

# 2012 Enrolment Guide



Contact us  
0800 24 24 76  
[info@cpit.ac.nz](mailto:info@cpit.ac.nz)  
[www.cpit.ac.nz](http://www.cpit.ac.nz)





## **Kia ora Welcome to CPIT**

**Congratulations on being accepted into CPIT. It is a great step towards securing the career you want in New Zealand or overseas.**

To make the enrolment process as easy as possible, we have created this step-by-step guide to help you. You can choose to enrol online, by post or in person.

If you need help at any stage in the process come in and talk to the information & Enrolments team at the Madras Street or Trades Innovation Institute campuses or call us on 0800 24 24 76.

We hope you enjoy your time at CPIT and you take advantage of our fantastic location, expert tutors and great campuses. We look forward to seeing you!



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## How to contact us

### BY PHONE

0800 24 24 76 or  
03 940 8000  
Monday to Thursday:  
8.00am–5.00pm  
Friday:  
9.00am–5.00pm

### BY EMAIL

info@cpit.ac.nz

### BY FAX

03 940 8642

### BY WEB

www.cpit.ac.nz

### BY POST

CPIT Postal  
Enrolment Centre  
P O Box 540  
Christchurch Mail Centre  
Christchurch 8140

### IN PERSON

City Campus –  
Information  
& Enrolments

Rakaia Centre,  
X Block, 130  
Madrass Street  
Christchurch

Monday to Thursday:  
8.00am–6.00pm

Friday:  
9.00am–4.30pm

Sullivan Ave Campus  
Reception  
& Enrolments

Trades Innovation  
Institute, Ensors Road  
Christchurch

Monday to Thursday:  
8.00am–6.00pm

Friday:  
9.00am–4.30pm

Please refer to page 29 for campus maps.

# A detailed step-by-step guide to enrolment & study preparation checklist

Please complete the following checklist. Tick each step as you go to make sure you haven't missed anything. If you follow it carefully and check that each stage is completed, at the end of the process you will be fully enrolled and prepared for your first day of study.

If you are unsure of the meaning of a word or phrase please refer to the Glossary on page 21 or contact **0800 24 24 76** for help at any stage.

## Step 1 - Plan your study

Pages 3-4

- Choose the courses/subjects you want to enrol in
- Create your Personal Timetable Plan
- Check your course times don't 'clash'

## Step 2 - Enrol

Pages 5-13

### Either: Enrol Using the Paper Form

- Check your personal details are correct and update if necessary
- Complete all questions under Statistical Information
- Include your course choices (a full year of courses is advisable)
- Indicate on the form how you will be paying your fees
- Sign and date your enrolment form
- If not validated to Level 2 attach a verified copy of your IDOCs

### Or: Enrol Online (domestic students only)

- Log onto the online enrolment system
- Check your personal details are correct and update if necessary
- Choose courses and indicate payment method
- Check chosen courses show as a 'Confirmed Enrolment'

## Step 3 - Pay for your study before classes start

Pages 14-16

### By student loan

- > Check with Studylink to see if you are eligible for a student loan or allowance
- > Indicate you're paying by student loan (on form or online)
- > Contact Studylink and apply for your loan (0800 88 99 00)

### Or.. Cheque or bank draft (if international)

- > Attach your cheque payment to your enrolment form

### Or.. Internet banking or telegraphic transfer (if international)

- > Complete your payment via internet banking or transfer

### Or.. Payment in person – at the CPIT Enrolments Counter

- > Complete your payment by EFTPOS, cheque or credit card

### Or.. Credit card or custom house payment (international)

- > Complete your payment by credit card or custom house

### Or.. You've paid using another payment method (as listed on pages 14-16)

## Step 4 - Prepare for your first day & week at CPIT

Pages 17-18

- Check you have your CPIT student login/password
- Obtain your CPIT student ID card (payment receipt needed)
- Check the location and times of your first classes (look at your timetable)
- Familiarise yourself with the CPIT campus where you'll be studying
- Obtain your student car parking pass from the Security Office
- Check out the Student Association's orientation plans
- If necessary, access extra support with your studies (eg disability/Māori/literacy)



**Set up your  
course  
timetable  
and plan  
your study**



## Useful Tips

### How to read the codes in the timetable:

- BCEB301-11A2 is the full course code
- 11 is the year, ie 2011
- A2 is the occurrence (class group)
- 11A2 is the full course occurrence (see the Glossary in this Guide for a description of what occurrence means)

### How to read CPIT room numbers:

Class locations are defined by the building code, floor level and room number.

eg For room 'N211'

- 'N' stands for N Block
- '2' stands for 2nd floor
- '211' stands for the full room number on the 2nd floor

**Check the CPIT maps in this Guide for block locations on page 29.**

## Step 1 Plan your study

### Step 1

Select courses from either your paper timetable (included in your enrolment pack) or from a list provided to you by the faculty. Enter the courses onto your planner so you can then clearly see the day of week and time each is running. You can also check a course timetable online to show you the day of week/time it's on and location (see 'Find a course timetable online' on page 5 of this Guide).

