



# MEDIA DESIGN SCHOOL ENROLMENT CONTRACT

## 1. Accreditation and Registration

1.1 Media Design School is registered as a private training establishment by the [New Zealand Qualifications Authority \(NZQA\)](#) under the provisions of the Education Act 1989 and its subsequent amendments. The New Zealand Qualifications Authority (NZQA) under the provisions of the Education Act 1989 approves the qualifications and Media Design School is accredited to teach them.

## 2. Equal Education Opportunities

2.1 Media Design School seeks to provide equal educational opportunities for all applicants who are able to meet the school's required entry criteria.

## 3. Disclosure of Information to Student's

3.1 When applying and receiving an offer of place, students receive information relating to the following:

- Student fee protection through Public Trust
- Government Funding
- Withdrawal and Refund Policy
- Fees
- Attendance and Behaviour on Campus

## 4. Application and Fees Information

4.1 The student must apply to study at Media Design School through on line application found on our website. However, a printed official application form can be supplied upon request.

4.1.1 The application can be submitted on your behalf by an authorized Media Design School agent.

4.1.2 The student must sign their name on the Application or its substitute, to show that the student has read, understood and accepted these Conditions. The signature must be the same as per their passport. If student is under 18 years old, Parent/Guardian signature is also required.

4.2 Current tuition fees are published on the school's website [www.mediadesignschool.com](http://www.mediadesignschool.com). Fees are subject to change. All tuition fees are in New Zealand dollars.

Fees are inclusive of Compulsory Course Costs (CCC) and GST. Fees may be paid by cash, EFTPOS, cheque or credit card (Visa or Master Card only).

4.3 Tuition and course related fees paid by Credit Card in New Zealand attract a convenience fee of 2% per transaction. This convenience fee equates to the bank fee Media Design School is charged for processing credit card transactions. This convenience fee portion of the payment is non-refundable.

### 4.2 Student Fee Protection Policy

4.2.1 New Zealand law requires all private training establishments (PTEs) registered with the New Zealand Qualifications Authority (NZQA) to offer protection for student fees paid and other course-related costs. Media Design School has selected Public Trust to act as independent trustee.

4.2.2 As soon as student fees are paid to Media Design School by or on behalf of the student, these fees must be deposited into the Public Trust account.

4.2.3 In the unlikely event that the school is unable to complete the course (due to closure, insolvency or course cancellation), Public Trust will refund any fees owed to student or pay them back to [Studylink](#).

4.2.4 For more information about Fee Protect from Public Trust, visit [www.publictrust.co.nz](http://www.publictrust.co.nz) or phone Public Trust on 0800 494 733.

### 4.3 Compulsory Course Costs

4.3.1 Compulsory course costs are incorporated into the tuition fees for each degree qualification. These include:

- Initial printing and photocopying allowance
- Student ID Tag
- Access to internet, wi-fi internet, the student intranet and a student school email
- Attendance at graduation with up to two guests

4.3.2 The compulsory course costs fee does not cover.

- Text books as prescribed by each department
- Equipment stationery and other materials as prescribed by each department
- Additional printing or photocopying over and above initial allowance
- Transport costs to/from locations, industry visits, etc

4.3.3 Compulsory course costs are invoiced for each year of study.

### 4.4 Course Related Costs

4.4.1 Course-related costs are in addition to tuition fees. These may include:

- Text books as prescribed by each department
- Equipment, stationery and other materials as prescribed by each department
- Additional printing or photocopying over and above the maximum allowance
- Transport costs to/from locations, industry visits, etc

4.4.2 All students are advised that the management, backup and storage of their work is their own responsibility. Students should expect to purchase a portable storage device system. Costs vary considerably but students should allow up to NZD \$200 for an adequate system. Domestic Students are able to apply for course – related costs through Study Link for these purchases.

### 4.5 Print credits

4.5.1 When students start their Programme of study at Media Design School they receive an one-time credit value for print purposes.

4.5.2 Print credits are non-refundable. Any remaining credits must be used before finishing your programme of study.

## **5. Payment of Fees Information for Domestic students**

### **5.1 Government Funding**

5.1.1 The Tertiary Education Commission ([www.tec.govt.nz](http://www.tec.govt.nz)) is responsible for funding the Government's contribution to tertiary education and training in New Zealand.

5.1.2 For the purposes of Student Achievement Component funding, the following learners have domestic student status:

- A New Zealand citizen, which includes Cook Island, Niue, and Tokelau citizens.
- A New Zealand permanent resident, currently living in New Zealand.
- An Australian citizen who is currently living in New Zealand
- An Australian permanent resident who has a returning residents visa who is currently living in New Zealand
- Certain exchange students and dependents of diplomats.