



FEE PAYMENT TERMS

Fees must be paid on or before the due date specified on the invoice. It is essential to adhere to the payment schedule, as penalties for late payments will apply. Fees for the full year of enrolment are due at the beginning of the academic year.

By signing the application form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated debt recovery. Elim Leadership College's policy on withdrawal and refund of fees is on the website and in the Student Handbook.

Elim Leadership College complies with the fee protection requirements of the Education and Training Act 2020 by ensuring that all fees are paid directly to Public Trust, which allocates the funds to Elim Leadership College in accordance with the Act.

A student's right to continue their studies (including attending lectures, having assessments marked, access to Moodle, etc.) or to begin a new semester may be revoked if:

- Fees are not paid according to the Fee Payment Terms;
- Other financial obligations to Elim Leadership College are in default; or
- Enrolment documentation (such as student loan and fee protection) is incomplete.

If a student has not fulfilled their financial obligations (tuition or any other debt) or has not completed their student loan or fee protection requirements, the following will apply:

- The student will not be re-enrolled at Elim Leadership College;
- The student will not receive a copy of their academic record;
- The student's academic record will not be transferred to any other institution;
- Course assessments will not be marked or returned;
- The student will not be eligible to graduate.

Fees Free Eligibility

- Learners may qualify for Fees Free if you are starting study for the 1st time. More information can be found on the website <https://www.feesfree.govt.nz/final-year/>
- Fees Free covers the final year of study for the first provider-based qualification an eligible learner completes. The part time level 3 course is not eligible as it is below the required 0.5 EFTS (Equivalent Full-Time Study).
- The policy aims to motivate and reward learners for completing their qualification.
- A student will need to:
 - Complete a qualification that is eligible for Fees Free (probably NZ2772 Level 4 Certificate in Christian Ministry (Internship))
 - Meet the residency criteria
 - Meet the prior study and training criteria, and
 - Not have already used Fees Free
- If the qualification is completed, follow the claim process on the [Inland Revenue Website](#)