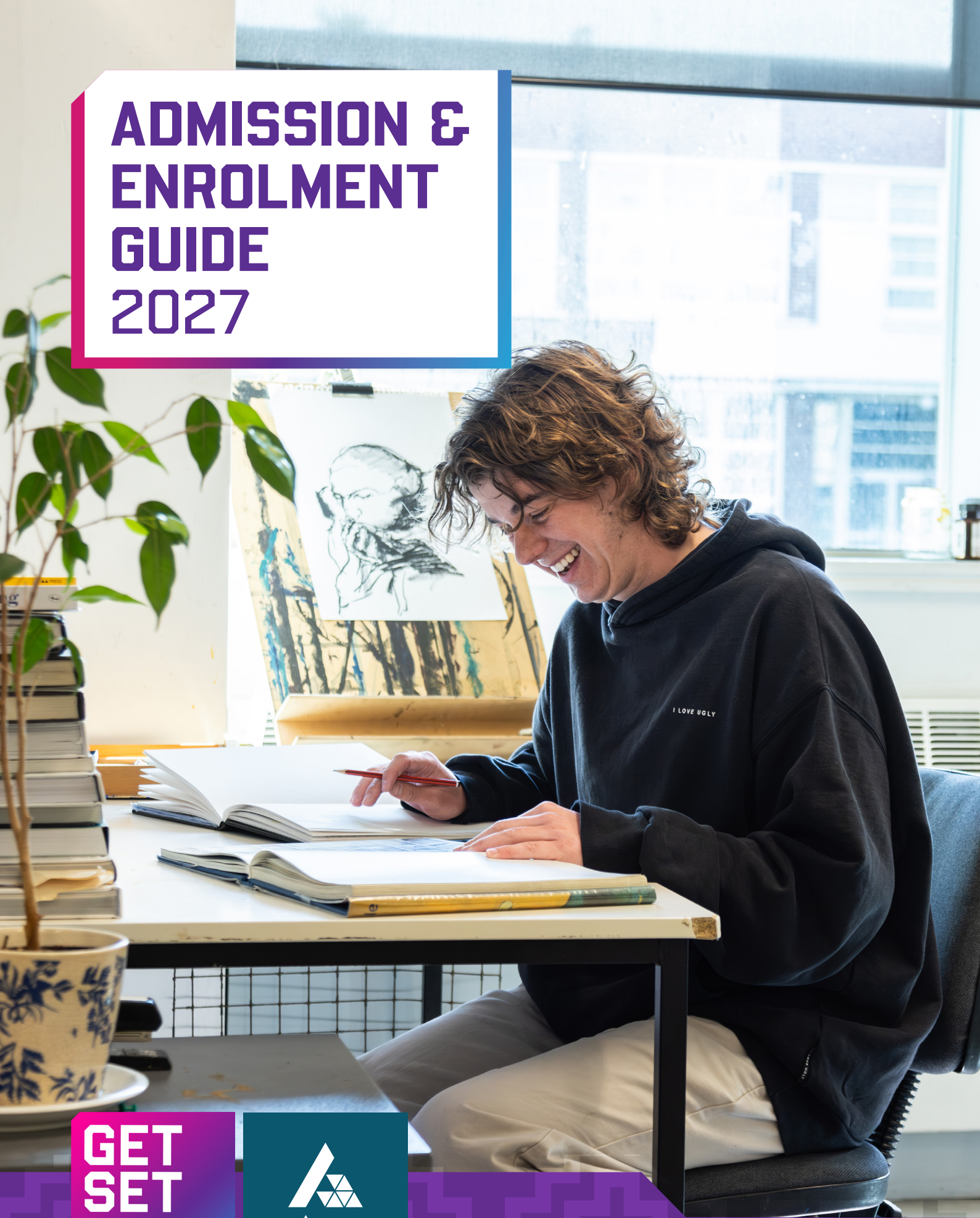
