

FEES FREE POLICY

Amendment #	Amendment Date	Effective Date	Document Manager	Approved
"Fees Free Policy"				
1	02/11/2022	02/11/2022	Enrolment Manager	General Manager
Compliance	Education Act 1989 (sections 224 - 225), TEC admission and enrolment requirements			
Related Policies	<ul style="list-style-type: none"> Enrolment Policy, Refund and Fee Protection Policy Withdrawal, Deferral and Reinstatement 			

Purpose

The purpose of the fees-free policy is to make the first year of tertiary education or training fees-free for new learners. As such, learners must meet the prior study criteria to ensure that they meet the intent of the policy as new learners.

Policy

All domestic applications are assessed for eligibility for Fees free to ensure that the qualified students are not directly charges for the Fees Free amount.

Definitions

NSN is the national student number, a unique number given to every student by Ministry of Education.

EnrolPro is the Student Management system used by AFS for reporting SDR and Fees free to TEC and entering and reporting students results to NZQA.

Responsibilities

Enrolment Manager is responsible for

- Receiving and responding to all enquiries relating to programmes/qualifications offered by Ardmore Flying School.
- Determine student's fees free eligibility and communicate the status to the student so that the student can follow up by filling the declaration if required.
- Updating the eligibility status in student's record in Enrolpro
- Saving an evidence of eligibility at the time of enrolment in student folder.
- Generating invoice in Enrolpro for each student to ensure the course amount is reflected in reports.
 - Verifying the National Student Numbers after a student has been confirmed
 - Re-checking the student's eligibility against the reports in workspace2.
 - Reporting the Fees Free eligible students to TEC
 - Informing the finance manager of all fees free students to ensure the student is not charged directly the amount covered under fees free.

- Sharing the cap limit report with the finance manager

Finance Manager is responsible for

- Ensuring that the amount covered by Fees free is deducted from the student loan application
- Assisting students with student loan applications
- Processing refund for withdrawals

Procedures

Eligibility Results

Yes - you're eligible for fees free

No - you're not eligible for fees free

Unknown - not sure if you're eligible for fees free

Fees Free Criteria

Learner must be one of the following:

1. A New Zealand citizen, or
2. Ordinary resident in New Zealand and:
 - have been living in New Zealand for at least 3 years while holding a residence class visa, or
 - a refugee or protected person, or
 - sponsored into New Zealand by someone in their family who, at the time of sponsorship, was a refugee or protected person; or
 - a holder of the Christchurch Response (2019) Permanent Resident Visa; or
 - a holder of a residence class visa who would have been eligible for the Christchurch Response (2019) Permanent Resident Visa.
 - You must have been enrolled in a school in or after 2019, other than as an adult learner, or
 - You must have not undertaken more than half a year of EFTS at level 3 and above on NZQF, including tertiary education at an equivalent level undertaken in any country

Course Criteria

To be eligible for Fees Free, your course must also meet the below criteria:

- be funded by the Tertiary Education Commission
- not be part of a school learning programme or secondary-tertiary programme

General Requirements for aviation courses

- Learners eligible for fees-free are entitled to up to \$12,000 (including GST) worth of fees-free support.
- Learners with fees exceeding \$12,000 may be able to borrow through the Student Loan Scheme.

- There is a borrowing cap for learners studying an approved aviation programme for pilot training
- Learners eligible for fees-free are able to borrow \$35,000 per EFTS minus their fees-free entitlement (\$12,000)

Referral documents

- Enrolment and admission process
- Withdrawal and Refund Policy
- Student Fee protection

Note regarding all policies and procedures

This policy is a Controlled Document and managed by the document control manager in accordance with our SMS Document Control process. All staff are encouraged to provide suggestions for improvement and notification of errors in this document at any time. This can be done by completing a HICS.

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