

Terms and Conditions of Enrolment 2026 version 1.0

In this document, the following substitutions will apply:

- The applicant / enrolee / student is herein referred to as “you”
- Aesthetics House Limited, trading as The National School of Aesthetics, is herein referred to as “we”
- The Application and Enrolment Form Part 1 (for domestic students) and the Application Form (for international students) may be referred to “application” or “your application”
- The Application and Enrolment Form Part 2 (for domestic students) and the Enrolment Form (for international students) may be referred to “enrolment” or “your enrolment”

Your fees

1. When fully enrolled, the service you have purchased is the right to attend the programme or programme(s) as indicated in your Application and Enrolment Form (domestic students) or Enrolment Form (international students) and their associated courses at The National School of Aesthetics. We provide this service in full upon your enrolment.
2. You agree you will pay all fees, charged and extra expenses by the date we specify.
3. Upon each enrolment, unless otherwise exempted in writing, you will need to pay your successful application fee when you enrol. This successful application fee is non-refundable and must be paid directly to us. If you change your enrolment from one intake to another, we may charge you an additional successful application fee.
4. You will need to complete a Fee Protect Student Acknowledgement Form with us and Public Trust upon enrolment in the programme. The payment schedule listed on the Fee Protect Student Acknowledgement Form is **not** how you pay your fees to us.
5. **Programme fees and extra expenses are due on the first business day of the programme (domestic students) or upon enrolment (international students).** No payment plans are available. We will provide you with invoices for your programme fees and extra expenses.
6. You become liable for all fees and charges from Aesthetics House Limited trading as The National School of Aesthetics, and Aesthetics Importing, when you attend the course. You understand the fees and charges associated with your programme do not diminish or reduce in any way if you do not attend all of your classes.
7. You confirm that, if you are applying for a student loan, **you will apply for your student loan to pay for your fees far enough in advance to ensure your full programme fees are paid to us before or on the due date.**
8. Additional extra expenses, such as ITEC international examinations, must be paid by the date we specify.
9. If you attend or engage in any part of any of our courses or programmes without being formally enrolled, we will determine that to demonstrate your acceptance of the liability of all fees and charges associated with the programme, and we will invoice you for those fees plus administration charges.
10. You agree you will pay any late fees and collection charges associated with debt recovery.
11. We will charge you an interest rate of 2% per month, charged daily until your balance is paid in full, on any overdue and unpaid balances.
12. If your account remains unpaid, we may engage a debt collection agency or seek legal remedies to recover your debt. These agencies reserve the right to charge you further fees, legal costs and other costs arising from the debt collection process. In these circumstances, we may give or obtain any third-party information about your credit arrangements, both personal and commercial.

Your privacy

1. We collect and store information from both your application and your enrolment to:
 - a. Manage our business (including, but not limited to, internal reporting and administrative processes)
 - b. Comply with the requirements of the Education and Training Act 2020 and other legislation (including, but not limited to, legislation governing the maintenance of official records and for accountability for public funding) relating to maintenance of records
 - c. Supply information to government agencies and other organisations as set out below.
2. You authorise the disclosure of your personal information on the understanding we will comply with the legal requirements in relation to the use and disclosure of personal information, as set out in the Privacy Act 2020, the Education and Training Act 2020 and other relevant legislation. You are entitled to see any information we hold about you and request to correct any errors in that information. To do so, contact a member of our Operations, Management, and Administration (OMA) team.
 - a. NB: The Privacy Act 2020 has stated the aim of protecting the privacy of individuals. It also governs the collection, use, storage and disclosure of personal information. The Privacy Act requires Aesthetics House Limited trading as The National School of Aesthetics to collect, hold, handle, use and disclose personal information in accordance with the twelve information privacy principles in the act.
 - b. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>
3. We supply data collected in these forms to government agencies, international governing bodies and tertiary education organisations (TEOs), including, but not limited to:
 - a. The Ministry of Education, Education New Zealand, Tertiary Education Commission (TEC), and New Zealand Qualifications Authority (NZQA)
 - b. The Ministry of Social Development (StudyLink, in relation to student loans and allowances, and WINZ Training Incentive Allowance)
 - c. Inland Revenue (student loans and Fees Free scheme)
 - d. Immigration New Zealand (for non-New Zealand citizens or permanent residents) and Ministry of Business, Innovation and Employment
 - e. Agencies who support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of these awards)
 - f. Workforce Development Councils (funding and academic outcomes, where applicable)
 - g. International Therapy Examination Council (ITEC, London)
 - h. Other TEOs (for the purpose of verifying academic records)
4. These agencies usually use the data collected from TEOs to:
 - a. Administer the tertiary education system, including allocating funding and the administration of the Fees Free initiatives
 - b. Develop policy advice for government
 - c. Conduct statistical analysis and research.
5. Your personal details (name, date of birth and residency) as entered on both forms will be included in the National Student Index (NSI) and may be used in an authorised information matching programme with the New Zealand Birth Register.
6. The government agencies above may supply data collected on these forms to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Statistics Act 2022. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes.
7. In handling data supplied by you on these forms, the government agencies are required to comply with the provisions of the Privacy Act 2020.
8. Data storage – data collected from tertiary education organisations is now stored in the Cloud. Student enrolment and course and qualification completion data is stored in a Microsoft datastore based in Sydney, Australia.