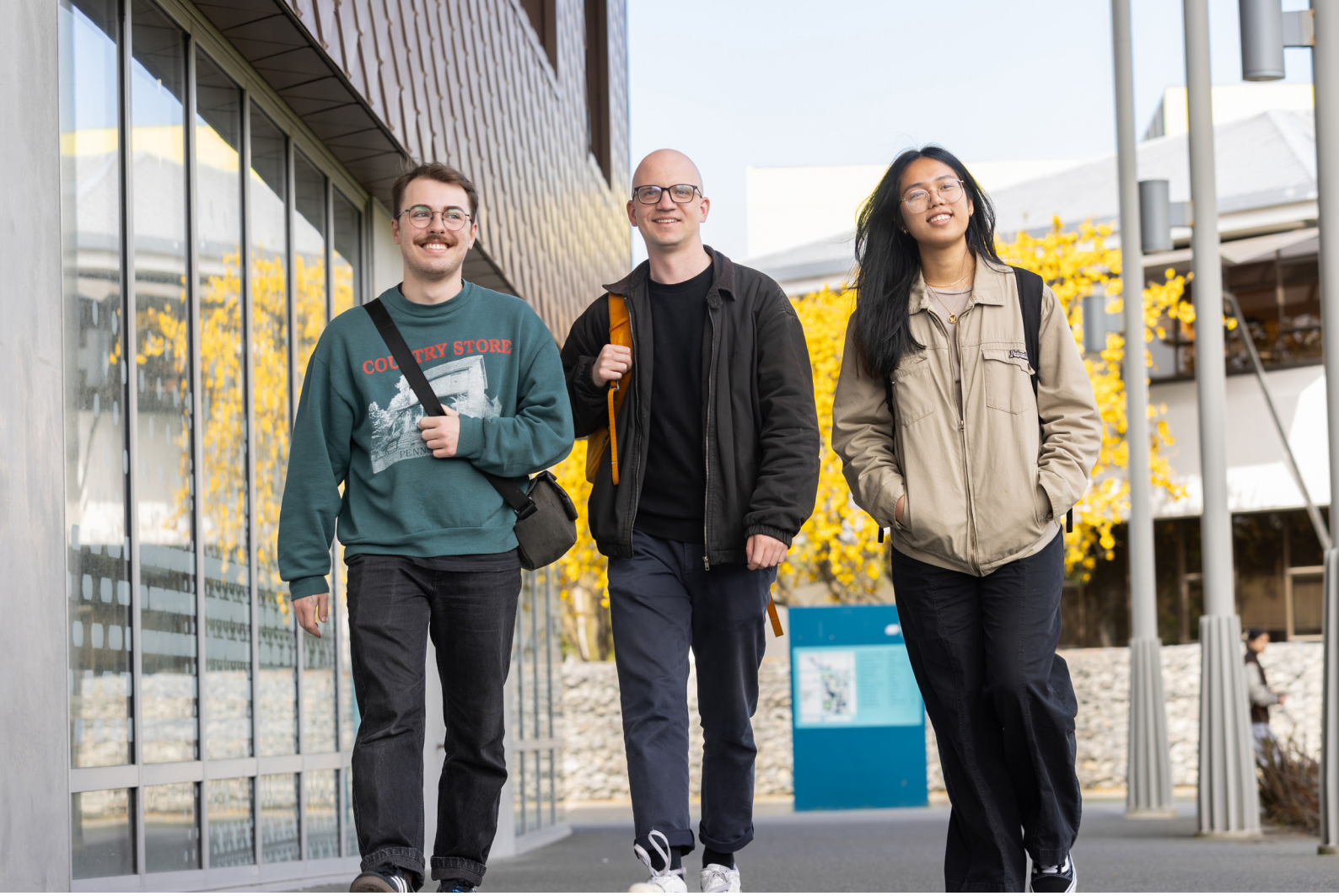
ADMISSION & ENROLMENT GUIDE 2027