### Step 2

Check your courses don't clash – that they aren't running on the same day of the week, at the same time.

Write down the full course code of each course you want to take so you can enter them on your enrolment form.

### Step 3

If the room number for each course is included on the timetable, also write it down so that you know where to go on your first day of class. (Room numbers can be found by checking the timetables online, see page 5).

NB: Usually course room numbers are also posted on a noticeboard outside each School reception area during the first week of classes.

### Timetable Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9am					
9-10am					
10-11am					
11-12am					
12-1pm	Lunch				
1-2pm					
2-3pm					
3-4pm					
4-5pm					
5-6pm					
6-7pm					
7-8pm					
8-9pm					

# Step 1 Find your course timetables online

## STEP 1

Go to **www.cpit.ac.nz** and hold your mouse over the 'Student Resources' option, then click on the 'Timetable' button.

## STEP 2

Click on 'Course Occurrence (1)', then enter the course code into the Search field and click 'Search' (2). This will display the occurrences (different class groups running) for that one course. Click on the course occurrence option you need to view (3).

NB: you only need to take one of these occurrences.

Check the dates showing under 'Viewing Options' (4) to make sure you will display the timetable for the week that you need to see. Then click on 'View Timetable'.

## STEP 3

The timetable (class day and times) will display for the course occurrence selected. The course name, tutor and the room number the course will be held in is also displayed.

Write the course details onto your Personal Timetable Plan on page 4.

## Useful Tips

### Course Codes

Check your faculty enrolment letter/details to view which courses (with course codes) you will either need to enrol in OR choose from.

If you are unsure which courses to choose or need further help please phone us on **0800 24 24 76**

### What is a course occurrence?

'Occurrence' refers to the occasion or date on which a particular course is run. In 'FTSP500-O2A' the 'A' is the occurrence code and stands for group or time-slot A.

If there was another occurrence for this course, it could be labelled '02B'.

02A might run on Tues 9-10am

02B could run on Wed 5-6pm

This would mean there were two occurrences or classes taking the same course but at different times. You would only ever be in one occurrence for the same course.

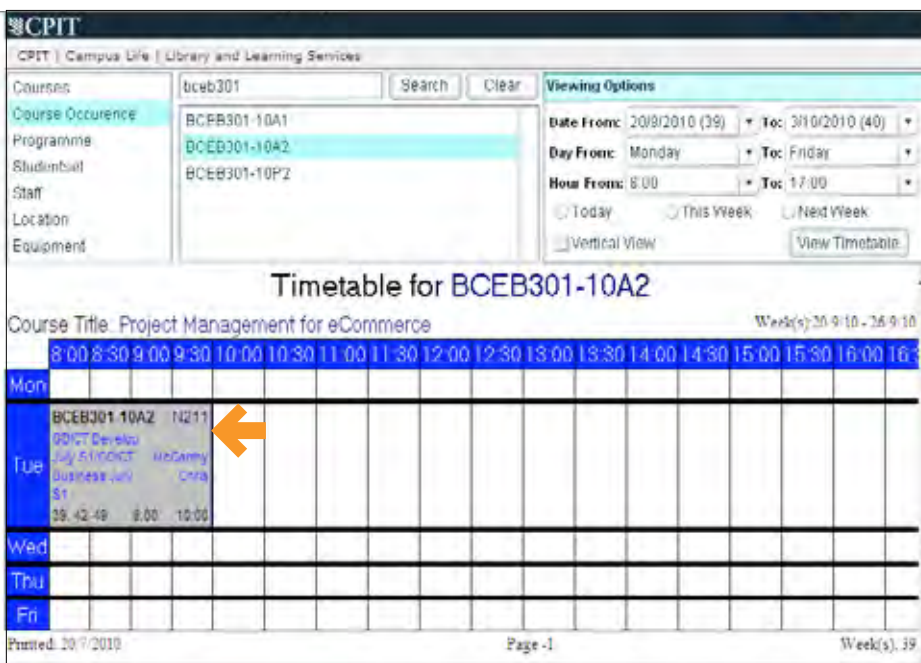
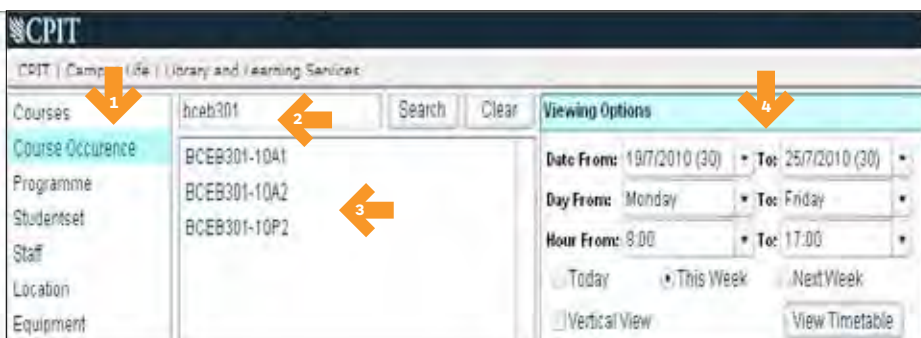
### Reading your timetable:

How to read the codes in the timetable:

BCEB301-11A2 is the course code  
11 is the year, ie. 2011

A2 shown at the end of the course code – is the course occurrence

N211 is the room number that the class will be held in.





**Complete your  
enrolment  
form online  
or on paper**



## Step 2

# Enrol using the paper enrolment form

### Our Records Show

Please check that all details in this section are correct.

### Amendments to be made

If any of your details are incorrect enter the correct details in the right-hand column.

### 1. Personal Details (page 1)

(Required by the Ministry of Education)

- **Legal Last & Legal First Names** – Your legal family and first name must be the same as those shown on the identity documents you provide. They will be used for your academic records.
- **Preferred First/Given Names** – Your preferred names will also be shown and recorded on our system. For example, your legal name may be 'Christine' however, if you prefer to be known as 'Chris' this is where you would enter your preferred name.
- **Title** – Mr, Mrs, Miss or Ms etc.
- **Gender** – Male or Female.
- **Date of Birth**
- **Citizenship/Residency** – Please indicate if you are a New Zealand citizen (born in NZ or granted citizenship) or a permanent resident.

### To prove citizenship we require ONE of the following ID documents (IDOCs):

- NZ Birth Certificate.
- NZ Passport.
- Statement of Whakapapa signed by a Kaumatua. It must include date and place of birth.
- Certificate of New Zealand citizenship or letter of confirmation.
- Birth Certificate with place of birth stated as Cook Islands, Niue or Tokelau.

### To prove residency we require ONE of the following ID documents (IDOCs):

- Overseas passport with current New Zealand permanent residence stamp.
- Australian passport.
- Letter of confirmation from the New Zealand Immigration Service.

If you are a permanent resident and you leave New Zealand during your course we may need to see your passport again to check your immigration status.

- **Ethnicity** – Which ethnic group you identify yourself with.  
For example, NZ European/Pakeha, NZ Māori, Cook Island Māori, Fijian, Niuean, Samoan, Tokelauan, Tongan, Chinese, Indian etc.
- **Validation Level** - this is the level of identity documentation (as per the Citizenship and Ethnicity sections) that you have provided to CPIT.
  - **Level 0 Validation:** indicates we have not received any identity documents at all. You will need to provide your identity documents.
  - **Level 1 Validation:** indicates we have received a student enrolment form with no identity documents. You need to provide your identity documents.
  - **Level 2 Validation:** indicates we have received full identity documents. You have already provided your identity documents.
- **NSN (National Student Number)** - this is your National Student Index number (NSI). It is not essential for you to provide this number.
- **NZQA Hook on Payment Status** - no longer valid so disregard.
- **NSI Status** - this shows your NSI status:
  - **Partial:** means your details are 'non-validated' ie. CPIT does not have a copy of your IDOCs (so it's essential that you include a verified copy of your IDOCs with this form).
  - **Active:** means your details have been 'validated' ie. CPIT does have a copy of your IDOCs.

## Useful Tips

### Have you changed your legal name?

If the legal name under which you are enrolling differs from that on your birth certificate or passport you must also present a certified copy of your marriage certificate(s), or deed poll (change of name certificate).

### Are you an international student?

If you are neither a New Zealand citizen nor a permanent resident, you may be liable for an international student fee. This is higher than a domestic fee.

### What are IDOCs?

The term IDOCs is short for 'Identity Documents' eg. passport, birth certificate etc.

### Why is it essential that you supply CPIT with your IDOCs?

The Ministry of Education will not fund students who have not supplied the correct ID documents. We may have to charge you full fees if we do not receive this.

If you are posting in your completed enrolment form AND you are not validated to level 2, then it is essential to include a verified copy of your IDOCs.

