

## DISCLOSURE OF INFORMATION TO STUDENTS PRIOR TO ENROLMENT 2020

**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 1989.**

### New Zealand Qualifications Authority rating

NZQA is Highly Confident in the Educational Performance and is Confident in the Capability in Self-assessment of TCI (External Evaluation and Review, 2018). This rating places TCI in NZQA's Category 1.

### Conflicts of Interest

There are no material conflicts of interest for any of the governing members and management of TCI. Bishop Stephen Lowe is a Trustee of both The Catholic Institute and Good Shepherd College (another tertiary education institution).

### Student Achievement Component Funded Programmes

TCI qualifications, registered on the National Qualifications Framework, are eligible to receive government assistance in the form of Student Achievement Component (SAC) funding. This government funding benefits students by supporting the quality of course delivery and student learning. The eligible qualifications are listed below:

| Registered Qualifications  | EFTS Value |
|--|------------|
| <b>NZ2771 New Zealand Certificate in Christian Studies (Level 5) - Christian Ministry</b>  | 0.4998     |
| <b>NZ2771 New Zealand Certificate in Christian Studies (Level 5) - Religious Education</b> | 0.6667     |
| <b>NZ2773 New Zealand Diploma in Christian Studies (Level 6) - Christian Leadership</b>    | 1.0        |
| <b>Qualifications Pending Registration</b>   |            |
| New Zealand Diploma in Christian Studies (Level 6) - Pastoral Ministry                     | 1.0        |
| New Zealand Diploma in Christian Studies (Level 6) - Religious Education                   | 1.0        |
| <b>Non-registered Qualification</b>  |            |
| Certificate in Personal Interest   | 0.1666     |

## Course Fees and Financial Support

Students who are enrolling for tertiary study for the first time or who were eligible for fees-free in 2019 may be eligible for **fees-free support** from Study-Link.

Registered qualifications are also eligible for **student loan funding** to pay the fees.

Students who are not eligible for fees-free, will qualify for a Mission Scholarship if enrolled in a qualification. This scholarship is offered to enable teachers (or intending teachers) in Catholic schools, people working in ministry in the Church - either voluntarily or in paid roles - and those wanting to know more about their faith to obtain a qualification. It is *not* available for students who enrol for interest only or students who do not complete assessment tasks.

There is a compulsory Administration Fee of \$20.00 per course. Fees are charged per course and not for the whole year's study. All fees are GST inclusive.

Once registered, the other two streams in the New Zealand Diploma in Christian Studies will attract the same fee as the Christian Leadership stream.

| Registered Qualifications  | Tuition fee per course | Admin fee per course | Total fee with scholarship |
|--|------------------------|----------------------|----------------------------|
| <b>NZ2771 New Zealand Certificate in Christian Studies – Christian Ministry</b>  |                        |                      |                            |
| Level 5 10 credit course/paper   | \$350                  | \$20                 | \$320                      |
| <b>NZ2771 New Zealand Certificate in Christian Studies – Religious Education</b> |                        |                      |                            |
| Level 5 10 credit course/paper   | \$350                  | \$20                 | \$320                      |
| Level 5 20 credit course/paper   | \$700                  | \$20                 | \$620                      |
| <b>NZ2773 New Zealand Diploma in Christian Studies – Christian Leadership</b>    |                        |                      |                            |
| Level 6 15 credit course/paper   | \$525                  | \$20                 | \$470                      |

| Certificate in Personal Interest (not NZQA registered) | Tuition fee per course | Admin fee per course | Total fee with scholarship |
|--|------------------------|----------------------|----------------------------|
| Fee per Level 5 course/paper                           | \$350                  | \$20                 | \$370                      |
| Fee per Level 6 course/paper                           | \$525                  | \$20                 | \$545                      |

## Student Fee Protection

In the event of the failure of TCI as a provider, student fees that cover any undelivered part of any course, whether for a registered or unregistered qualification, will be refunded.

Student fees under \$500 total per annum are protected by a legal guarantee from the New Zealand Catholic Bishops Conference (NZCBC).

Student fees at or greater than \$500 total per annum are protected through an independent and audited Trust with Public Trust. This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013.

## Recognition of Prior Learning: Eligibility and Fees

To be eligible for credits for previous tertiary study, students must supply evidence of a recognised qualification obtained from another learning institution which is less than 10 years ago and at the equivalent level or higher than the TCI qualification for which they have enrolled. The relevant fees are:

|   |           |
|---|-----------|
| RPL from an overseas institute (per application)              | \$50      |
| RPL from a New Zealand institute (per application)            | \$40      |
| Cross-credits within TCI                                      | No charge |
| Evidence of pre-requisite for entry into NZDCS qualifications | No charge |

## **Withdrawal and Refunds Policy**

### *Student withdrawal*

Students who withdraw from all or part of their programme of study are entitled to a full refund of tuition fees paid, subject to the conditions below. For complete withdrawal the non-tuition fees are also refunded, less

- costs already incurred by TCI
- an amount which covers use of the facilities and resources involved in course delivery to date of withdrawal.

Withdrawal must be made during the following refund periods:

- for courses taught face-to-face, one month from the start date of each course or after six hours teaching, whichever comes first
- for courses taught by distance, either one month from the start date of each semester (for on-time enrolment) or one month from the date of the late enrolment

A student withdrawing from a course within the specified withdrawal period may apply in writing for a refund of course fees. A withdrawal form is available from the Registrar or the Site Co-ordinator, or on the website at [www.tci.ac.nz/useful-forms](http://www.tci.ac.nz/useful-forms).

A refund may be paid to students who withdraw after the refund period, due to **exceptional circumstances**. These could include serious illness of the student, serious illness or death of a close member of the student's family, or as a consequence of the outcome of complaints arising in relation to academic, assessment, administration, withdrawal and refunds and others' conduct. In each case, students must apply in writing to the Head of Student and Business Support, setting out the special circumstances of the claim and providing relevant evidence.

Refunds under exceptional circumstances will be the balance of course fees net of costs already incurred.

For the avoidance of doubt, refunds will **not** be made to students who are asked to leave the course because of misconduct that endangers the student and/or others, or violation of rules, such as use of drugs or alcohol or poor attendance.

### *TCI cessation or closure*

In the event that TCI voluntarily ceases to offer a course in which students are enrolled, or closes down as a PTE, it will refund to students the portion of the fee applicable for the part of the course that it has failed to deliver. This provision is underwritten by the New Zealand Catholic Bishops and TCI's Student Fee Protection Trust with Public Trust. The refund will be made within five working days from the date of cessation or closure.

Should NZQA notify a course closure event affecting TCI, the same pro rata refund arrangements will apply, except where the course closure event is due to a natural disaster. In that situation, the refund requirement will arise if the course has not resumed after ten working days. TCI will also notify students within five working days of a closure due to natural disaster of their right to opt out of the course within 20 working days of the notice, and still receive a pro rata refund.

## **Student Information**

Details of how to access policies and procedures, including complaints and appeals procedures, are made available to students during the enrolment process, through the Student Manual and on TCI's web site at [www.tci.ac.nz/student-manual](http://www.tci.ac.nz/student-manual).