GET SET

Ara

ara.ac.nz



Kia ora | welcome

Thank you for choosing to study at Ara. We're committed to ensuring that your learning experience is a positive one and that you graduate work-ready with all the skills, knowledge and experience you need to enjoy a successful career, anywhere.

To make the admission process as easy as possible, we've created this step-by-step guide to help you. If you need help at any stage, call us or come and talk to us at one of our five campuses. We are always happy to assist.

We look forward to welcoming you into our friendly and vibrant community soon.

Information correct as at November 2026

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A step-by-step checklist to Admission & Enrolment

Step 1 - Plan your study

Choose the programme you want to apply for

Visit **ara.ac.nz** for a full list of programme offerings.

Step 2 - Apply to enrol online

Apply online by selecting "apply now" on the programme page you wish to apply for

> Complete all 11 sections of the Admission & Enrolment online form

> Add your digital signature

> Attach any additional documentation* if required

Additional documentation is required for enrolment in the programmes listed to the right. Application packs for these programmes are available from **ara.ac.nz**, or contact us and we'll send you one.

**a paper form is available if required*

Step 3 - Pay for your study before classes start

You must pay ALL tuition fees and learner service levies as set by Ara, in full, prior to the start date of your programme of study.

Payment by student loan

> Check with Studylink to see if you are eligible for a student loan or or allowance

> Indicate you are paying by student loan on the form

> Contact Studylink and apply for your loan – **studylink.govt.nz**

Payment by internet banking or telegraphic transfer (international students)

> Complete your payment via internet banking or transfer

Payment by credit card

> Complete your payment by credit card

Payment in person – at the Ara Student Finance counter

> Complete your payment by EFTPOS, credit card

> Phone in your credit card details once we have confirmed your acceptance into the programme

Payment using another payment method

Additional documentation is required for the following programmes:

Certificate

- CELTA - Certificate in Teaching English to Speakers of Other Languages

New Zealand Certificate

- Animal Management
- Early Childhood Education and Care
- Health and Wellbeing
- Outdoor and Adventure Education
- Skills for Living for Supported Learners

New Zealand Diploma

- Early Childhood Education and Care
- Enrolled Nursing
- Remedial Massage
- Veterinary Nursing
- Wellness and Relaxation Massage

Degree

- Applied Science
- Architectural Studies
- Design
- Medical Imaging
- Midwifery
- Musculoskeletal Health
- Music
- Music Theatre
- Nursing
- Social Work
- Sustainability and Outdoor Education

Graduate Certificate

- Nursing Practice

Graduate Diploma

- Sustainability and Outdoor Education

Post Graduate Programmes

- Osteopathy
- Professional Supervision

Tips for completing the Admission and Enrolment form

Section 1

Your name and details

- **Legal Surname or Family Name & Legal Given Name(s)** – your legal family and first name must be the same as those shown on the identity documents you provide. They will be used for your academic records. If the legal name under which you are enrolling differs from that on your birth certificate or passport you must also present a certified copy of your marriage certificate(s) or deed poll (change of name) certificate.
- **Preferred Given Name(s)** – your preferred names will also be shown and recorded on our system. For example, your legal name may be 'Christine' however, if you prefer to be known as 'Chris' this is where you would enter your preferred name.
- **Institution Learner ID** – if you have enrolled at this institution before you will have a learner ID number.
- **NSI or NZQA Number** – if you have studied in NZ you may have an NSI or NZQA number.
- **Citizenship/Residency** – please indicate if you are a New Zealand citizen (born in New Zealand or granted citizenship) or a permanent resident. If you are not a New Zealand citizen or a permanent resident, you may be liable for an international learner fee. This is higher than a domestic fee.

To prove citizenship we require a verified copy of ONE of the following identity documents:

- New Zealand birth certificate
- New Zealand passport
- Statement of Whakapapa signed by a Kaumātua. It must include date and place of birth
- Certificate of New Zealand citizenship or letter of confirmation
- Birth certificate with place of birth stated as Cook Islands, Niue or Tokelau.

Why is it essential that you supply Ara with your identity documents?

The Ministry of Education will not fund students who have not supplied the correct identity documents. We may have to charge you full fees if we do not receive this.

If you are posting in your completed enrolment form it is essential to include a verified copy of your identity documents.

What does 'verified copy of your identity documents' mean?

A verified copy means you have photocopied the original identity documents and they have been certified (signed) as being true copies by an authorised person as listed in the Oaths and Declarations Act 1957.

This authorised person could be a:

- Justice of the Peace
- Lawyer
- Registrar or Deputy Registrar of the Courts
- Ara Admission and Enrolments staff member

Section 2

Your intended programme

- **Programme name** – the title of the qualification you are applying for; for example, 'Bachelor of Applied Management'
- **Programme code** – Ara qualification code (this can be found at ara.ac.nz or in an Ara brochure); for example, CH3988
- **Course selection** – Some Ara programmes allow you to make choices between courses you would like to study and/or when they run. If you wish to make your preferred selection now, please contact us for a timetable.

Section 3

Your eligibility to meet requirements

Refer to Ara brochures or **ara.ac.nz** for specific entry requirements related to your chosen programme of study.

Please ensure you attach all supporting documentation to your application.

Section 4

Your contact details

Ara uses email as the primary communication method. Please provide a current personal email address.

It is important that Ara has accurate contact details for you. Please complete all questions within this section:

- personal email address
- mobile phone number
- current/prior-to-study home address
- address during study period, if this is going to be different from your home address.
- emergency contact is a name and number of someone we can phone in the event of an emergency

As a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, Ara must be able to gather and communicate relevant information across the wider organisation and/or to parents/caregivers where there are emerging concerns about a learner's wellbeing and safety or behaviour - particularly learners under 18 years of age.

Statistical Information for all students (Sections 5 and 6)

This information is required by the Ministry of Education and used for planning and reporting. It is essential that you complete all questions.

If you don't complete all of these questions, you can't be fully enrolled.

Many students have their enrolment delayed due to incomplete application forms so please check that you have completed all questions.

Section 5

Your ethnicity

Which ethnic group(s) you identify yourself with, for example:

NZ European/Pākehā, NZ Māori, Cook Island Māori, Fijian, Niuean, Samoan, Tokelauan, Tongan, Chinese, Indian etc. Identify your main ethnicity as 1.

