



The National School of Aesthetics
Student Handbook 2026
version 1.3

Version	Release Date
2020 version 1.0	20 August 2019
2020 version 1.1	20 November 2019
2020 version 1.2	9 December 2019
2020 version 1.3	14 February 2020
2021 version 1.0	3 August 2020
2022 version 1.0	10 September 2021
2023 version 1.0	9 September 2022
2023 version 1.1	21 November 2022
2024 version 1.0	16 August 2023
2025 version 1.0	14 August 2024
2025 version 2.0	20 February 2025
2026 version 1.0	20 August 2025
2026 version 1.1	5 September 2025
2026 version 1.2	10 December 2026
2026 version 1.3	3 July 2026

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.



Your Qualifications and Graduation

You're finishing your programme, but you're not quite done yet! Find out about your certificates and diplomas, the graduation presentation, special awards, international qualifications, and what happens after graduation.

In This Section

- [Issuing Your Qualifications](#)
 - [If You Haven't Picked Up Your Certificates and Diplomas](#)
- [Graduation Presentation](#)
 - [When the Graduation Is Held](#)
 - [When Graduation Tickets Are Available](#)
 - [Visitor Requirements for Graduation](#)
 - [Graduation Dress Code](#)
- [Special Awards](#)
 - [Student-Led and Tutor-Led Awards](#)
 - [Certificate of Excellence](#)
 - [Student of the Year](#)
- [International Qualifications](#)
 - [Processing and Issuing Your ITEC Examinations and Qualifications](#)
 - [Receiving Your ITEC Qualifications](#)
- [After Graduation](#)
 - [Further Study with Us](#)
 - [Employment Offers and Employment Surveys](#)
 - [Acting as a Reference or Referee](#)
 - [Further Assistance](#)
 - [Keep in Touch](#)

Issuing Your Qualifications

We will give you your certificates and diplomas if you have met the following conditions:

- You have paid all your fees and expenses you owe us in full.
- You have successfully passed your programme, including examinations.
- You pick up your certificates at the graduation ceremony or via another method.

These are the ways you can get your certificates and diplomas:

- | | |
|---|--|
| 1 Attend graduation. | <ul style="list-style-type: none">• You should ensure you have a ticket to attend (if required).• International certificates and diplomas (ITEC) are not available at graduation. You will need to arrange to pick these up or have them sent out to you (see below). |
| <hr/> | |
| 2 Arrange a time during our office hours for <i>you</i> to pick up your certificates and diplomas. | <ul style="list-style-type: none">• You must call or text us and arrange a time with an administration team member to ensure we are free.• If you do not telephone us first, we are not responsible for securing and passing on your diplomas immediately. We may send you away and ask you to return when it suits us. |
| <hr/> | |
| 3 Arrange a time during our office hours for <i>a friend of yours</i> or <i>a relative of yours</i> to pick up your certificates and diplomas. | <ul style="list-style-type: none">• You must call or text us and arrange a time with an administration team member to ensure we are free.• You email us a letter with:<ul style="list-style-type: none">○ The person's full name○ You understand we are not responsible for any damages once the diplomas leave our hands.○ You approve the person picking-up your certificates.• Please make sure the person brings ID.• We will keep the email on file. |
| <hr/> | |
| 4 Contact us to send your certificates and diplomas via courier. | <ul style="list-style-type: none">• You email us a letter with:<ul style="list-style-type: none">○ You wish to have the diplomas sent to you.○ The delivery address.○ You understand we are not responsible for any damages once the diplomas leave our hands.• We will let you know the cost. You will need to pay this fee before we can send your diplomas out.• Once paid, we will arrange for the diplomas to be sent out. We will pack the diplomas in cardboard or another sturdy material and mark them to be handled gently.• We are not responsible for the length of time in which delivery takes place. |

If You Haven't Picked Up Your Certificates and Diplomas

If you haven't picked up your diplomas within 6 months of graduation, we will destroy them.