9. When required by law, we release information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC).
10. Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.
11. **We keep this information on file for 10 years for auditing purposes** as required by the Tertiary Education Commission and other government and governing bodies, so by submitting your application and / or your enrolment, you authorise us to retain this information for the period of time dictated to us by Government agencies for their relevant purpose(s).

Your application

1. **When you submit your application, we:**
 - a. **do not guarantee you a place; and**
 - b. **do not automatically enrol you;**
2. However, if you complete your application correctly and submit the requested information with it to our standard, we may schedule a course kōrero, and subsequently, the opportunity to enrol.
3. If your application is missing any items, it may delay your course korero or offer of place. Please ensure you follow the procedures we sent to you.
4. You confirm your application is your serious expression of interest.
 - a. If you are unsure, please book a tour and chat appointment with us first.
5. You give us permission to perform any relevant personal background checks to determine your suitability.
6. You confirm you are of good character, i.e., you do not or have never had any serious convictions against you.
7. You can find more information about what is required from your application on our Web site at nasa.co.nz/enrol/application/
8. You must apply for any recognition of prior learning (RPL) with your application. For more information about assessment of prior learning (APL), credit transfer, cross crediting and RPL, see the corresponding RPL page on our Web site at nasa.co.nz/enrol/recognition-of-prior-learning/
9. We may then discuss your RPL application during your course korero and, if applicable and / or successful, process the RPL prior to your enrolment.
10. You can learn about withdrawing your application on our Web site at nasa.co.nz/enrol/application/#withdrawing-your-application

Your right to study and your identity

1. You can find more information on what defines a **domestic student** versus an **international student** on our Web site at nasa.co.nz/enrol/enrolment/#domestic-student-versus-international-student
2. You will need to supply proof of:
 - a. your right to study (citizenship and residency); and
 - b. your identity.
3. You can find more information on our Web site about:
 - a. Proof of citizenship: nasa.co.nz/enrol/enrolment/#proof-of-citizenship
 - b. Proof of residency or applicable visa: nasa.co.nz/enrol/enrolment/#proof-of-visa
 - c. Proof of identity: nasa.co.nz/enrol/enrolment/#proof-of-identity
4. You can find information on acceptable forms of evidence on our Web site at nasa.co.nz/enrol/application/#proof-of-identity-and-proof-of-right-to-study
5. You should supply proof of your right to study and your identity when you apply.
 - a. You can email copies to enrol@nasa.co.nz:
 - i. After you apply on Launchpad; or
 - ii. When you email through your application; or
 - iii. After you have posted or couriered your application to us; or
 - b. You can supply photocopies of the originals when you post or courier your application to us; or
 - c. You can supply the originals when you apply in person.

- d. Do **not** send the originals in via post or courier.
6. Then either:
 - a. **we** will need to **see and photocopy** the **original** document(s) and sign a declaration the photocopies are true and accurate copies; or
 - b. **you** will need to supply us **verified copies** of the original document(s), which **we must keep on file**. You can find more information on what a verified copy is and who can legally witness this on our Web site at nasa.co.nz/enrol/enrolment/#verified-copy
7. If you have supplied a National Student Number (NSN) in your application and / or your enrolment, and your National Student Index (NSI) status is verified, you have declared you are the legitimate owner of the claimed identity.
8. If you **cannot** provide proof of your right to study, and we are unable to ascertain it by any other means, you will be treated as an international student and be subject to international student fees and requirements.
9. If you **cannot** provide proof of identity, you will need provide a verified passport photo. You can find the requirements on our Web site at nasa.co.nz/enrol/application/#verified-passport-photo
10. We cannot complete your enrolment without documentary evidence of your right to study and your identity.