You may choose up to six ethnicities in total (identify these as 1, 2, 3, 4, 5, 6).

Section 6

Your educational background

A) Secondary education

What is the name of the last secondary school you attended?

If your last secondary school was not in New Zealand, please write 'overseas'.

What is the highest level of achievement you hold from secondary school?

Possible options include:

- no formal secondary qualification
- 14 or more credits at any level
- NCEA Level 1 or School Certificate
- NCEA Level 2 or Sixth Form Certificate
- University Entrance (minimum requirement to study degree programme in NZ)
- NCEA Level 3 or Bursary or Scholarship
- overseas qualification (includes International Baccalaureate and Cambridge Exams)
- other (please specify)

B) Tertiary study

Please indicate whether you have studied at a tertiary institution in the past and, if so, what qualification/s you have achieved.

C) Prior activity

What was your main activity or occupation last October?

Possible options include:

- secondary school student
- polytechnic/institute of technology student
- university student
- private training establishment (PTE) student
- wānanga student
- self employed
- wage or salary worker
- non-employed or beneficiary (excluding retired
- house person or retired
- overseas (please specify)

Section 7, 8 and 9

Your learning support, health and safety, and accessibility and disability support requirements

We want to support all learners to realise their potential while studying with us. If you require any specific learning support, completing the questions in sections 7, 8 and 9 will ensure that our support team is aware of you as soon as your enrolment is completed, and we can begin to assist you with your academic journey.

The sooner we hear from you the better prepared you can be. If you would like more information please call 03 940 8089, email **disability@ara.ac.nz** or **learnersupport@ara.ac.nz**

Section 10 and 11

Paying your fees

Please indicate how you will pay your fees if accepted onto the programme. Remember your place in any programme or course is not secure until payment is made.

- Paying by internet banking, the details are:

  Ara Institute Westpac account:
  03 0826 0169064 003

  Always include the following details:

  Particulars – learner name
  Code – invoice number (if known)
  Reference – Ara LearnerID number (if known)

Careers & Transition Support

If you need career advice or support on your next move, we recommend the Careers New Zealand website. It's packed with great tools and tips to help your next steps. You can also book a chat with a Careers New Zealand advisor at:

careers.govt.nz
0800 222 733

Not sure where to start?
Email our student support team at:

learnersupport@ara.ac.nz

Studylink changes

Important changes have been made to the Student Loans Scheme that could affect you. Please double check your eligibility to receive a student loan at **studylink.govt.nz**

Useful links

Campus maps – **ara.ac.nz/explore/campuses**

Access your enrolments, applications, timetables or results – **ebs4portal-live.ara.ac.nz/default.aspx**

Student Services – **ara.ac.nz/student_services**

International Learners – **ara.ac.nz/international**

- **Student loan:** if making payment via student loan, it is important that you apply for it as soon as possible through Studylink: **studylink.govt.nz**

Section 12

Your acknowledgement and declaration

Please sign and date your Admission and Enrolment form. Without this, your enrolment can't be processed.

Section 13

Your checklist

Use this section to make sure you have completed all necessary sections of the Admission and Enrolment form.

Paying your fees – Domestic learners

Payment options

To help speed up the application process please indicate how you will pay your fees, if you are accepted onto the programme.

If you are paying by EFTPOS or cash, you can do so at the Ara Student Finance counter at any of our campuses.

Paying by Direct Credit

If you've indicated on your form that you're paying your fees by direct credit you need to:

- go into your online banking site and pay your fees into Ara Institute Westpac account: **03 0826 0169064 003**
- make sure you include the following payment information:

  Particulars – learnername
  Code – invoice number (if known)
  Reference – Ara Learner ID number (if known)

Paying by Credit Card

Ara accepts Mastercard and Visa.

- Pay by credit card in person at the Student Finance office OR
- Phone our Contact Centre on 0800 24 24 76.

You will need to provide:

- Ara Learner ID number
- surname or family name
- given name(s)
- card type (Mastercard or Visa)
- name on credit card
- 16–digit credit card number
- card's expiry date
- course details

Paying by student loan

If you are paying by student loan, please indicate this on your admission form.

- Important changes have been made to the Student Loan and Allowance system. Please double-check with Studylink and read the information provided for students on their website. Studylink have introduced new performance criteria so it is important to check your eligibility.
- Apply for your student loan via the Studylink website as they administer the student loan system **studylink.govt.nz** or phone **0800 88 99 00.**
- Studylink recommends you apply for your loan as soon as possible, even if you are still deciding what to study.
- Once you have applied for your loan, Studylink will send you a loan contract. It is essential you sign and return this contract to them, otherwise your loan will not go ahead.
- If you intend studying for the whole year, it is advisable to enrol for both first and second semester courses at the start of the year. This will mean that you won't have to reapply for your loan (or allowance) mid year.
- You are not eligible for a student loan if adjudged bankrupt.
- You should check the student loan process at **studylink.govt.nz**

Useful Tip

What information is included on your fees receipt?