### What does 'verified copy of your IDOCs' mean?

A verified copy means you have photocopied the original identity documents and they have been certified (signed) as being true copies by an authorised person as listed in the Oaths & Declaration Act 1957.

### This authorised person could be a:

- Barrister or solicitor of the High Court
- Justice of the Peace
- Notary Public
- Court Registrar
- Deputy Registrar
- Member of Parliament.

## Useful Tips

### Why is it essential that you answer all questions under 'Statistical Information'?

The Ministry of Education requires CPIT to forward to them all the information collected under this section.

If you don't complete all of these questions, you cannot be fully enrolled.

Many students have their enrolment delayed due to incorrectly filling in the form, so please check that you have completed all questions.

**If you need any assistance please phone us on 0800 24 24 76**

## Step 2 Enrol using the paper enrolment form

### 2. Contact Details (page 1)

It is important that CPIT has accurate contact details for you. Please either complete or correct the details showing on the form.

- Home address and phone number.
- Work address and phone number if applicable.
- Address during study period if this is going to be different from your home address.
- Preferred email.
- Cellphone.
- Emergency contact is a name and number of someone we can phone in the event of an emergency.

### 3. Student Support (page 2)

- Do you want to be contacted by Support Staff? Please advise YES or NO to whether you'd like contact from either one of the two listed advisors:

#### **Kaiawhina Māori Learning Advisor**

- for Māori students.

**Disability Services** – for students with a disability.

### 4. Statistical Information For All Students (page 2)

This information is required by the Ministry of Education and used for planning and reporting. It is essential you either complete or double-check all questions and answers.

- **What is the name of the last secondary school you attended?**  
If your last secondary school was not in NZ, please select 'overseas'.

### What is your highest secondary school qualification?

#### **Possible options include:**

- No formal qualification.
- NCEA Level 1 or School Certificate.
- NCEA Level 2 or Sixth Form Certificate.
- University Entrance.
- Overseas qualification (includes International Baccalaureate and Cambridge Exams).
- Other

### What was your main activity last October?

#### **Possible options include:**

- Secondary school student.
- Registered as unemployed or other beneficiary (eg. DPB, Sickness).
- Salary or wage earner.
- Self-employed.
- University student.
- Polytechnic student.
- Private training establishment student.

### 5. Health & Disability Details (page 2)

This information will ensure that the Disability Coordinator is aware of your presence at CPIT and will make a time to discuss support strategies with you. If:

- you have a medical condition CPIT needs to be aware of,
- you live with the effects of a long-term illness, disability or injury,
- you would potentially need help to leave a building in an emergency,
- your disability will affect your study,

then it is recommended that you phone the Disability Coordinator on 03-940 8005, fax 03-940 8622, prior to enrolling at CPIT to ensure adequate services can be provided for your requirements.

## Step 2

# Enrol using the paper enrolment form

### 6. Programme & Course Details (page 3)

This information is important to ensure that your course selection is correct for the qualification or award you are studying towards.

- **Name of Programme:** write the name of the programme you are studying for eg. Diploma in ICT.
- **Name of Course(s):** list the names of the individual courses you are enrolling in, along with the course codes, start dates and fee for each.

Some courses have many different classes running at the same time (these are known as occurrences). Please check that you have written down the right one for you.

- **What year do you expect to complete your qualification?** If you are studying part-time, write down the year you expect to complete your qualification.

### 7. Cpit Foundation (page 3)

Please indicate in this field if you would like to make a \$1 donation to the CPIT Foundation Trust. There is no obligation for you to do so. It is your choice.

### 8. Payment Details (page 3)

Please indicate how you want to pay your fees. Remember your place in any programme or course is not secure until payment is made.

- Paying by **internet banking**, the details are:

CPIT Account Number:  
02-0800-0911670-003.

Always include your CPIT Student ID Number.

- **Student loan:** if making payment via student loan, it is important that you apply for your student loan as soon as possible through Studylink. You can phone them on **0800 88 38 88** or apply for your loan online at **www.studylink.govt.nz**

### 9. Declaration (page 4)

**Please sign and date your enrolment form.** Without this, your enrolment cannot be processed.

### 10. Marketing Information (page 4)

Please answer the 'How did you hear about us?' questions. This will inform us on how best to look after and encourage students to continue on their career path.

### 11. Back to the Checklist in the Enrolment Guide

- Double-check that you have fully completed your enrolment form and tick each section that has been completed.
- Missing some parts of the form can result in your enrolment being delayed so please double-check.
- Attach required documents to the form, ready to deliver or post.

## Useful Tips

### Further details on 'Pay Your Fees'

For further information, please check out pages 14–16 of this Guide.

