

ER17 Application for Fees Discount Employee/Council Member (NZ Resident / Non Work Visa Employee)



Process for gaining approval for a Fees Discount

As an Employee/Council member applying for a discount for enrolment fees, you must:

1. Refer to the Ara Staff/Council Fees Policy available on the Infoweb
2. Enter your relevant details below in Section 1 and Programme / Course details in Section 2
3. Section 3 – Contact the relevant Head of Department to confirm availability of a place on the course and that no fee-paying student is being displaced from the course you have requested. (Teaching courses are an exception in this case). If the course is full with paying students, then a discounted fee will not be applicable. Discounts apply to course enrolment fee and supplementary additional fees (SAFs) only.
4. Tick and sign the declarations in Section 4 and then **submit this ER17 form to People & Culture (P&C) via email peopleandculture@ara.ac.nz** to have your employee eligibility confirmed. Where the requests relate to a partner or dependent child, an ER23 Declaration of Employee/Council (Partner or Dependant Child) Fees Discount Form must be provided with supporting documentation and the declaration signed.
5. People and Culture will confirm receipt of your form/s and provide verification of your employee eligibility. For Applications relating to teaching courses, People and Culture will email your Application for a Fees Discount directly to Admissions and copy you in on the email to ensure prompt enrolment for teaching courses.
6. For all other professional development or personal interest courses, People and Culture will email your verified Application for a Fees Discount directly to you, and you can then complete the process with Admissions; confirming course enrolment and start date.
7. Complete enrolment according to Ara requirements, e.g. produce a birth certificate or passport (to meet MoE specifications) and complete the Ara Admission & Enrolment Form.

This form is valid for current Employee/Council members at Ara and becomes invalid upon cessation of employment without written authorisation from the DCE Chief Operating Officer. **Every section must be completed in the order it appears.**

Please note your student invoice is required to be paid in full within 30 days of the invoice being received. Failure to do so may result in the employee discount being reversed.

Section 1: (Employee to complete)

a) Employee/Council Member

Your Name: _____ Position: _____

If the application is for a Professional Development Course and the applicant has less than six months' continuous service, then the completed ER18 Professional Development Course Approval Form must accompany the application.

b) Complete this section if the discount is for an **eligible partner or dependant child**. *Note: The ER23 Declaration for Employee/Council (Partner or Dependant Child) Fees Discount Form must be completed and accompany this form, along with original or verified supporting documents as outlined in the ER23 (only required for the first application for this person).*

Name of eligible family member: _____

Section 2: Programme/Course Details (Employee to complete)

Dept/Division: _____

Programme Code: _____
Eg: NZ2662 19-FY

Course Code/s: _____
Eg: CGAS406 19-FY-Y2A

Start date: _____

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Section 3: (HoD to complete) (NB: cannot be sub-delegated)

Confirmation by Head of Department that a discounted place is available, and no fee-paying student has been displaced Exception: Waived for enrolling in any Ara Teaching Qualifications.

SAC funded/Source of Funding 01: Yes If "No" then no discount is available.

Name: _____ Signature: _____ Date: _____

Section 4: (Employee to complete)

Declarations: (Tick which box(es) apply to you – and sign to acknowledge the applicable terms of the contract)

I understand that a place on the course will be available to me on the condition that a full fee-paying student will not be displaced by my discounted enrolment. *The exception to this rule is for staff attending the Adult Teaching Qualification. This is in accordance with the Council/Staff Discounted Fees Policy.*

I am enrolling in the Adult Teaching Qualification (CVTT, NZCALNE or GDTL) and I give permission for People and Culture to release a copy of my verified qualifications and identity documents to Admissions and Enrolments for the purposes of confirming my eligibility to enrol. (Qualifications to be emailed to EnrolmentSupport@ara.ac.nz)

Signed: _____ Date: _____

(Employee to now email completed form to peopleandculture@ara.co.nz)

Section 5: (completed by delegated People & Culture staff only):

Eligibility for Discount Decision

Employee number (if applicable): _____ Full time equivalent (FTE): _____

Discount Amount (%): _____ Tenure (permanent or contract end date): _____

Declaration for relative (ER23) signed/or on file _____ Domestic / NZ Resident: Yes

Approver name: _____ Signature: _____ Date: _____

Comment/Notes

Enrolment Status