



The National School of Aesthetics
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Disclaimer: This Student Handbook and the contents within were correct at the time of printing. We reserve the right to alter any information as listed in this Student Handbook or on our Web site. While every effort is made to ensure the information presented is up-to-date and accurate, this Student Handbook should only be indicative, and students should check the Downloads section on our Web site for the current version of this document. Some dates within this document are indicative and may be subject to change. Some information may be subject to approval and / or audit by external agencies.



Enrolment

Enrolment is the process by which you finalise your commitment to study with us. This section covers how to complete your enrolment, including what the Government requires from you to fully enrol and gain funding. The [Admissions section](#) deals with how to apply for one of our programmes. See www.nasa.co.nz/enrol/ for more information.

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Completing Enrolment

For us to complete your enrolment, we and the law require us to have:

- 1 Your completed enrolment form for the programme you are enrolling in
- 2 Your proof of citizenship
 - New Zealand citizenship; or
 - Australian citizenship; or
 - Overseas citizenship **AND**:
 - New Zealand residency class visa; or
 - Australian permanent residency; or
 - A current student visa and permit
- 3 Your proof of identity
 - *You should have provided this in your application.*
- 4 Your non-refundable successful application fee
- 5 Your completed Public Trust forms, where applicable

If you are an international student, you will also need to provide evidence of:

- 6 Payment of your full fees
 - *You should put these fees, in full, in Public Trust.*
- 7 Your current student visa
 - *You should gain this after your provisional enrolment.*
- 8 Your adequate medical and travel insurance
 - *You should gain this after your provisional enrolment but before you start the course or travel to New Zealand.*
- 9 Your current student permit
 - *You should gain this once you have arrived in New Zealand.*

Enrolments are taken on a first-come, first-served basis.

Your enrolment will be denied if any part is missing or not correct. Please ensure all parts of your enrolment are completed prior to submission. If, after we receive a partial submission, you take no further action, we reserve the right to bill you for time spent on "chasing you up". See the charges at www.nasa.co.nz/fees/

Making a false declaration is an offence under the Crimes Act 1961, so ensure the information you give on the enrolment form, in your submission, and in other documentation is truthful. We have the right to cancel your enrolment if you have misrepresented yourself in any way in any documentation you provide us.

When fully enrolled, you have paid for a service that allows you the right to attend the programme as enrolled in on your enrolment form and accepted into in your acceptance letter. We provide this service in full upon enrolment. The charges associated with your programme do not diminish or reduce in any way if you do not attend parts of the programme.

Additional Enrolment Requirements for International Students

If you are an international student, there are extra requirements you need to meet prior to starting one of our programmes. They include, but are not limited to:

- Proving, where English is not your first language, you have the adequate skills in the language through test results, such as IELTS or TOEFL (see the **Entry Requirements** for further information).
- Paying your full fees, not only the successful application fee, on enrolment.
- Gaining and continuing to hold approval from the Immigration New Zealand to study at the National School of Aesthetics by holding a valid, relevant student visa and permit.
- Holding adequate, current medical and travel insurance throughout your time studying with us.

Specific Enrolment Items

The Application and Enrolment Contracts

We use an enrolment contract similar to the one supplied by the Ministry of Education. For domestic students, there are two parts of this enrolment contract, which form one larger document. They are:

Application and Enrolment Contract, Part 1

You submit this when you apply, and it captures most of the statutory information we need to report to the Government in reports.

Application and Enrolment Contract, Part 2

You submit this when you enrol, and it confirms what you are studying, your fees, and the terms and conditions of your study with us. It also legally binds you and us in a contract.

We may supply you with other forms with your enrolment form. You may need to fill these out or follow the instructions to complete those forms successfully prior to us enrolling you.

By signing the enrolment form, you understand and agree to abide by the conditions of the legally-binding contract as well as the rules, regulations, policies, and procedures associated with the school.

In order to break the contract, you **must** follow the Withdrawal and Refunds Policies and Procedures, located in this section, or visit www.nasa.co.nz/withdraw/ for more information.

This Student Handbook is a companion to the enrolment form, and by signing the enrolment form, you verify you understand the information in the enrolment form, the Student Handbook, our Web site, and the course information pack.

When fully enrolled, you have paid for a service that allows you the right to attend the programme as enrolled in on your enrolment form and accepted into in your acceptance letter. We provide this service in full upon enrolment. The charges associated with your programme do not diminish or reduce in any way if you do not attend parts of the programme.

Proof of Citizenship (All Students) and Adequate Visas (Non-New Zealanders)

All students must prove:

- Their legal citizenship
- Their legal permission to study in New Zealand.

New Zealand Citizens

For New Zealand citizens, this can be a:

- Long-form birth certificate with your place of birth stated as New Zealand, the Cook Islands, Tokelau, or Niue, and listing your gender; or
- New Zealand passport; or
- Statement of Whakapapa, with date of birth, countersigned by a kaumatua; or
- Certificate of citizenship or a letter of confirmation of citizenship

New Zealand Permanent Residents (Non-NZ Citizens) and International Students

For non-New Zealand citizens, this can be an overseas passport with a valid New Zealand:

- Residency class visa and permit (New Zealand Permanent Residents); or
- Student visa and permit (international students).

For more information on student visas and permits, see www.immigration.govt.nz/study/

We **must** see the original student visa and permit, if you are an international student.

