less 10% or \$500 of the total fees paid (whichever is the lesser).

Refunds of fees when withdrawal occurs after 8 days from the Offer of Place commencement date (or extension date where approved prior).

6. A withdrawal due to exceptional circumstances may, at the sole discretion of the Campus Director, be grounds for a refund of fees.
  - a. The Campus Director may require documentary evidence in support of the application for the refund. Exceptional circumstances may include:
    - serious illness or disability of the student.
    - death of a student or close family member (parent, sibling, spouse or child);
    - political, civil or natural event that prevents arrival of the student.
  - b. If refund is approved under exceptional circumstances, AGI Education will at a minimum deduct any fees which have been paid or incurred by AGI Education including, but not limited to:
    - tuition utilized
    - resource fees
    - the cost of any additional services that were completed prior to withdrawal
 An application can be made in writing to the Campus Director. A response will be sent within 10 working days of receipt of request for consideration of exceptional circumstances. Refunds will be paid within 5 working day of the decision by the Campus Director to permit a refund under exceptional circumstances.
7. Any excess fees or other funds will be managed by Public Trust as follows:

Refunds to Consolidated (Unclaimed Funds)

Scenario 1:

- The student pays a deposit or full fees but does not start the course or withdraws within the refund period. Funds can be transferred to consolidated 12 months from payment receipt date as the student has had 12 months to claim their fees.

Scenario 2:

- The student has withdrawn after the refund period or finished the course and there is a balance of fees left on their account. Funds can be transferred to consolidated 12 months from the course end date.

Once in Consolidated they are held for a further 6 years and if no claim on the funds, after 6 years the funds are released to NZ Treasury.

8. In the event that AGI Education withdraws an Offer of Place, or is unable to provide the Micro-credential, all tuition fees will be refunded.
9. In the unlikely event that AGI Education:
  - a. ceases to provide a Micro-credential as contracted with a student, due to a requirement by an education quality assurance agency OR
  - b. ceases to be a signatory or provider
 Students will be entitled to a full refund of fees for any undelivered tuition/services.
  - c. If AGI Education ceases to provide a Micro-credential as contracted with a student, on its own accord, students will be entitled to a full refund of fees less 20%.

**Table 1.1**

AGI Education REFUND CALCULATION TABLE (Domestic Students)					
Micro-credential Length	Micro-credential Length less than 3 months in duration			Micro-credential Length of 3 months duration or more	
	For Micro-credentials of two days or less	For Micro-credentials of more than two days but under five weeks	For Micro-credentials of five weeks or more but less than three months		
Withdrawal period	None	Up to the end of two calendar days of the Micro-credential commencing	Up to the end of five calendar days of the Micro-credential commencing	Up to the end of the eighth day after the start of the Micro-credential	After more than 8 days
Refund Criteria	25% of total fees paid	50% of total fees paid	75% of total fees paid	Full refund, less a deduction of 10% of the fees paid or \$500 whichever is the lesser	No refund
Other	<ul style="list-style-type: none"> <li>• Weeks refers to Calendar weeks</li> <li>• Any costs incurred from additional services eg. External exams, requested by the student that have been rendered and/or completed are the liability of the student, and are subject to the cancellation/refund policies of the service where applicable.</li> <li>• Where a student withdraws from a Micro-credential before fees are paid, the student is responsible for payment of outstanding fees as notified.</li> <li>• <b>NO refund</b> will be paid if the student's enrolment is terminated by AGI Education due to Academic, Attendance – outlined in Withdrawal/Refund Information - 3 bi and bii or Disciplinary non-compliance.</li> </ul>				

**Student Fee Protection Policy**

Section 236A of the Education Act 1989 requires student fees (over \$500 in total) to be placed in an approved trust account to provide security for the repayment of prepaid fees in the event Micro-credentials are terminated early. Accordingly, student fees paid in advance are held in AGI Education's Public Trust account. Fees are drawn down after commencement in stages as the course is completed.

In the event a Micro-credential is terminated, and alternative tuition services are not provided, the student is entitled to a refund of prepaid student fees pro rata for the balance of the course based upon the number of full weeks required to complete the Micro-credential.

## F. CONTRACT FOR TUITION

### AGI Education agrees to:

1. Provide a study place on condition that the student meets the conditions of this agreement.
2. Adhere to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code)
3. Provide a pleasant, safe, healthy and well-equipped learning environment.
4. Provide quality teaching delivered by skilled tutors with appropriate qualifications.
5. Review learning goals and progress to ensure current Micro-credentials meet student needs.
6. Provide academic support as required to ensure student needs are met.
7. Keep accurate records of student achievements and report them regularly to the student.
8. Keep accurate records of student attendance.
9. Provide internal guidance and support in academic, personal and welfare matters, or help the student to gain external assistance if requested.
10. Respect the student's rights and privacy and provide in the Micro-credential Handbook and orientation clear guidelines for study and behaviour.
11. Protect the student's personal information in accordance with NZ law, in particular the Privacy and Consumer Guarantee Acts.
12. Provide access to extra-curricular activities on a regular basis.

### The student agrees to:

1. Accept the study place under the terms and conditions stated in this agreement.
2. Notify AGI Education immediately if contact details change in any way.
3. Respect the institute's premises, equipment and resources.
4. Demonstrate commitment to studying and meeting Micro-credential requirements. This includes submission of assessments on time, and completion of Self-directed Learning Activities.
5. Accept the right of AGI Education to make changes to Micro-credentials and timetables as deemed necessary.
6. Discuss your progress and undertake student support provisions as required and needed.
7. Attend classes regularly (at least 90%) and follow AGI Education's processes for notifying absences.
8. Actively participate in class.
9. Advise AGI Education about any disability or additional needs prior to enrolment and seek advice from AGI Education about any serious study or personal problem.
10. Observe the right to treat staff and other students with respect; and work constructively with them to achieve study goals.
11. Become involved in AGI Education's extra-curricular activities as suitable.
12. Strive to become an active participant and citizen of AGI Education and New Zealand.

## G. DECLARATION

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete.  
I agree to abide by the Conditions of Enrolment described in this enrolment form.  
I agree to abide by the Contract for Tuition.  
I consent to the disclosure of personal information as described in the Conditions of Enrolment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

I declare that I have personally interviewed this student and have sighted and confirmed the accuracy of all the attached documentation.

\_\_\_\_\_  
AGI Education Representative Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date