Discounted Tuition Fees

First Produced:	15/10/99	Authorisation:	Te Kāhui Manukura (TKM)
Current Version:	05/12/25		
Past Revisions:	27/04/07, 18/11/99, 28/04/00, 08/12/00, 29/11/02, 15/09/04, 18/11/05 05/08/09, 1/10/12, 22/04/16, 16/10/18, 31/10/22	Officers Responsible:	Director – People and Culture (P&C) Director – Strategy, Planning, Performance
Review Cycle:	1 year cycle		
Applies From:	Immediately		

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1 Introduction

1.1 Purpose

The purpose of this policy is to provide eligible Ara Institute of Canterbury (Ara), employees, council members and family members with access to discounted tuition at Ara.

1.2 Scope and Application

This policy applies to all employees, council members and family members as specified in section 3.2 of this policy.

1.3 Formal Delegations

a Directors may determine whether a specific course/programme is classified as employee development/professional development for a particular employee.

b Delegations for approving and signing discount applications are listed in the *CPP120a Delegations Register*.

c The Chief Executive may confirm applications from board members, employees in People and Culture, the partners or dependent children of those applicants and Ara employees involved in the learner selection for, or administration of, the programme/course involved.

d The Chief Executive may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.

e The Director – Ako Excellence may approve applications for discounts under the Canterbury Tertiary Alliance (CTA) Employee Discount Scheme (refer 3.6 Associated Procedures).

1.4 Definitions

a **Employee:** In the context of this policy, an employee is someone who is employed on a permanent full-time basis**.**

b **Casual Employee:** Employees who are paid on an hourly rate and work on an irregular basis.

c **Council Member:** Person appointed/elected to the Ara Council by one of its stakeholders to govern Ara. For the purposes of this policy, Council members' positions are deemed to have an FTE value of 1.0.

d **Family Member:** For the purposes of this policy, family member refers to an employee's parents, spouse, parter, and children of an eligible employee.

e **Dependent Child:** Child (under 25 years of age at time of enrolment) of a Council/Ara employee or their partner. This includes birth, adopted, and fostered children.

f **Partner:** Someone who is living with a Council/Ara employee in a recognised, genuine, and stable relationship. This includes people in civil unions and same-sex and de facto partners. Council/Ara employee and partners must both have a legal entitlement to reside in New Zealand.

g **Discount:** Reduction to a maximum of 90% of the Ara tuition fee based on the Ara employee's FTE value in their principal position or category of employment. The percentage discount is 90% x FTE.

i Applies to domestic learners only.

ii Employees must be eligible for SAC3+ funding.

iii Does not cover full fee courses.

h **EFTS:** Equivalent Full-Time Student.

i **Eligible Employee:** Defined in section 3.3.

j **FTE:** Full Time Equivalent Employee. The fraction of a full-time position that the Board/employee holds or is employed for in their principal position. .

k **Principal Position:** The position nominated by an employee who is employed in more than one position at Ara. The FTE value of the nominated principal position is used for the calculation of the discount.

l **Employee Development:** Any course which is designated by the applicant's manager and endorsed by the Chief Executive as employee development or professional development because it is directly related to, or required for, the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively. This will include consideration in cases where employees are on a work permit/VISA and would normally be classified as international learners for purposes of study in New Zealand

m **Supernumerary:** Any position created for a purpose other than in the normal course of operation of the organisation and within the established workforce.

Related Ara Procedures	**Related Ara Policies**
• ER17 Application for Fees Discount Employee/Council Member • ER23 Declaration for Staff/Council Fees Discount	• APP504 Regulations Governing Admission and Enrolment • CPP204 Equal Employment Opportunities • CPP214 People and Culture Management • CPP217 Professional/Capability Development

Related Other Documentation	Good Practice Guidelines
• Canterbury Tertiary Alliance (CTA) Employee Discount Scheme	•

References

Management and employees may seek further advice regarding any of the information in this Policy from:

- Their immediate supervisor
- The designated People and Culture Business Partner for their area
- Manager – Capability
- Waituhi.