- Pages 15–16 relate to methods for paying domestic student fees
- Page 17 relates to methods for paying international student fees

### Student Loan changes

Important changes have been made to the Student Loans Scheme that could affect you. Please double check your eligibility to receive a student loan at **www.studylink.govt.nz**

## Useful Tips

### Who can enrol online?

Domestic students who have already been accepted by CPIT on a programme of study and have received their username & password.

### Having issues logging in?

If you have entered in your username and/or password but it won't work, click on the option 'Forgotten Password Form' on the same page. Fill in the form and 'submit'.

The IT Service Desk will answer your query within 24 hours.

If you have any further issues call us on 0800 24 24 76

### Need to change your address?

Click on 'View more details or update' to make changes to your personal details and address if you have moved etc.

Any areas with a grey background cannot be changed through this system.

### What is a course occurrence?

'Occurrence' refers to the occasion or date on which a particular course is run. In 'FTSP500-02A' the 'A' is the occurrence code and stands for group or time slot A.

If there was another occurrence for this course, it could be labelled '02B'.

- 02A might run on Tue 9-10am
- 02B could run on Wed 5-6pm

This would mean there were two occurrences or classes taking the same course but at different times. You can only be in one occurrence for the same course.

## Step 2 Enrol online (domestic students)

**Please note that international students are unable to enrol online.**

- The Jasper Online Homepage will now display. **Click on the 'Log In' button and then enter in your username and password.**

### STEP 1

Go to **www.cpit.ac.nz** and hold your mouse over the 'Enrolment' option, then **click on the 'Enrol Online' button.**

- In next screen, **click on 'Enrol Online'.**

- **Enter your username and password and click on 'Login'**

### STEP 2

Once logged in, the 'My Home' screen will appear showing your personal details. To display the course(s) currently loaded for you and their enrolment status, **click on 'My Enrolment' & then 'Confirmed Enrolments'.**

### Confirmed Enrolment Screen

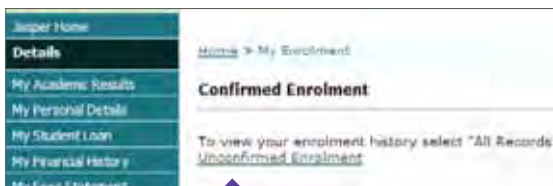
Course Description	Enrolment Status	Payment Status	Start Date	End Date	Last Withdrawal Date	ECTS
2010						
BCPR242-10A1 - Assessed (CO) Server-Side Web Programming	ENR	Paid	15 Feb 2010	23 Jun 2010	01 Mar 2010	0.1250
BCIS301-10A2 - Assessed (CO) Management of Information and Communication Technologies	ENR	Paid	23 Jul 2010	26 Nov 2010	02 Aug 2010	0.1250
BCPR109-10M1 - Assessed (CO) Programming Precepts	ENR	Loan	20 Jul 2010	26 Nov 2010	02 Aug 2010	0.1250
AINC250-10A2 - Assessed (CO) Business PAF Computing	ENR	Loan	19 Jul 2010	26 Nov 2010	02 Aug 2010	0.1250
AINC300-10B3 - Assessed (CO) Business PAF Heritage, Culture and Sustainability	ENR	Loan	15 Jul 2010	26 Nov 2010	02 Aug 2010	0.1250
AINC310-10B3 - Assessed (CO) Commercial Law	ENR	Loan	26 Nov 2010	02 Jan 2011	06 Dec 2010	0.1250

## Step 2 Enrol online (domestic students)

### STEP 3

The courses displayed in the 'Confirmed Enrolments' list have already been chosen for or by you. They have been either paid for or the payment method advised.

**Check the list for any courses missing** that you intend to take. **Write these down** and from this screen, **click on the 'Unconfirmed Enrolment' link:**

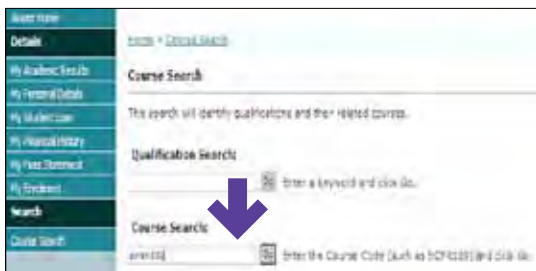


### STEP 4

Click on the 'Add New Courses' button.