- Your course start and end dates
- The last date you can officially withdraw from a course without losing all your course fees.
- A list of all the courses you've enrolled and paid for

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences (times).

Training Incentive Allowance (TIA)

In some instances, course fees can be paid by Work and Income. Contact Work and Income for further details.

Your organisation/company is paying

If your employer or an agency is paying your study fees, you also need to provide:

- a letter (or purchase order) on company letterhead guaranteeing payment of fees, or
- a purchase order from the agency guaranteeing payment of fees.

Paying your fees – International learners

Payment options

Paying your study fees before starting classes ensures your place is held for you. You are not fully enrolled until payment is made.

Choose one of the following ways to pay your fees.

Paying by Telegraphic Transfer/ Internet Banking

You can make a bank transfer (telegraphic transfer) to Ara Institute bank account using the details below.

Please include the following in the payment information:

Particulars – learner name
Code – invoice number (if known)
Reference – Ara Learner ID number (if known).

This method of payment will incur a $30 bank charge.

Ara Institute
Westpac New Zealand Limited

Westpac on Takutai Square
16 Takutai Square
Auckland, 1010
New Zealand

Westpac Account:
03 0826 0169064 003

Attention: **International**
Swift Code:
WPACNZ2W

Paying by Cash or EFTPOS

Pay by cash or EFTPOS in person at the Student Finance office in the Rakaia Centre at the City campus (X Block), Christchurch.

For safety reasons, we do not recommend you carry large sums of money on you.

Paying by Credit Card

Ara accepts Mastercard and Visa.

You can pay by credit card in person at the Student Finance office or contact the International Admissions team on **intladmissions@ara.ac.nz**

You will need to provide:

- Ara Learner ID number
- surname or family name
- given name(s)
- card type (Mastercard or Visa)
- name on credit card
- 16–digit credit card number
- the card's expiry date
- course details
- copy of passport bio page for the owner of the credit card

Useful Tip

What information is included on your fees receipt?

- Your course start and end dates
- The last date you can officially withdraw from a course without losing all your course fees.
- A list of all the courses you've enrolled and paid for

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences (times).

Visa and permit requirements

Go to the Immigration NZ website for full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements.

How do you complete your enrolment?

Once you have paid your fees, you need to check you have:

- your Student Visa
- valid insurance
- selected all your courses

You need all of these in order to be fully enrolled.

Please come to the International Admissions and Enrolments counter if you need help.



Ara Policies – Personal Information & Privacy Principles

Ara collects and stores information about students to comply with various statues and/or regulations, to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements. This information may also be shared with other Ara schools/areas on a 'need to know' basis, and is used to arrange appropriate support for students. After graduation your contact information is used for the graduate destination survey and provided to the Alumni office.

Where it is relevant, personal information may be disclosed to other agencies such as but not limited to: Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Industry Training Organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience for students in courses with a practical component.

Upon failure to comply with the attendance requirements for international learners, information may also be provided to the parent, guardian or caregiver of an international learner. In addition, when required by law, we will release information as directed.

An information-matching agreement exists between the Ministry of Social Development and Ara, which allows payment of loans and allowances. You have the right to request to see and correct, if necessary, the information you have provided. If you wish to enquire about personal information held by Ara, please contact the Privacy Officer in the first instance, email **privacy@ara.ac.nz**

You will be required to provide some form of valid ID such as a drivers licence or passport if you wish to access your personal information.

What you need to know

Ara defines QUALITY as "delivering what is promised to a recognised, professional standard". Staff at Ara want to know if you have concerns, problems or complaints while studying here. Of course, we also would like to hear about the positive things you experience.

Learners can also refer to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Ara Learner Policies and Procedures apply to all students including international students.

If you need further information or help in interpreting your responsibilities or rights, please ask staff in your department.

