

LATE ENROLMENT DECLARATION

Student ID Number	
Student Name	
Programme	

Below is a brief summary of the late enrolment policy and provider-based learning withdrawals and refunds for ākonga nō Aotearoa as per the Te Kawa Maiororo | Educational Regulatory Framework. The full policy can be obtained from the Te Pūkenga website, [Te Pūkenga.ac.nz](http://TePukenga.ac.nz)

Late Enrolment

- (1) An ākonga may be accepted for late enrolment by the delegated authority up to ten working days or 10 per cent of the course duration (whichever is the lesser). In making their decision, the delegated authority balances a desire to be flexible against the likelihood of ākonga success following late enrolment.
- (2) To be accepted for late enrolment, the ākonga needs to have completed the application and enrolment process.
- (3) The relevant Te Pūkenga staff advise the ākonga of the implications of a late start and the ākonga confirms in writing that they have been advised:
 - a. The standard withdrawal date applies and the ākonga is not entitled to a refund if they withdraw after this date.
 - b. Programme staff advise the ākonga of course requirements, expectations, and any other relevant information applicable to a late start

Withdrawals and refunds for ākonga nō Aotearoa

This section refers to the 'withdrawal period', which is 10 per cent of the duration of the programme, or course within the programme, whichever is the lesser.

2.20. Advice for ākonga (student) on implications of withdrawal

- (1) Te Pūkenga advises ākonga contemplating withdrawal about possible consequences for loans and allowances, their academic record, and implications for those planning to enter professions governed by professional regulations. Wherever possible, support is provided to ākonga to avoid withdrawal. Te Pūkenga recognises that, in some cases, withdrawal may be the appropriate option.

2.21. No-show

- (1) If an ākonga does not attend within the withdrawal without penalty period (except waitlisted programmes) and does not respond to any communications, the delegated authority may cancel their enrolment as a 'no-show'.
- (2) For waitlisted courses or programmes, the ākonga may be treated as a no-show on the third day of the programme or after three attempted contacts, to allow waitlisted ākonga to join the programme.
- (3) No academic record is created for no-show ākonga.
- (4) The tuition fees of ākonga who do not attend within the withdrawal period of their programme/course are refunded (if applicable) to the person or organisation that paid their fees (a Verification of Study is submitted to StudyLink).

2.22. Withdrawal within 10 per cent of programme duration

- (1) An ākonga may withdraw within the withdrawal period without financial or academic disadvantage.

- (2) If an ākonga withdraws from all first-semester courses of a multi-semester programme, the withdrawal request is assumed to also apply to the second and subsequent semesters, unless otherwise advised by the ākonga. The same applies when a programme consists of courses that are shorter than a semester.
- 2.23. Withdrawal after 10 per cent of course duration
- (1) If an ākonga withdraws after 10 per cent of the course duration, they are not entitled to any refund, unless they can prove to the delegated authority that they were affected by exceptional circumstances (refer 2.27).
- (2) If an ākonga withdraws after 10 per cent of the duration of a course, a 'Withdrawn' (WD) grade is recorded on their academic record.
- 2.24. Withdrawal after 80 per cent of course duration
- (1) If an ākonga withdraws after 80 per cent of the course duration, a Did Not Complete (DNC) grade is recorded on their academic record.
- (2) If the ākonga ceases to attend or participate and cannot be contacted, a DNC grade is recorded for the relevant courses. (3) Te Pūkenga aims to assist postgraduate ākonga to complete their studies by arranging extensions where appropriate and with the approval of the delegated authority. If this is not possible, a DNC grade is recorded.
- 2.25. Withdrawal by Te Pūkenga of disengaged ākonga
- (1) Where an ākonga has disengaged after the withdrawal period and has not responded to reasonable attempts to contact them, the delegated authority may treat their nonengagement as a withdrawal and withdraw the ākonga on their behalf.
- (2) Te Pūkenga makes at least three attempts to contact a disengaged ākonga before withdrawing their enrolment.
- (3) Te Pūkenga notifies the ākonga in writing that their enrolment has been withdrawn on their behalf and advises the person or organisation that paid the fees. The ākonga remains liable for fees except with the approval of the delegated authority.
- (4) The ākonga receives WD grades or DNC grades as applicable (refer 2.23 and 2.24).
- 2.26. Other withdrawals
- (1) An ākonga enrolled in a short course (including an Adult and Community Education (ACE) course that has tuition fees) may withdraw without financial penalty before/on the start date.
- (2) An ākonga enrolled in a funded micro-credential may withdraw without financial penalty until 10 per cent of the course duration, and without academic penalty until 80 per cent of the course duration.
- (3) An ākonga enrolled in an unfunded micro-credential or Full Cost Recovery course may withdraw without financial or academic penalty before/on the start date.
- (4) If an enrolled ākonga withdraws after attending a workshop or accessing/engaging in online resources that form part of a funded micro-credential or full cost recovery course, they are not entitled to any refund.
- 2.27. Withdrawal due to exceptional circumstances
- (1) If an ākonga withdraws or is withdrawn on their behalf (refer 2.25) and believes they have been affected by exceptional circumstances (i.e., circumstances beyond their control), they may apply for exceptional circumstances consideration using the business division's exceptional circumstances process.
- (2) If the ākonga is unsatisfied with the decision, they may appeal the decision as set out in the Ākonga Appeals Policy and Procedures.

By signing below, you are confirming that you have read, understood and agree to the Late Enrolment, and Withdrawals and Refunds for ākonga nō Aotearoa policies, as stated above.

Student signature	Date
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