

DISCLOSURE OF INFORMATION TO STUDENTS PRIOR TO ENROLMENT 2018

IMPORTANT: 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.

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. The following members have interests in other tertiary organisations:

- Bishop Stephen Lowe is a trustee of Good Shepherd College;
- Bishop Charles Drennan is a trustee of Good Shepherd College;

Student Achievement Component (SAC) Funded Programmes

TCI qualifications, registered on the National Qualifications Framework, are eligible to receive government assistance in the form of Student Achievement Component funding. These qualifications are listed below:

New Qualifications NZQA registered and SAC funded	EFTS Value
NZ2771 New Zealand Certificate in Christian Studies (Level 5) -Christian Ministry	0.60
NZ2771 New Zealand Certificate in Christian Studies (Level 5) - Religious Education	0.80
Old Qualifications NZQA registered and SAC funded	
PC2703 Certificate in Catechetical Studies	0.60
PC9637 Certificate in Pastoral Ministry (Hospitals)	0.60
PC2704 Diploma in Religious Studies, with streams in Religious Education, Pastoral Ministry and Theological Studies	1.125
PC9298 Diploma in Pastoral Leadership	2.04

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.

Programmes that are NOT Student Achievement Component (SAC) Funded

New Qualifications (In the process of applying for NZQA registered and SAC funding)	EFTS Value
New Zealand Diploma in Christian Studies (Level 6) – Christian Leadership	1.20
New Zealand Diploma in Christian Studies (Level 6) – Pastoral Ministry	1.20
New Zealand Diploma in Christian Studies (Level 6) – Religious Education	1.20
New Zealand Diploma in Christian Studies (Level 6) – Theological Studies	1.20
Old Qualifications (not SAC funded)	
Certificate in Pastoral Ministry - Prisons (NZQA registered)	0.60
Certificate in Pastoral Ministry (not NZQA registered)	0.60

Course Fees 2018

A new fee structure is in effect for the new national qualifications offered by TCI. TCI has secured funding for three years for a **Mission Scholarship** 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 gain a qualification.

For those finishing old qualifications, the fees have increased by 2%. This fee increase is in line with the current government Annual Maximum Fee Movement policy.

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

New Qualifications	Tuition fee per course	Admin fee per course	Total fee with \$175 scholarship
NZ2771 New Zealand Certificate in Christian Studies – Christian Ministry			
Level 5 10 credit course/paper	\$350	\$20	\$195
NZ2771 New Zealand Certificate in Christian Studies – Religious Education			
Level 5 10 credit course/paper	\$350	\$20	\$195
Level 5 20 credit course/paper	\$700	\$20	\$390
New Zealand Diploma in Christian Studies – with streams in: Christian Leadership, Pastoral Ministry, Religious Education and Theological Studies			
Level 6 15 credit course/paper (application pending indicative only)	\$450	\$20	\$295

Old Qualifications	Tuition fee per course	Admin fee per course
PC2703 Certificate in Catechetical Studies		
Fee per course (paper). Not offered. If a student has papers to complete please contact s.wilson@tci.ac.nz		
PC9637 Certificate in Pastoral Ministry (Hospitals)		
Fee per course (paper)	\$82	\$20
PC2704 Diploma in Religious Studies, streams in Religious Education, Theological Studies, Pastoral Ministry		
Fee per course (paper)	\$82	\$20
PC9298 Diploma in Pastoral Leadership		
Fee per course (paper) coded 100 or 200	\$82	\$20
Fee per course (paper) coded 300	\$120	\$20
Certificate in Pastoral Ministry (Prisons)		
Fee per course (paper)	\$82	\$20
Certificate in Pastoral Ministry (not NZQA registered)		
Fee per course (paper)	\$82	\$20

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. 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, e-mail: s.wilson@tci.ac.nz

RECOGNITION OF PRIOR LEARNING FEES

To be eligible for credits students are to 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.

RPL from an overseas institute (per application)	\$50.00
RPL from a New Zealand institute (per application)	\$40.00
Cross-credits within TCI	No charge
Evidence of pre-requisite for entry into NZDCS qualifications	No charge

WITHDRAWAL AND REFUNDS POLICY

1. 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.
2. The specified withdrawal period for each course or paper towards all Certificates and Diplomas taught face to face is after six hours of teaching time. The specified withdrawal period for each course (paper) towards all Certificates and Diplomas taught by Distance Education is one month from the start date of the semester.
3. Students who withdraw early from a Certificate or Diploma course must return the Course Readers/Books or the full fee for the course will be charged.
4. Students who withdraw from all or part of their study before the final withdrawal date are entitled to a refund of tuition fees paid. The administration fee is non-refundable.
5. Except in exceptional circumstances, no refund is payable to students who withdraw after the specified date.
6. In the event that TCI goes into liquidation or receivership, a pro rata of the course shall be refunded, the pro rata being that part which is still undelivered after the course commences. This provision is underwritten by the New Zealand Catholic Bishops.

WITHDRAWAL AND REFUNDS POLICY (Explanation)

1. If students wish to withdraw *after* the above specified times, no refund shall be made except in the case of:
 - (a) serious illness of student, serious illness or death of a close member of the student's family. TCI shall retain amounts to cover costs already incurred. Medical evidence must be provided.
 - (b) complaints arising from academic, assessment, administration, withdrawal and refunds, and conduct. TCI shall retain amounts to cover costs already incurred. Evidence must be provided to show that TCI's Complaints, Grievances and Appeals Procedures for Students have been followed.
2. NO refunds shall 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 drugs or alcohol or poor attendance. Refer to Policy on Student Behaviour and Personal Conduct.

WITHDRAWAL AND REFUNDS PROCEDURES

1. Withdrawal and refund procedures are:
 - (a) A student, who withdraws after a specified point in the course, shall be regarded as having failed the course unless the withdrawal has been approved by the Head of Student and Business Support.
 - (b) The Head of Student and Business Support shall not approve a withdrawal unless satisfied that:
 - i. there is evidence of satisfactory progress in the course up to that point; and
 - ii. there are medical or personal circumstances, which make it in the student's best interest not to complete the course, and that normally these circumstances have arisen since the specified cut-off date for withdrawals.
2. Withdrawal and refund procedures for the distance education courses and online courses are:
 - (a) A student who withdraws after specified points in the programme shall be regarded as having failed the course unless the withdrawal has been approved by the Head of Student and Business Support.
 - (b) The specified points of withdrawal are one month from the start date of each semester.
 - (c) Distance Education late enrolments are accepted two weeks from the start of each of published semester dates. The specified withdrawal dates for late enrolments shall be one month from the date of receipt of late enrolment.