For further information on what you should expect at Ara, see our policies manual: **ara.ac.nz/about-us/policies**

Policies of particular interest to learners are:

Academic Policies

301	Learner Responsibilities and Rights
302	Copyright
304	Academic Misconduct (including plagiarism)
503	Naming and Awarding Qualifications and Recognising Achievement
504	Regulations Governing Admission and Enrolment
505	Assessment
506	Learner Behaviour Management
507	Credit Recognition
508	Moderation
510	Aegrotat Pass Regulations
511	Academic Support and Progression
512	Suspension and Refusal/ Cancellation of Enrolment
514	Withdrawals, Refunds and Compassionate Consideration
514b	Refund of Fees and Charges table (Domestic)
514c	Refund of Fees and Charges table (International)
515	Class Session Recording and Release
516	Bring your Own Device (BYOD) Policy
518	Disability Equity

Corporate Policies

105	Acceptable Use and Conduct for ICT User
106	Intellectual Property
107	Fee Payments
117	Raising Problems or Complaints
208	Resolving Employee Performance or Conduct Issues
222	Addressing Bullying, Harassment and Discrimination
501	Health & Safety

Ara Policies – Learner Responsibilities & Rights

Ara is committed to the wellbeing and achievement of **ALL** learners. To create and maintain the best possible teaching and learning environment, all learners enrolled at or attending/using services at Ara agree to accept certain responsibilities, respect the rights of others and behave in an acceptable manner.

Your responsibilities as a student

As a learner at Ara you are expected to:

Behave safely

- Take care when using equipment and facilities
- Wear suitable clothing
- Comply with health and safety guidelines and instructions
- Take precautions so as not to endanger yourself or others
- Follow relevant professional guidelines
- Ensure you are not intoxicated or under the influence of drugs when at Ara or involved in any related activities, eg field trips, internships, etc

Respect others

- Be sensitive to personal, social and cultural differences
- Respect the needs, rights and freedoms of others
- Help to uphold the integrity of Ara qualifications by discouraging/ reporting dishonest practices

Observe Ara rules

- Familiarise yourself with what Ara expects of you as a tertiary learner
- Behave appropriately for a tertiary education environment
- Endeavour to meet all course requirements including financial obligations
- Comply with visa requirements
- Be honest when completing assignments/other assessments
- Comply with requirements of programme handbooks
- Follow Ara policies and regulations **ara.ac.nz/about-us/policies**

Your rights as a learner

As a learner at Ara you have the right to:

Fairness

- Open and accurate information
- Fair evaluation and assessment, and timely feedback
- Problems handled as quickly as practicable and consistent with "natural justice"
- Personal privacy
- Support, representation and advocacy from the Learner Advocate if requested

Respect

- Academic freedom, defined in the Education Act as "freedom, within the law, to question and test received wisdom, put forward new ideas and state controversial or unpopular opinions"
- Freedom from any form of harassment, bullying or unjust discrimination
- Respect for personal, social and cultural differences
- Representation in the development, implementation and review of policies through learner representation

Standards

- Programmes that meet internal and external standards for approval and registration
- Competent and effective teaching
- Appropriate support services delivered in a professional manner
- Facilities and resources that meet or exceed Health and Safety legislation

Your rights will be upheld by Ara management. If you think they have been infringed, please contact your Faculty Dean/Portfolio Manager, Learner Advocate, and/or the Student Life team.

Unacceptable behaviour for learners, staff or visitors at Ara

Your responsibilities as a learner include behaving in an acceptable manner. The following are **not** acceptable behaviours for anyone (staff, learners or visitors) at Ara or involved in Ara-related activities:

- Any form of cheating (including plagiarism and other dishonest practices)
- Breaking any NZ law (eg assault, theft)
- Misuse of technology, software, hardware, or communication systems provided by Ara (refer Code of Conduct for ICT Users in particular)
- Any form of harassment, bullying or discrimination including social media
- Unacceptable sexual behaviour (eg sexual harassment, accessing pornography/other restricted material)
- Substance misuse including drugs and alcohol affecting behaviour, health or safety
- Smoking or vaping in any Ara building, vehicle or on Ara land and perimeters including all car parks, green spaces, and external eating areas
- Violence or threats of violence
- Vandalism or other abuse of facilities and buildings
- Disruptive behaviour in class and/or designated learning areas (eg arriving late, unauthorised use of technology, interfering with the learning of other individuals)
- Inductions (informal) are not permitted at Ōtautahi House or on other Ara premises and are strongly and expressly discouraged by Ara.

Academic staff have the responsibility to maintain a safe and effective learning environment. They may ask you to leave the class if your behaviour limits the ability to be safe, disturbs others' learning or puts others at risk.

Ara takes this statement of responsibilities and rights seriously. Your marks, reports and references may include an assessment of your behaviour, as well as your educational achievement. Infringement may lead to probation or exclusion may lead to cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies).

Further Information

Full policies are available on our website. If you need further information or help interpreting your rights or responsibilities, you can also contact your Faculty Dean/Portfolio Manager, Learner Advocate, Customer Experience and Engagement Managers, Registry Manager, or People and Capability.

Ara Terms and Conditions of Enrolment

1 Learner fees, charges & other debts

1.1 The service you, the learner, purchases is the right to attend specified Ara courses. This service is provided in full upon formal enrolment *(Refer CPP107 Fee Payment Policy).*

1.2 Ara learner fees and charges for each course are established by the Council. In the event of any discrepancy between department advice, public advertisements, brochures, letters or other communication, the Ara current tuition fee on the Student Management System at the time of enrolment will prevail.