2 Principles

2.1 The discount on fees is provided to enhance employee wellbeing and life-long learning.

2.2 No full fee-paying learner will be displaced by a learner with a discounted enrolment, with the exception of employees attending the NZCATT NZCALNE or GDTTL in Tertiary Learning and Teaching programme courses, WPLT, and nurses Health Assessment courses.

2.3 The discount on fees of tuition is offered as a benefit of working for Ara, and may be removed after consultation by the CE at any time.

2.4 The value of the discount will not be included in any total remuneration calculation for individual employees.

3 Associated procedures for Ara Corporate Policy on: Sensitive Expenditure

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3.1 Courses and Costs Covered by the Discount

a The discount only applies to courses which are funded by the Tertiary Education Commission (TEC).

b Some courses will be excluded from the discount if they do not make a marginal contribution to the income of Ara. The decision on whether a programme/course is making a marginal contribution will be made by the Director – Strategy, Planning, Performance.

c The discount only applies to the cost of tuition. It does not apply to the following –

i Additional course related costs

ii Student Association membership fees

iii NZQA charges

iv Ara student services levy

v Student Finance fees

vi Fees for resits or resubmissions

vii Fees associated with Ara facilities or events.

3.2 Discount Calculation

a The discount is a reduction of a maximum of 90% of the Ara tuition fee (100% for NZCATT, NZCALNE or GDTTL programme courses, WPLT, and nurses Health Assessment courses (or replacement qualification) courses) based on either the employee's FTE value in their principal position or the category of employment which applies to the employee.

b The discount for some categories of employees listed in the People and Culture *Employee Discount Guidelines* is set at 27% and does not depend on other calculation factors.

c Where any permanent/tenured employee has more than one permanent proportional position, the two proportions will be added together to determine the FTE value. For example, an FTE value of 0.5 for one permanent position and an FTE value of 0.3 for a second permanent position equates to a discount of 72% (90% x (0.5+0.3) = 72%).

d The Chief Executive may authorise exceptions within agreed guidelines and will deal with disputes about eligibility for the discount, the calculation of discounts, and availability of courses for discounted fees.

3.3 Discount Calculation and Employee Eligibility

a To meet the employment criteria for an Ara employee who has been employed continuously for six months prior to the commencement of the course they wish to attend, meets the employment criteria for a reduction in tuition fees. Casual employees are excluded.

b Employees who meet the employment criteria, but fall within the following categories are not eligible for the tuition subsidy –

- i Persons who are not permanent residents of New Zealand or who do not otherwise qualify for TEC/MoE subsidy.
- ii Employees employed on subsidised programmes of work.
- iii Employees employed in supernumerary positions.
- iv People undertaking work experience at Ara paid or unpaid.
- v Student cadets or interns paid or unpaid.
- vi People who have a contract for service who are paid on invoice.

c Ara recesses (the periods between terms during which some employees are not paid) are not counted as breaks in employment for the purpose of assessing eligibility for the Council/Employee discount. That is, a person who is employed until the end of the teaching year in one year AND is re-employed at the beginning of the next teaching year is deemed to be continuously employed.

d Other employment gaps of not more than three weeks are not counted as breaks in employment for the purpose of assessing eligibility.

e An eligible employee who is on officially approved leave without pay (LWOP) still qualifies.

f Employees enrolled in employee development courses for which there is an enrolment fee shall be eligible for the full Ara employee discount (90% for general courses, 100% for NZCATT, NZCALNE or GDTTL programme courses, WPLT, and nurses Health Assessment courses) irrespective of whether they are less than 1.0 FTE; that is, the discount for approved employee development courses is not set on a pro rata basis as it is for other courses, as set out below in 3.3 Calculation of Discount.

g Six months continuous employment is not required for employee enrolling for employee development courses (including NZCATT, NZCALNE and GDTTL programme courses, WPLT, and nurses Health Assessment courses) approved and endorsed by the employee's Manager (refer to 3.4 below).

h For the purposes of this policy, Council members' positions are deemed to have a Full Time Equivalent employee (FTE) value of 1.0.

i Once an employee or Council member is deemed eligible under these criteria, their partners and dependent children have the same eligibility.