If you wish to get your diplomas beyond this point in time, you will need to pay us to reissue them.

The current charges for replacement diplomas can be found on our Web site at

www.nasa.co.nz/fees/

You will also need to fill out the [NaSA Qualification Reprint Form](#), available from our Web site, and submit it with payment so we can reprint the diplomas at the next available opportunity.

Our normal diploma printing times are mid-June and early December.

Graduation Presentation

We hold a simple presentation for graduates on our campus.

We reserve the right to alter the format, timing and / or date of the graduation ceremony to suit the parties involved or at our discretion and to fit the circumstances.

When the Graduation Is Held

We usually hold graduation on the:

- Last day of term 2 for students graduating mid-year
- Last day of term 4 for students graduating at the end of the year

See the [Important Dates](#) section for tentative dates for your graduation.

When Graduation Tickets Are Available

During recent graduations, we have been moving away from assigning specific tickets to specific people.

However, our Student Liaison Officer and CEO keep track of the number of students and guests attending graduation for health and safety and catering reasons.

We will start collecting attendee numbers around:

- 1 June for mid-year graduations
- 1 December for end-of-year graduations

Each student is limited to a few guests plus themselves.

For more information, please contact the Student Liaison Officer around 1 June or 1 December.

Visitor Requirements for Graduation

Parking for Visitors at Graduation

Visitors must park on the streets surrounding the school.

The school's carpark is reserved for only team members and special guests for graduation.

Arriving Before or On Time

Visitors should arrange to arrive before the scheduled starting time for graduation.

This allows the visitors time to find a carpark, walk to the school, check-in, and get a seat before the ceremony starts.

We will lock the doors a few minutes after the ceremony starts so our ākonga / students and team can enjoy graduation uninterrupted.

Graduation Dress Code

We ask that ākonga / students and their guests dress in smart casual and formal attire only.

People showing up in inappropriate attire (i.e. jeans, et cetera) may be turned away.

This is a special occasion to honour the graduates, so we ask all guests to comply to respect the graduates.

Special Awards

Student-Led and Tutor-Led Awards

Most Supportive Student Award

This student-led award is for a student who demonstrates consistent support to other students during their studies with a positive and encouraging attitude.

We usually award this to one student in each graduating class.

The Above and Beyond Award

This tutor-led award is for a student who demonstrates consistently going above and beyond in their studies, demonstrating resiliency and overall demonstrating a high level of academic awareness and excellence in learning.

We usually award this to one student in each graduating class.

Certificate of Excellence

An ākonga / student who gains an overall mark of 90% or higher may be awarded a Certificate of Excellence.

To gain a Certificate of Excellence, the ākonga / student must:

- Be enrolled in an NZQA-Approved programme of 40 credits or more; and
- Gain 90% or higher overall grade; and
- Pass all sections of his or her programme; and
- Meet the ethical and behavioural guidelines.

The Executive Council reserves the right to deny the Certificate of Excellence to any student who fails to meet ethical or behavioural guidelines or brings the school's reputation into disrepute.

Student of the Year

The ākonga / student who gains the highest overall grade in their intake in their programme may be awarded the Student of the Year award.

In order to gain the Student of the Year award, the ākonga / student must:

- Be enrolled in an NZQA-Approved programme of 120 credits or more; and
- Gain the highest overall grade and demonstrate outstanding academic achievement for his or her intake; and
- Pass all sections and meet the attendance criteria of his or her programme; and
- Meet the ethical and behavioural guidelines.

The Executive Council issues the Student of the Year award at their discretion and reserves the right to deny the award to any ākonga / student who fails to meet ethical or behavioural guidelines.

If the top ākonga / student is not awarded the Student of the Year award, the student with the next highest overall grade for the intake may gain the Student of the Year award.

