



FEE PAYMENT TERMS AND AGREEMENT

Updated: 7 October 2025

1. Payment of Fees

All course fees must be paid on or before the due date stated on the invoice. Fees for the full year of enrolment are due at the beginning of the academic year unless an approved payment plan has been arranged. An administration fee may apply for late payments.

By signing this form, I agree to pay all fees as they become due and to meet any reasonable administration or collection costs incurred in recovering outstanding debt, in accordance with the Fair Trading Act 1986.

2. Fee Protection

Elim Leadership College complies with the Education and Training Act 2020 and NZQA Student Fee Protection Rules by ensuring all tuition fees are paid directly to Public Trust, which holds and releases funds in accordance with NZQA requirements.

3. Non-Payment

Access to classes, assessments, Moodle, and re-enrolment may be suspended if:

- Fees are not paid according to the payment schedule;
- Other financial obligations to Elim Leadership College remain unpaid; or
- Enrolment documentation (such as student loan or fee protection details) is incomplete.

Students will be notified in writing and given an opportunity to resolve outstanding matters before restrictions are applied.

4. Outstanding Fees

Where fees remain unpaid or documentation is incomplete, the College may:

- Decline re-enrolment;
- Withhold academic records or transcripts;
- Withhold assessment results; or
- Delay graduation until all fees are paid in full.

5. Withdrawal and Refunds

The Withdrawal and Refund Policy is available on the ELC website and in the Student Handbook.

6. Fees Free

Learners may qualify for Fees Free study if starting tertiary study for the first time i.e. the Level 4 Certificate in Ministry. Information and eligibility criteria are available on the Inland Revenue website.

7. Christian Values and Integrity

As part of the Elim whānau, students are encouraged to approach financial commitments with integrity and to contact the College early if experiencing genuine financial hardship.

Student Declaration

I have read and understood the Fee Payment Terms and Agreement and agree to abide by these conditions.

Student Name:	
Signature:	
Date:	

Authorised ELC Representative Name:	
Signature:	
Date:	