Your health and safety declaration

1. When you submit your application, you declare you have the condition(s) indicated by where you have listed the truthful answers and you have supplied further information on a separate piece of paper or in a separate email (if required).
2. You understand we may require you to gain specialist medical clearance or learning specialist assistance because of your declaration and you will provide evidence of this to us upon request.
3. You understand if you have knowingly not declared a condition(s) or conviction(s) on this form, and you do have them, and injury / harm / etc. happens to you or a fellow student or other person because of the condition(s) or conviction(s), we bear no responsibility for this.
4. You understand the information detailed is required for a lawful purpose connected with Aesthetics House Limited trading as The National School of Aesthetics.
5. We may not be able to give you any special treatment or assistance if you do not supply us with written evidence of your physical, mental and / or learning conditions, diagnosed by the proper qualified medical or educational professional.
6. We do not assume and hereby disclaim any express or implied liability whatsoever to any party for any loss or damage caused by errors or omissions, whether these errors or omissions result from negligence, accident or any other cause.
7. We are not responsible for events arising from unauthorised access of the information you provide.

Your course kōrero

1. You must attend or undertake a course kōrero with us so we can discuss your goals and aspirations, our requirements and ensure your suitability and ability to achieve and succeed in our programme.
 - a. If you have previously studied with us and are enrolling in another programme, you may not need to attend the course kōrero.
 - b. In this instance, we will confirm whether you need to attend the course kōrero or not.
2. The course kōrero may take place prior to your application being received, e.g., you have come in for a tour and chat and we have covered the content of the course kōrero in this meeting.
 - a. In this instance, we will confirm whether you need any further course kōrero or not.
3. You understand you need to view the interview presentation and review the Student Handbook before you have your course kōrero, or, if your tour and chat appointment counts as the course kōrero, view and review these vital pieces of information prior to enrolment, if you are offered a place.
 - a. You can find the interview presentation on our Web site at nasa.co.nz/enrol/interview-presentation/
 - b. You can find our Student Handbook on our Web site at nasa.co.nz/downloads/#student-handbook
4. If you do not show up for your course kōrero, you understand we have the right to charge you for our time and resources, and by submitting your application, you agree to pay these fees in this instance.

- a. You can find more information on our fees and charges on our Web site at nasa.co.nz/fees/
5. You can find more information about what is involved in the course kōrero on our Web site at nasa.co.nz/enrol/course-korero/

Your enrolment

1. You must submit your completed enrolment paperwork, with any additional supporting paperwork and evidence, for us to confirm your enrolment in our programme(s). This information is documented in your offer of place.
2. If your enrolment is missing any items, it may delay your confirmation of enrolment. Please follow the instructions we issue you at your offer of place to ensure your enrolment goes smoothly.
3. The “Your Fees” section of this document outlines when your programme fees and extra expenses are due.
4. Our programmes are selected entry programmes.
5. All successful applicants are required to pay a successful application fee on enrolment.
 - a. By receiving an offer of place, you are a successful applicant.
 - b. This fee is non-refundable and is not covered by your programme fees or your Student Loan.
 - c. It covers the administrative work for your application and enrolment we are required to undertake no matter if you stay enrolled or you withdraw before the programme starts.
6. **The successful application fee for 2026 is \$150.** You can pay this:
 - a. In person on enrolment (by cash, EFTPOS, Visa or Mastercard); or
 - b. By internet banking 24 hours before you enrol:
 - i. Pay the full fee to 12-3148-0065699-00
 - ii. Put your surname and first initial (if possible) in one of the reference fields
 - iii. Put your ID number in another one of the reference fields
 - iv. Let us know the date you have paid the amount into our account so we can cross-check it
7. You can find more information about what is required from your enrolment on our Web site at nasa.co.nz/enrol/enrolment/
8. You can find out more information about programme extensions on our Web site at nasa.co.nz/students/during-your-course/programme-extensions/
9. You can learn about withdrawing your enrolment and refunds on our Web site at nasa.co.nz/withdraw/

Your withdrawals and refunds

1. Our Withdrawals and Refunds policies and procedures are located at nasa.co.nz/withdraw/ and in the Student Handbook.
2. In signing your application and / or your enrolment, you agree to follow the Withdrawals and Refunds policies and procedures if you need to use them.
3. The Withdrawal Form is available for download from nasa.co.nz/withdraw/ You can also request a copy from the operations team.
4. You understand and agree that, in order to withdraw, you must:
 - a. Fully complete and submit the Withdrawal Form as per the instructions in our policies and procedures and on the form; and
 - b. Fully complete and submit any further forms and information we may require.
5. You may have other paperwork to complete (e.g., Public Trust forms) to complete your withdrawal.
6. You understand you can find all course fees and last withdrawal with refunds dates in Appendix 2 of the Student Handbook (domestic students), accompanying your Application and Enrolment Form Part 2 (only for domestic students who have individual recognition of prior learning applied), or your Enrolment Form (only for international students).
7. You are not eligible for any refund of Government tuition subsidy the Government pays to us.
8. We will not issue refunds of course related costs where you have taken possession of the items.
9. Where you have taken possession of course related cost items and have not paid for them in full, you may be required to pay for the course related cost items you possess.