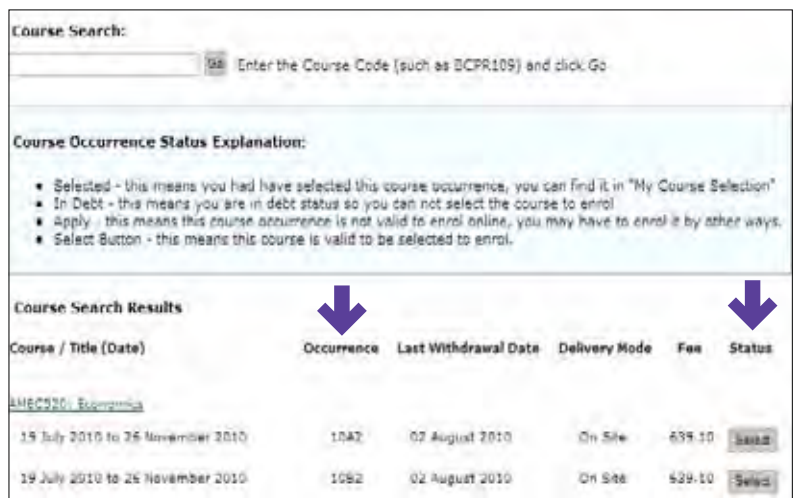
### STEP 5

The 'Course Search' screen will appear. **In the 'Course Search' option, enter in the course code** of the first course you want to enrol in and **click on 'Go'**.



### STEP 6

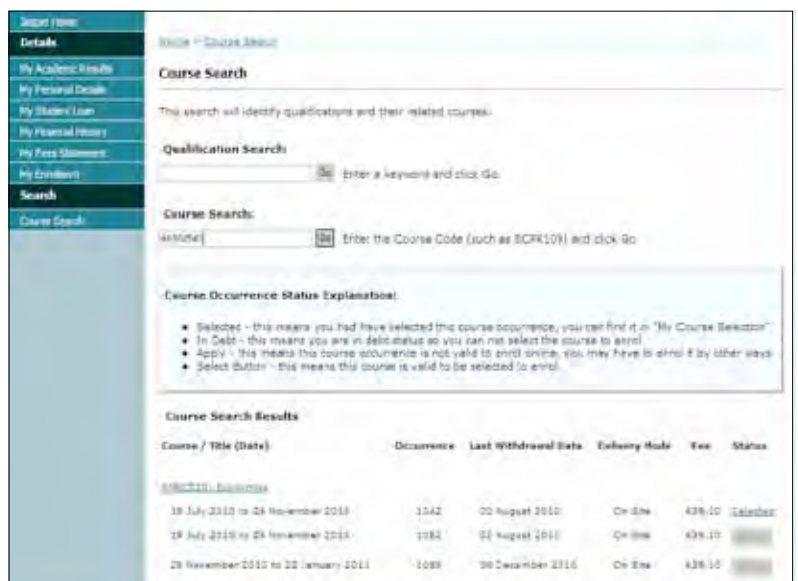
The course displays with a different line for each course occurrence available. **Choose the course occurrence that fits best within your timetable** (based around the day and time each of your classes is on). **Choose by clicking on the 'Select' button** at the right of the course occurrence.



### STEP 7

Once you have selected the right occurrence, the course option will show as 'Selected'.

To choose your next course, **enter the course code into the 'Course Search' option and click 'Go'**. Then repeat the process of selecting the occurrence you want to enrol in until you have selected all of your courses.



## Useful Tips

### Want to remove a course?

If you've chosen an incorrect course, just tick it and click Remove.

## Step 2 Enrol online (domestic students)

### STEP 8

Click on the 'My Enrolment' option or the word 'Selected'. This will take you back to the 'My Enrolment' screen which will display the courses you have just selected but are still 'unconfirmed'.

### STEP 9

Proceed to the payment screen. By making your payment (or advising payment method), you will change the courses listed to 'confirmed enrolments'.

Tick or select the box next to each course and click on 'Proceed'

### STEP 10

In the drop-down box shown, click on the programme you are studying. If you intend to complete your programme this year, also tick the box shown. Click 'Proceed'.

### STEP 11

The 'Statement of Fees' page will now display. To pay by student loan, internet banking or credit card, click on the 'Proceed' button.

### STEP 12

Read the 'Terms & Conditions' (1) of enrolment at CPIT. You need to acknowledge agreement with these before you can continue, then click on 'I agree to these terms' (2) and 'Proceed' (3).

### STEP 9

The screenshot shows the 'My Enrolments' page. At the top, there is a link for 'View Confirmed Enrolments'. Below that, a message says 'Select the courses you wish to enrol in and click Proceed.' There is a dropdown menu for 'View unconfirmed courses for' set to '2010', with a red arrow pointing to it and text that says 'Move from One year? Choose 2011 year to continue.' To the right of the dropdown is a 'Add Courses' button. Below this is a table with columns: 'Course Information', 'Status', 'Price', and 'Select'. The table lists three courses: '4HEC530-1042: Economics (19 July 2010 to 26 November 2010)', '4MMS41-1042: Introduction to Marketing (19 July 2010 to 26 November 2010)', and '4MPC560-1062: Professional Communication (20 July 2010 to 25 November 2010)'. Each course has a 'Select' checkbox which is checked. At the bottom right of the table area, there is a large blue arrow pointing to a 'Proceed' button and a 'Remove' button.