3.4 Application Procedure

a People and Culture holds and administers application forms for claiming the Council/Employee discount. All forms are available on Waituhi (Ara's Intranet).

b Applicants are required to provide evidence of their relationship to any members of their families included in the application, including evidence of date of birth and citizenship status for any dependent child. Please note that spouse, partner, or dependent child who are not permanent residents of New Zealand or who do not have other qualifications entitling them to TEC/MoE subsidy will not be eligible for the discount. Evidence need be provided only once, when first establishing the nature of the relationship and the age of a child.

c Each request for a fee discount under this policy (except as provided for in 3.4d), eligibility must be confirmed and signed by People and Culture.

d If an employee is applying for a discount for an employee development course and the employee has less than 6 months continuous service, the employee must complete the *Professional Development Course Approval* (less than 6 months employment and/or less than full time employment) form (ER18) and obtain their manager's endorsement. The completed form must be submitted to People and Culture with the application for discount.

e If the person applying for admission to the course is a Council member or an employee working in People and Culture or the partner or child of a Council member or employee in People and Culture, eligibility for the discounted fees must be confirmed by the Director – People and Culture.

f Council/Employee discounts must be applied for prior to enrolment. In no circumstances will a discount be approved after enrolment is complete, and no refunds of the amount of a discount will be made.

g Once People and Culture has verified the eligibility of the person applying for the discount, the application form must then be approved and signed by the Director – People and Culture (or delegate) for the specific programme/course confirming that a discounted enrolment is available. Refer Section 3.5 for the approval process.

h The approved application form must then be taken to Admissions and Enrolments to complete enrolment in the course.

i All the usual requirements for admission and enrolment apply (refer to APP504 Regulations Governing Admission and Enrolment policy).

j The Director – Strategy, Planning, Performance will hear and determine any disputes relating to People and Culture decisions about whether a person is eligible for a discount.

3.5 **Approval Process for Department**

a Subject to sections3.5(b) and 3.5(c), no eligible person who would pay the full tuition fees and charges (whether domestic or international) will be displaced by any person applying for a fees discount under this policy. (Note: Some limited courses are not funded and in those cases discounts do not apply. Coverage of courses and programs will be confirmed during the processing of an applications under this policy.

b Whether section 3.5(a) prevents a discounted enrolment being made available is to be determined by the delegated officeholder at the time of application (refer to the *CPP120b P&C Delegations Schedule*). Each department/division must have a process to determine whether and when a place can be confirmed as available for a discounted enrolment.

c Any decision by a delegated officeholder which denies availability of a position on a course must be in writing.

d If a Council member or employee who has applied for a discount is holding a place which, because of over-subscription, would otherwise be filled by a learner who would pay the full student tuition fees and charges (whether domestic or international), the Council member or employee must be given the option of paying the normal fees and thereby retaining the place.

e Once the decision has been made and the application form approved and signed, the discount is confirmed and cannot be revoked, even if it is later discovered that oversubscription means that there is no place available for another eligible person.

f If the person applying for admission is –

i The partner/child of any employee involved in learner selection for that course or,

ii They are an employee working in the relevant department or,

iii The holder of the delegation to approve the discounted place of the relevant department,

then confirmation of the discounted fee must be given at the next level of management. Ultimate authority lies with the Director – Strategy, Planning, Performance.

g The Director – Strategy, Planning, Performance will hear and determine any disputes relating to a decision on the availability of courses for discounted fees.

h Employees require approval from their manager if courses are to be taken during normal work time.

3.6 **CTA Employee Discount Scheme**

a The CTA operates an independent Employee Discount Scheme that provides reciprocal discounts for employees enrolled in work-related courses at one of the other institutions. The member institutions are Ara, University of Canterbury, and Lincoln University.

b The rules governing this scheme are set by CTA and do not include partners/children of employees. The usual discount is 50% of the course fee, on a pro rata basis depending on the FTE of the employee applying. Full details are included on the back of the *CTA Employee Discount Form* available from People and Culture.

c The relevant directors confirm the eligibility of an employee and that the course is relevant to the employee's work. The Director – Ako Excellence will endorse each application by affixing the "CTA Stamp" to the form.

d Employee Development: Any course which is designated by the applicant's manager and endorsed by the appropriate Director as employee development or professional development because it is directly related to the applicant's work at Ara and is essential or at least highly desirable for increasing the applicant's ability to work effectively.