International learner fees and charges are set out in the learner's offer of place/statement of fees. In the event of any discrepancy, your Ara invoice will prevail.

1.3 **Liability for fees:** You become liable for all Ara fees and charges when you attend the course. This liability for all fees and charges is not reduced in any way if you do not attend all of the sessions.

1.4 Additional external examination or registration fees, if not paid at the time of enrolment, must be paid by a date specified by Ara. If not paid by the specified date, the responsibility lies with you, the learner, to pay such fees directly to the examining body.

1.5 Attendance/engagement (without formal enrolment) at any Ara course will be deemed to be your acceptance of the liability for all fees and charges associated with the course, and you will be invoiced for such fees plus an invoicing charge.

1.6 Should you fail to pay any invoice(s) by the due date then you shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which may be incurred in the recovery or attempted recovery of the overdue amounts from you.

Under these circumstances Ara may give to, or obtain from, any third party information about your personal or commercial credit arrangements.

2 Enrolment/Changes to Personal Details

2.1 Your enrolment as a learner in any course at Ara remains provisional until you have completed ALL necessary enrolment procedures. These include:

- receipt by Ara of a current Admission and Enrolment form completed, dated and signed by you, the learner
- acceptance by Ara of your request for enrolment in the course
- payment in full of all fees and charges for the course

2.2 You are required to produce evidence of identity, citizenship and residency (see Admission and Enrolment Guide for approved documents). Ara will withhold your academic results if you haven't provided identification documentation, until such time as copies of the relevant documents are received.

2.3 If you are a domestic learner and you haven't supplied the correct identification documentation, you may be liable for full international fees.

2.4 Acceptance of your request to enrol will not be given if you still owe course fees and charges from a previous enrolment.

2.5 Ara reserves the right to decline a request for admission and enrolment.

2.6 Upon payment of the fees and charges for enrolment in a course, you will be issued with an official Tax Invoice/Receipt. This is your proof of payment and enrolment and must be presented to support any subsequent adjustments to your enrolment.

3 Confidentiality Agreement

On receipt of an application for study, or completion of enrolment, you are issued with a unique Ara identifier (learner ID number). Signing your Admission and Enrolment form is evidence that you are confirming that:

- the evidence of identity belongs to you
- you authorise the use of your unique identifier for admission and enrolment purposes
- you accept responsibility for all uses of your unique identifier
- you agree not to provide your unique identifier or password to other people

4 Communication with Ara

You are required to ensure that Ara has your current contact information at all times.

Prior to completing enrolment, Ara will use your personal email address as the main point of contact. If you need to change your email or postal address details at this time it should be done online via the Ara Learner Portal.

Once you are fully enrolled, all contact will be through the Ara email and learner portal. It is a condition of your enrolment, that you must read information on your Ara learner email/learner portal at least once per week (you are strongly advised to check your email daily).

This requirement is for your protection and will ensure that you are up to date with all requirements and information from Ara.

5 Changes to Enrolments

5.1 If you wish to change your course, you must make your request in writing to your Head of Department or delegate, either as a written statement/letter or by completing an Enrolment Amendment form.

5.2 In addition to any difference in tuition fees, an administration charge may apply to each course change.

6 Withdrawal from Courses

6.1 Formal withdrawal from a course of study at Ara must be made in writing either as a written statement/letter or by completing an Enrolment Amendment form.

6.2 The effective date of withdrawal will be the date on which the institute receives your written advice, not your last day of engagement.

6.3 Withdrawal from all courses of study at Ara requires the return of any Ara materials on loan or hire including your Ara ID Card and any relevant class texts, workbooks or equipment.

7 Refund of Fees and Charges

7.1 Domestic Learners

a Any request for refund of fees and charges associated with formal withdrawal from a course as specified in (6) above, must be made in writing before the nominated Last Withdrawal Date.

b A formal withdrawal after the Last Withdrawal Date will not be eligible for a refund of the Ara fees and charges except in the case of a compassionate withdrawal.

c Withdrawals received within seven calendars days of the course occurrence start date will result in an administration charge of $10.

d Withdrawals received after the start date of the course, but before the last withdrawal date, will result in an administration charge of $40.

e Refund amounts of less than $10 will not be made. A credit balance up to $10 will be held on account and can be used to offset subsequent expenditure. All credit balances up to $10 will be written off on completion of your course, or the end of the academic year, whichever is the earlier.

f External examination fees will be refunded in full if a withdrawal is advised before the specified payment date. Application for refund of examination fees after that date must be made directly to the appropriate examining body.

g Approved refunds will be direct credited to the party making the original payment, within six weeks of receipt of the complete refund application, or where supplied, to an approved bank account.