### STEP 11

The screenshot shows the 'Statement of Fees' page. On the left is a navigation menu with options: 'Super Home', 'Details', 'My Academic Results', 'My Personal Details', 'My Student Loan', 'My Financial History', 'My Fees Statement', 'My Enrolment', 'Search', and 'Course Search'. The main content area is titled '0008 - Statement of Fees' and 'Statement of Fees'. It shows a 'Payment Process' flow: '1. Statement Of Fees' -> '2. Terms and Condition' -> '3. Payment Form'. Below this, there is text explaining that the statement of fees lists all course(s) of interest and that payment is required to guarantee a place. It also provides instructions for online payment (Student Loan, Internet Banking, Credit Card) and offline payment (cheque, TIA, purchase order). At the bottom, student details are listed: 'Legal Name: Joe Student', 'Address: c/- Corporate Services Division SMS Team, PO Box 540, CPIT 8140', 'NSN:', and 'Student ID: 10600488'.

## Step 2 Enrol online (domestic students)

### STEP 12

### STEP 13

Next choose your method of payment by **ticking the box next to each course, then click on 'Proceed'**.

Course	Fees	Per Cr	No. Cr	Total Fees	ENR
CPIT101-2023: Introduction to Business	100.00		1	100.00	
4801310-2023 Business Development	100.00		1	100.00	
4801310-2023 Business Development	100.00		1	100.00	
4801310-2023 Commercial Law	100.00		1	100.00	
4801310-2023 Introduction to Accounting	100.00		1	100.00	
<b>Total Fees Due: 400.00 NZD</b>					

### STEP 14

The next steps will depend on which payment option you have chosen. If paying by:

#### Credit card

follow the steps to make your credit card payment. Once completed, the 'Successful Payment' page will display including:

- Paid successfully note
- Receipt number
- The link to 'Financial History'
- The link to 'Confirmed Enrolments'

#### Internet banking

Indicate you are paying for your fees by internet banking and click 'Proceed'.

You must immediately make the payment via this method.

#### Student loan

Indicate you are paying your fees by student loan and click 'Proceed'. You need to ensure you have checked your eligibility and applied for your loan via Studylink's site [www.studylink.govt.nz](http://www.studylink.govt.nz)

### STEP 15

Once you have finished making or indicating payment for each of your courses, click on 'Confirmed Enrolments'. Double-check each of your enrolments is now showing 'ENR' status next to it.

If you have paid but the 'ENR' or payment (if by credit card) isn't showing, email the Information & Enrolments team for assistance on [enrolmentsupport@cpit.ac.nz](mailto:enrolmentsupport@cpit.ac.nz) or phone **0800 24 24 76**.

## Useful Tips

### Why is it necessary to tick the 'Terms & Conditions of Enrolment'?

It is essential you tick agreement to CPIT's 'Terms & Conditions of Enrolment', as this is one of the requirements of being fully enrolled at CPIT.

When enrolling online, ticking the 'I agree to these terms' is legally the same as signing a paper-based enrolment form.

A copy of the Terms & Conditions of Enrolment can be found on pages 25–27 of this Guide

### Further details on 'how to pay your fees'

For further information, please check out pages 15–17 of this Guide 'How to Pay for Your Fees'

- Pages 15–16 relate to methods for paying domestic student fees
- Page 17 relates to methods for paying international student fees



**Paying your fees before your classes start**



## Step 3

# Paying your fees - domestic students

**Paying your study fees before starting classes ensures your places are held for you. You are not fully enrolled until payment is made.**

**Choose one of the following ways to pay your fees:**

### 1. Cash or EFTPOS

Pay in person with cash or EFTPOS. Just come into the Enrolments Counter in the Rakaia Centre on Madras Street campus (X Block) or to the Enrolments desk at the Trades Innovation Institute.

### 2. Cheque

If paying by cheque, write your name, address and student ID number (if known) on the back of the cheque.

Post to CPIT with your enrolment form or pay in person at the Information & Enrolments Counter in the Rakaia Centre at the Madras Street campus (X Block) or the Trades Innovation Institute.

### 3. Major credit cards

On your enrolment form/online – you need to provide full details of the cardholder's (payer's) card details:

- card type (Visa/Mastercard/American Express)
- full credit card 16–digit number
- card's expiry date
- card's CSC number (3–digit number).