Our rules, regulations, policies, procedures, and your performance

1. In signing your application and / or your enrolment, you agree to comply with our published rules, regulations, policies and procedures with regards to attendance, academic progress, standard of dress, health and safety, behaviour and so on.
2. Your signature also verifies you have read and understand the course information pack, the Student Handbook and other information we have provided, and you agree to abide with these or face disciplinary or other actions.
3. You confirm you have read and understood the Student Handbook and any subsequent related documentation prior to your course kōrero.
4. You confirm you have viewed and understood the Interview Presentation and any subsequent related documentation prior to your course kōrero.
5. You understand you need to advise us **in writing** (email to info@nasa.co.nz is acceptable), as soon as possible, of any change in your:
 - a. Address
 - b. Contact details (phone number, email address, et cetera)
 - c. Medical status where this may affect your studies, including contraindications to treatments.
6. Where you cannot have a treatment performed on you, you understand you may need to make arrangements for a model to take your place.
7. You confirm you will make all attempts to meet or exceed your programme's attendance requirements.
8. You confirm you will meet and will try your hardest to exceed your programme's informal and formal assessment requirements.
9. You understand you must complete all formal assessments in order to pass your programme.
10. You also confirm all your work will be your own, and you will not copy or quote others' work without attributing credit to the correct source.
11. You also understand you need to practice your routines and study all theory outside the established class hours to achieve and succeed.
12. Our tutors may give you feedback on how to improve your performance, both inside class, through assessment and sometimes in meetings such as AAAs, and you agree you will undertake these suggestions to improve your performance.
13. You will be expected to follow the behavioural guidelines and understand if you do not, you may face disciplinary actions.
14. You understand making a false declaration is an offence under the Crimes Act 1961. We reserve the right to terminate your application or your enrolment (without refund) if you have made a false declaration or misrepresent yourself at any point during the enrolment process or during your time training with us.
15. International students need to meet Immigration New Zealand requirements throughout their time studying with us.

Information you have learned in the programme

1. You agree that you will not use any of our learning and assessment materials, included practical routines, to deliver training yourself without the expressed written consent of our owners. You understand these are covered by intellectual copyright and teaching others these may be a breach of that copyright.

Tertiary and International Learners Code of Practice

1. We follow the Tertiary and International Learners Code of Practice, published by the New Zealand Minister of Education.
2. You can find copies of the Code on the NZQA Web site.

Your use of our internet on-campus

1. You understand that:
 - a. Your use of the internet services we provide will constitute your acceptance of the terms of this agreement, including the rules for use of the service and any amendments of those rules which may

be introduced from time to time. Use of the internet services provided constitute any event where you log onto or access the service, regardless of whether any passwords are entered or altered and regardless of whether any subpages are accessed.

- b. We will not be held responsible for any breach of privacy or confidentiality caused by any malfunction, malicious coding or any other event beyond our reasonable control or the reasonable control of the System Operators and Webmasters.
 - c. We will not be held responsible for any malicious coding, viruses, Trojan Horses or other forms of attack which may be transmitted through our internet services.
 - d. This service is operated on a "best efforts" basis and we will not be responsible for making any promise of speed, accuracy or quality of our wireless internet.
 - e. We are of the belief that all materials and content published on our Web services is in the Public Domain.
 - f. You may not use the service to access or distribute offensive materials of any kind.
 - g. You may not use the service to order goods from any company unless it is made expressly clear that any such order is not being made by or on our behalf or on the behalf of our staff members, or any of our subsidiaries.
 - h. You may not use the service to harass other students, our staff, our subsidiaries, or any members of the public.
 - i. You must take all possible precautions against introducing viruses and malicious coding into our system.
 - j. We may suspend or cancel internet use to any individual student or to all students at any time for any reasons we see fit and shall not be required to give any reasons for so doing.
2. In providing internet use at the school, we may not be held accountable for any form of loss or damage or any other misadventure which may be caused by use of the service by students. We reserve the right to amend these rules at any time.