

English Teaching College – ETC

FEE PROTECTION POLICY

Student Fee Protection

Fees paid by domestic and international students are secure and protected in the event of student withdrawal or the ending of educational instruction or the closure of English Teaching College.

Trust Account

English Teaching College has arranged for the Public Trust to hold fees in accordance with s236A(2)(a) Education Act 1989.

Public Liability

English Teaching College holds public liability and contents insurance with NZI.

ETC Liability

The school shall not be liable if the services we state we offer cannot be provided for reasons beyond our control.

Code of Practice

English Teaching College – ETC is a Signatory to the *Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*, (the Code).

Payment of Fees

All fees are calculated in complete weeks and any part week is counted as a complete week.

No compensation is given for Public Holidays when the college is closed.

For domestic students, government fees may assist in the payment of course costs such as materials, NZQA fees, tutorial expenses, and computer costs.

Course Closure

If ETC ceases to be a Signatory to the Code or ceases to be an education provider and is no longer delivering or is not capable of delivering a course as contracted with a domestic or international student learner, the student enrolled will be entitled to receive a refund of the balance of the student fees held by ETC's Trustee, which have

not already been paid to ETC for academic tuition and administrative purposes.

For a domestic student with a student loan, the loan provider will be paid the appropriate portion of the student's fees. If the student transfers to another course provider, then ETC's Trustee will transfer the student's fees to the other course provider's student fee protection arrangement.

For an international student, the appropriate portion of the student's fees can be transferred to another course provider with the permission of Immigration New Zealand. For under 18 year old international students the student's fees can be transferred with permission from the student's parents or legal guardian. ETC's Trustee will transfer the student's fees to the other course provider's student fee protection arrangement.