



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.



Programme Fees

Programme fees refer to the money you need to pay NaSA for your programme. These fees cover tuition and training and some products used in your training. [Extra expenses](#) or course-related costs are not included in your programme fees. If you are a domestic student, a [student loan](#), a [Training Incentive Allowance](#), your own money, or a combination of some or all of them can help pay your programme fees. **Please ensure you can afford the programme fees and extra expenses before enrolling.**

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Programme Fees for Domestic Students

Programme fees are the fees you pay for the programme itself. These fees cover tuition and training and some products used in your training. [Extra expenses](#) or course-related costs are not included in your programme fees.

How to Pay for the Programme (Domestic Students)

**All your programme fees are due by the first day of the programme.
If you are paying by Student Loan, apply early so payment reaches your account on time.**

Our payment terms for domestic students in our programmes are:

- You pay your full fees before or on your programme's first day.
- *If you are paying by Student Loan, this goes automatically to Public Trust.*
- *If you are not paying by Student Loan, please pay Public Trust directly, using the bank account and your special code as instructed at enrolment.*
- You should pay all extra expenses when they become due. We do **not** place these into the individual trust account as they are outside the scope of that policy.
- Under the Public Trust scheme, we are unable to accept payment plans.

**Please follow the instructions on how to pay fees into your Public Trust account (if needed).
We bear no responsibility for lost programme fees if you don't follow the instructions.**

Special Notes

- **Late payments attract penalty interest and / or programme fees may be sent to a debt collector for collection if the programme fees are not paid on time.**
- Apply for your student loan as soon as possible. Follow their instructions carefully.
- If someone else is paying your fees, you are responsible to make sure they know when they are due, to give them your invoices in a prompt manner, etc.

Student Funding and Assistance (Domestic Students)

If you are enrolled in a government-funded programme, you may be eligible for:

Assistance Type	Apply To
Student Loan	StudyLink
Student Allowance	StudyLink
Training Incentive Allowance	Work and Income New Zealand

Student Loans and Allowances

Student Loans

A student loan can help cover some or all of a student's programme fees and some of their extra expenses or course-related costs.

A student loan needs to be paid back. You repay your student loan to Inland Revenue (IRD).

You apply for the student loan yourself. We do not do this for you.

The different parts of a student loan are:

Compulsory fees

- The compulsory fees section pays some or all of your programme fees.
- Your international examination fees **cannot** come from compulsory fees.
- StudyLink pays the compulsory fees component directly to our Public Trust account for us to allocated to your individual account.

Course-related costs

- The course-related costs section pays up to \$1,000 for extra expenses or course-related costs.
- StudyLink pays the course-related costs component to your account to either reimburse yourself for your costs or to pay for some of your course-related costs.

Living costs

- The living costs section can pay up to a certain amount per week for things like your rent, groceries, and so on.
- The amount paid depends on your circumstances.
- In some circumstances, you may be eligible for a student allowance instead.
- StudyLink pays the living costs component to your account.

Student Allowances

A student allowance can help cover some of your living costs while studying with us.

A student allowance does not need to be paid back.

You apply for the student allowance yourself. We do not do this for you.

StudyLink pays the student allowance to your account.

Eligibility for a student allowance depends on your circumstances.

If you are not eligible for a student allowance, you can borrow a similar amount from the living costs section of your student loan.

Not Meeting Programme Requirements with a Student Loan and / or Allowance

If you don't meet programme requirements, StudyLink may revoke your student loan and / or allowance.

If this happens, StudyLink may:

- Ask for immediate repayment.
- Refuse any further applications for student loans and / or allowances until you pass another programme by 50% or more, paid for with your own money.

Contacting StudyLink

You can contact StudyLink in the following ways:

Phone 0800 88 99 00

Web site www.studylink.govt.nz

You will need to fill out a contract with StudyLink (online) and submit it with supporting documentation.

Please make sure you complete this as soon as possible to avoid delays in payment.

Training Incentive Allowance

The Training Incentive Allowance is a one-off payment made by Work and Income New Zealand for certain beneficiaries to help with programme costs and extra expenses.

The Training Incentive Allowance does not usually need to be paid back.

You apply for the Training Incentive Allowance yourself. We do not do this for you. Your WINZ case manager will give you a form (or you can download this from the Work and Income New Zealand Web site). You will need to fill out your sections, and we will have a section to fill out as well. Please make an appointment with us – do not show up without an appointment – so we can complete this section for you.

You will need to make an appointment with your WINZ case manager to discuss your options. It pays to make a follow-up appointment at your first appointment so you can streamline the process for you.

WINZ may pay us some, or all, of your Training Incentive Allowance directly. They may also pay you, or other providers (day care for your children, for example), directly. This varies from case to case.

You can find more about the Training Incentive Allowance on the Work and Income New Zealand Web site here: www.workandincome.govt.nz/products/a-z-benefits/training-incentive-allowance.html

Please make sure your WINZ case manager emails us with what any Training Incentive Allowance payment is to pay for.

We can't allocate the money correctly if we don't know what it is for.

Contacting Work and Income New Zealand

You can contact Work and Income New Zealand in the following ways:

Phone 0800 559 009

Web site www.workandincome.govt.nz

Programme Fees for International Students

Programme fees are the fees you pay for the programme itself. These fees cover tuition and training and some products used in your training. Extra expenses or course-related costs are not included in your programme fees.

How to Pay for the Programme (International Students)

All your programme fees are due on enrolment.

Our payment terms for international students in our programmes are:

- You pay your full fees on enrolment.
- *Please pay Public Trust directly, using the bank account and your special code as instructed at enrolment.*
- You should pay all extra expenses when they become due. We do **not** place these into the individual trust account as they are outside the scope of that policy.
- Under the Public Trust scheme and New Zealand immigration laws, we are unable to accept payment plans.

**Please follow the instructions on how to pay fees into your Public Trust account (if needed).
We bear no responsible for lost programme fees if you don't follow the instructions.**

Special Notes

- **We cannot authorize or approve your enrolment until all your programme fees are paid to the full New Zealand amount.**