7.2 International Learners - to view the refund procedures for Full Fee Paying (FFP) International Learners refer to APP514 Withdrawals, Refunds and Compassionate Consideration Policy and APP514c Refund of Fees and Charges Table (International).

8 Alteration or Cancellation of Courses

8.1 Ara reserves the right to cancel any course before the commencement date – fees and charges paid will be refunded in full to the person or organisation which paid originally, or may be transferred with the agreement of the original payee and used as payment towards another course.

8.2 Ara reserves the right to alter delivery methodology/dates/times of a course. Where days, dates or times are altered, Ara will undertake to attempt to contact you either at your stated email address or contact number to inform you of such changes.

9 Privacy (Personal Information)

Ara collects and stores information about learners to comply with various statutes and/or regulations, to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic requirements. This information may also be shared with other Ara schools/areas on a "need to know" basis, and is used to arrange appropriate support for learners. After graduation your contact information is used for the graduate destination survey.

Where it is relevant, personal information may be disclosed to other agencies such as but not limited to: Ministry of Education, Audit New Zealand, New Zealand Qualifications Authority, Industry Training Organisations, industry licensing and registration bodies, other tertiary institutions and providers of work experience for learners in courses with a practical component.

An information matching agreement exists between the Ministry of Social Development and Ara, which allows payment of loans and allowances.

Learners will have the right to request and to see and correct if necessary the information you have provided. If you wish to enquire about personal information held by Ara please contact the Privacy Officer in the first instance. You will be required to provide some form of valid ID such as a drivers licence or passport if you wish to access your personal information.

Workforce restrictions for children's workforce

If you have a criminal conviction, and you are studying (or considering studying) toward a qualification that will lead to a job in the state funded sector (including teaching or providing youth services) working directly with children, you will need to check whether your conviction could prevent you from working in some roles in your chosen field.

The Vulnerable Children's Act 2014 legislation will prevent state sector agencies and government-funded service providers from hiring people with convictions for 'specified offences' to work with children in some roles. The restrictions came into effect on 1 July 2015.

This information has been supplied by the Children's Action Plan Directorate and the Tertiary Education Commission.



2027 Standard Charges

TYPE OF APPLICATION	CHARGE
Award of a cross credit	$110 per application, for cross credits external to Ara (no charge for internal Ara cross credits or standard cross credits).
RPL assessment	$110 non-refundable application fee. $110/hour assessment fee may also apply. Actual charge based on estimate of time required.
Reconsideration – Remark	$60 standard fee (refundable if 5% variance or change in grade from NC to pass)
Reconsideration – Independent Remark	$110 standard fee (refundable if 5% variance or change in grade from NC to Pass). A higher fee may be set with the approval of the Director, Academic if independent remarking is complex and likely to incur additional costs.
Appeal	$110 fee (refundable if appeal upheld)
Resubmission of assignment/project – refer to your programme handbook to see if charge applies	$110/hour ($60 minimum charge), plus any additional materials costs – actual charge based on duration of reassessment.
Second result reassessment	$110/hour, ($60 minimum charge), plus any additional materials costs – actual charge based on duration of reassessment.
Alternative assessment	$40/hour (invigilation costs only) or $110/hour (other costs), plus any additional materials costs. An actual charge will be based on the duration of the alternative assessment.
Academic Transcript	Students will receive their Academic Transcript upon completion of their programme of study at no charge.
Replacement Academic Transcript	$30
Duplicate award document (A5)	$60
Duplicate award document (A4)	$80
Replacement of student identity card	$10
English Language administration fee	$295
Interpretation of transcript and provision of information to overseas professional bodies	$80 application fee An hourly rate ($80 per hour) may be charged depending on the complexity of the requirements.
International insurance	See International Dates and Fees: **International Fees - Ara**
Courier fees apply for replacement parchments and transcripts	Courier fees will be charged at standard courier rates applied by the courier company.

Notes






Student Finance
Te Tira Whairawa
Welcome
Nau mai, haere mai
Information
Pārongo
The Hub

APPLY NOW
ara.ac.nz

City campus
130 Madras Street, Christchurch
Mon–Fri, 8am – 4.30pm

Manawa campus
276 Antigua Street, Christchurch
Mon–Fri, 8.30am – 4.30pm

Woolston campus
Ensors Road, Christchurch
Mon–Fri, 8am – 4.30pm

Timaru campus
32 Arthur Street, Timaru
Mon–Fri, 8am – 4.30pm

Connect with us:

Free call (New Zealand): 0800 24 24 76
Email: info@ara.ac.nz

Ara
Institute of Canterbury

05467 - November 2026