



THE CATHOLIC INSTITUTE  
OF AOTEAROA NEW ZEALAND  
Te Pūtahi Katorika ki Aotearoa

## DISCLOSURE OF INFORMATION TO STUDENTS PRIOR TO ENROLMENT POLICY

### Rationale

The Catholic Institute (TCI) aims for transparency in the services it provides. The disclosure of information to students prior to enrolment ensures that programme and course requirements are clearly visible and reasonable.

### Guidelines

NZQA is Confident in the Educational Performance and is Confident in the Capability in Self-assessment of TCI (External Evaluation and Review, 2014) placing TCI in NZQA's Category 2.

There are no material conflicts of interest of any of the governing members and management of TCI, nor do they have any interests in the immigration sector that provides goods or services to tertiary students. The following members have interests in other tertiary organisations:

Bishop Stephen Lowe is a trustee of Good Shepherd College;

The Catholic Institute of Aotearoa New Zealand Te Pūtahi Katorika ki Aotearoa (TCI) collects and stores information from student's enrolment form to:

- Manage the business of TCI (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records.
- Supply information to government agencies (e.g. TEC, NZQA, Statistics New Zealand, ACC) and other organisations as required by law.
- Assist Catholic diocesan offices for the purposes of administration of records for the Catholic Schools Certification, conduct research/analysis required for planning PD, resources and needs of schools and parishes.

Students are required to sign the declaration on the last page of the TCI enrolment form to acknowledge that they have received this information prior to enrolment as required by section 234B of the Education Act.

### Course Fees

TCI is committed to keeping tuition fees affordable and in line with the current government Annual Maximum Fee Movement policy. There is a compulsory Administrative Fee for all courses (paper). The total course fees and costs for all programmes of study offered by the Catholic Institute of Aotearoa (TCI) are set out in the Fee section of the annual Prospectus.

### Legislative Requirements for Fees

Please note that all tuition fees are collected **eight days after** the commencement of each semester course (paper), or its pro-rata equivalent if the paper is delivered in intensive mode, which satisfies legislative requirements (Section 236A, Education Act, 1989).

### **Student Achievement Component (SAC) – Benefits to Students**

With the registration of TCI qualifications on the National Qualifications Framework, TCI will receive government assistance in the form of Student Achievement Component. The qualifications and their EFT values are listed below.

<b>Qualification</b>	<b>EFTS Value</b>
New Zealand Certificate in Christian Studies (NZCCS) strands in:	
• Christian Ministry	0.60
• Religious Education	0.80
New Zealand Diploma in Christian Studies (NZDCS)	
• Christian Leadership	1.20
• Religious Education	1.20
• Theological Studies	1.20
• Pastoral Ministry	1.20

This government funding benefits students directly and is targeted towards these programmes of study. It is a crucial element in the continuing quality of delivery and student learning.

### **Priority of Student's Claims**

In the event of the failure of TCI as a provider, student fees that cover any undelivered part of any of the courses are assured. This provision is underwritten by the New Zealand Catholic Bishops Conference (NZCBC). Please refer to the Withdrawal and Refunds Policy.

### **Qualifications not currently Generating Government Subsidy**

TCI offers other qualifications that do not currently generate government funding. However, the same mechanisms for student protection and disclosure of information apply to all qualifications and courses. The Catholic Institute of Aotearoa New Zealand is committed to quality in all its programmes of study.

For further information, please contact the Head of Student and Business Support on 04 819 8382, or e-mail: [s.wilson@tci.ac.nz](mailto:s.wilson@tci.ac.nz).