Proof of Identity

New Zealand citizens who supply a non-photo identification as proof of citizenship (birth certificate, statement of Whakapapa, or certificate of citizenship) will need to supply proof of identity.

This can be a:

- New Zealand driver's license
- Kiwi Access Card (18+) photo ID card
- New Zealand school-issued ID card
- Verified passport photo (see www.nasa.co.nz/enrol/application/#proof-of-identity for more information on the requirements for this).

Types of Evidence to Prove Citizenship, Visas, and Identity

Domestic students **must** supply **one** from **each column below**.

Proof of citizenship	Proof of identity
New Zealand passport	
Foreign passport with a valid New Zealand residency class visa	
Long-form birth certificate with your place of birth stated as New Zealand, the Cook Islands, Tokelau, or Niue, and listing your gender	New Zealand driver's licence
Statement of Whakapapa, with date of birth, countersigned by a kaumatua	Kiwi Access Card (18+) photo ID card
Certificate of citizenship or a letter of confirmation of citizenship	New Zealand school-issued ID card
	Verified passport photo

International students **must** supply a **valid passport** with a **valid New Zealand student visa and student permit**.

A driver's license does not prove you are a citizen and cannot be accepted as proof of citizenship.

You can either scan or take a photo of these on your phone, but they **must** be **clear and squared** (no angled photos or scans). You will need to bring the originals with you to your course kōrero.

Acceptable Evidence

You can either show us the original at the course kōrero or enrolment or send us a **verified copy**. Do not send us your originals in the post or by courier.

What is a Verified Copy?

A verified copy is a photocopy of an original document, signed and dated as a true and accurate copy by someone authorised in the Oaths and Declarations Act 1957 as able to take declarations. This person usually has an official stamp to use as well.

People authorised under the Oaths and Declarations Act 1957 to perform this include:

- Justice of the Peace (JP) or Notary Public
- Barrister or solicitor of the High Court
- Court Registrar or Deputy Registrar
- Member of Parliament
- New Zealand Transport Agency (NZTA), Public Trust, government department (including Internal Affairs and Inland Revenue) or local authority employee designated as taking oaths and declarations

If you are from a **remote community** and unable to access someone in one of these positions, you can use a school principal, minister of religion or general practitioner (GP).

The person signing the document must list their name, official designation, and date, and sign the document. It should also bear a phrase to the effect of, "I certify that this is a true and accurate copy" above the signature.

Change of Name

If your legal name is different from the one on your birth certificate, passport or other document, you must submit evidence that this new name is your legally current one. You can do this by submitting a marriage certificate (in case of name change by marriage) or deed poll declaration (change of legal name only).

Successful Application Fee (All Students) and Full Fees (International Students Only) on Enrolment

You must pay the non-refundable successful application fee (all students) and full fees (international students only) at enrolment.

All Students	International Students
You need to pay the non-refundable successful application fee at enrolment.	You need to pay your full fees at enrolment.
The fee holds your place in the programme.	The fees hold your place in the programme.
We must have your successful application fee before we:	We must have your fees before we:
<ul style="list-style-type: none"> • Fill out a Verification of Study (VoS) • Authorise your student loan • Carry out further enrolment work • Can report you eligible for tuition subsidy 	<ul style="list-style-type: none"> • Provisionally enrol you • Confirm your eligibility for a student visa • Carry out further enrolment work
You must pay your successful application fee to the school in person at enrolment or by internet banking at least 24 hours before you enrol.	You must pay your fees directly to your Public Trust account number and individual analysis code as located on your Public Trust form at least 24 hours before you enrol.

**You cannot pay the non-refundable successful application fee through a student loan.
Your student loan cannot pay this fee back.
The non-refundable successful application fee is due on enrolment.**

Your Public Trust Account

In the case of receivership, liquidation (involuntary) or the revocation of NZQA Registration and / or Accreditation, your individual Public Trust account protects your paid fees. Individual means your student fee trust account pertains to you and is covered by an agreement between us and Public Trust.

This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013 and their subsequent amendments.

You are **required** to complete the Public Trust application and turn it in on enrolment if you pay any programme fees (e.g. student loan, paying your own fees, international students).

Your student trust account works as follows. To us, Public Trust releases:

- \$3,000 or 20% of the programme fee, whichever is the lesser, on the ninth (9th) calendar day after the programme's starting date for domestic students and eleventh (11th) business day after the programme's starting date for international students.
- The remainder of the programme fee, in arrears and in equal payments, fortnightly.

This means if we could no longer permanently provide tuition to you for one of the reasons outlined above, you may be able to use the remainder of your fees (still in the trust account) to continue your studies at another provider or opt for a pro-rata refund.

If you are suspended, expelled or if you withdraw or disappear from the programme on or after the 9th calendar day after the programme's starting date (domestic students) or on or after the 11th business day after the programme's starting date (international students), you are not eligible for a refund, as per the conditions of your enrolment contract with us.

For more info on Student Fee Protection, please see www.feeprotect.co.nz.

Public Trust Contact Details

Phone 0800 494 733

Web www.feeprotect.co.nz

The above statements are in no way indicative of the financial or operations status of the National School of Aesthetics. We have provided this information to help you make an informed decision about your education provider. Also, we are required by the Government to inform you of this policy.