The Executive Council also reserves the right to issue separate Student of the Year awards for different programmes (i.e. one for the ākonga / student with the highest overall grade of the intake graduating from the New Zealand Certificate in Nail Technology, another for the ākonga / student with the highest overall grade of the intake graduating from the New Zealand Certificate in Beauty Therapy, and another for the ākonga / student with the highest overall grade of the intake graduating from the New Zealand Diploma in Beauty Therapy).

International Qualifications

The time between when you sit your international examinations and the time you receive your international certification is not instantaneous.

If you sat your international examinations at the end of the year, we will send out your results between late January and early March, depending on when we receive them, if you did not receive them when you sat your examination. Your certificates (temporary or permanent) arrive with your results.

We will send out your results as soon as we receive them.

We will not post out your international diplomas once we receive them. To pick them up or have them sent out, please follow the same procedure as listed in [“Issuing Your Qualifications”](#).

We are not responsible for the amount of time it takes for the examination papers to arrive in England. We are also not responsible for the amount of time it takes for the examination papers to be marked, for the marks to be tallied, or for the time it takes for the results and certification to reach us.

If you haven't picked up your international diplomas within 6 months of us notifying you they have arrived, we will destroy them. If you wish to get your international diplomas beyond this point in time, you will need to contact the IGB directly.

Processing and Issuing Your ITEC Examinations and Qualifications

After you have sat your examinations, the theory papers and practical marks are sent to the appropriate company in England for marking and / or moderation. Once these tasks are completed, your results are returned to us with any international qualifications you may receive.

Receiving Your ITEC Qualifications

If we have your contact details, we will contact you to let you know your diplomas have arrived; once you hear from us, you are welcome to:

- arrange a date and time to come in and pick up your qualifications and badge; or
- arrange a date and time to have a friend / family member pick up your qualifications; or
- contact us to arrange a courier to deliver your qualifications to you (a cost applies).

See [“Issuing Your Qualifications”](#) for further information.

After Graduation

Further Study with Us

When you get towards the end of your course, you may be itching to study more. That's okay! We have options for you to do that. For example, New Zealand Certificate in Nail Technology graduates can progress into the New Zealand Certificate in Beauty Therapy.

The good thing about studying further with us is we can transfer credit from one course to another, and this saves you money. Please note only a certain number of credits can be transferred.

If you would like more information on any course we offer, please consult your copy of your course information pack, see our Web page, or come and talk to one of the Operations team.

Employment Offers and Employment Surveys

Clinics contact us to advertise positions on our student notice board, and when they send the relevant information through, we post these.

We also encourage you, once you have finished your training, to "call in" to clinics with your current CV and dressed appropriately. You need to look for jobs; offers very rarely fall into anyone's lap.

If you still can't find a job, please contact the OMA staff, and we'll see what opportunities are still available (that we are aware of). Also check the Press, www.trademe.co.nz/jobs/, www.seek.co.nz and other job-related Web sites.

Once you have a job, or if you have gone on to further training, please let us know in writing. TEC require us to keep an as-accurate-as-possible tally on how many (or what percentage of) graduates gained employment in the industry or have progressed to further training.

Acting as a Reference or Referee

Closer to the time of your programme's finishing date, we give you a release form. If you complete this, sign it, and return it to us, we can keep it on file and speak as a referee for you; however, you **must** supply this written authorisation for us to do so. We keep a copy of this on your file.

Under the Privacy Act 2020 and subsequent amendments, we cannot talk to any potential employer about you until we have authorization to do so. We usually only comment on things like your punctuality, professionalism, relationships with fellow students and staff members, and so on.

Further Assistance

If you decide to set-up your own clinic or require any further assistance from us once you have graduated, please feel free to contact us, and we will endeavour to assist you as best as we can.

Keep in Touch

We love for our graduates to stay in touch with us to let us know how you are getting on. Please feel free to give us a call, drop us an email or stop by; we'd love to see you again. Once you are a part of the NaSA family, you stay a part of it.