**By phoning the CPIT Contact Centre.** It is easy to pay for your fees by credit card over the phone. All you do is:

- phone the Contact Centre on **0800 24 24 76** and provide the full credit card details as listed above
- provide your full name and Student ID number (if possible).

**By paying by credit card in person.** You can pay your fees by credit card at either the Madras Street campus or Trades Innovation Institute.

## Useful Tips

### Posting your payment or paying by cash?

We don't recommend you send payment by cash through the post. You will have no record of your payment if it gets lost in the post.

### CPIT postal address:

Postal Enrolments  
Freepost 161  
P O Box 540  
Christchurch 8140

**For safety reasons, CPIT also does not recommend you carry large amounts of cash.**

### What is the credit card 'CSC Number'?

'CSC' stands for 'Card Security Code' and is a 3–digit number displayed on the back of your credit card.

It adds another layer of security to your card transactions so it is essential you provide this to CPIT if paying for your fees by credit card.

## Useful Tips

### Pay by student loan?

Apply for your student loan as early as possible.

Apply online at:

[www.studylink.govt.nz](http://www.studylink.govt.nz)

or phone **0800 88 99 00**

If you are applying for a student allowance, this is also done through Studylink.

### Are you an international student & paying fees by internet banking?

International students need to pay their fees into a different CPIT bank account.

### Bank account number for international student fees:

BNZ account 02-0800 0911670-00

### What info is included on your fees receipt?

- Your network login & password is needed for logging into CPIT computer suites, checking student email etc.
- Your course start & end dates.
- The last date you can officially withdraw or transfer from a course without losing all your course fees.
- A list of all the courses you've enrolled and paid for.

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences.

## Step 3 Paying your fees - domestic students

### 4. Student loan

If paying by student loan, please indicate this on your enrolment form (whether paper-based or online).

- Important changes have been to the Student Loan & Allowance system. Please double check with Studylink and/or read the information provided for students on their website. You may not be eligible for a loan if you don't meet the new Studylink performance criteria, so it is important to check your eligibility.
- Apply for your student loan via the Studylink website at [www.studylink.govt.nz](http://www.studylink.govt.nz) as they administer the student loan system.
- Studylink recommends you apply for your loan as soon as possible, even if you're still deciding what you're going to study.
- Once you have applied for your loan, Studylink will send you a loan contract. It is essential you sign and return this contract to them, otherwise your loan will not go ahead.
- If you intend studying for the whole year, it is advisable to enrol for both first and second semester courses at the start of the year. This will mean that you won't have to reapply for your loan (or allowance) mid-year.
- You're not eligible for a student loan if adjudged bankrupt.
- You should check the student loan process at [www.studylink.govt.nz](http://www.studylink.govt.nz).

### 5. Internet banking

On your Enrolment Form/Online you will have indicated if you are paying your fees by internet banking. You need to:

- Go into your online banking site and pay your fees into CPIT BNZ account 02-0800-0911670-003.
- Make sure you include your full name and your student ID number in deposit details.

### 6. Company guarantee

This is when your employer or an agency is paying your study fees. Along with your completed enrolment form, you also need to provide:

- **If your employer is paying your fees**, a letter (or purchase order) on company letterhead guaranteeing payment of fees.
- **If an acceptable agency is paying your fees**, a purchase order from the agency guaranteeing payment of fees.

### 7. Training Incentive Allowance (TIA)

In some instances, course fees can be paid for by Work & Income New Zealand (WINZ). Contact WINZ for further details.

### 8. Scholarships

To see if you are eligible for a scholarship please contact us on **0800 24 24 76** and ask to speak to our Scholarships Officer or email [scholarships@cpit.ac.nz](mailto:scholarships@cpit.ac.nz)

## Step 3

# Paying your fees - international students

**Paying your study fees before starting classes ensures your places are held for you. You are not fully enrolled until payment is made.**

**Choose one of the following ways to pay your fees:**

### 1. Custom House (preferred method)

If you are making payment from overseas (outside of NZ), we prefer you use the Custom House payment option.

This is a safe and simple payment method that gives you the option to pay in your local currency or in various major currencies. It also enables you to track the payment process.

Custom House payment is available at [www.cpit.ac.nz/international/how\\_to\\_pay](http://www.cpit.ac.nz/international/how_to_pay)

### 2. Telegraphic transfer/internet banking

- You can make a bank transfer (telegraphic transfer) to CPIT's bank account using the details below.
- Please include your name and Student ID number in the payment information.
- This method of payment will incur a \$30 bank charge.

#### Christchurch Polytechnic Council

Bank of New Zealand  
129 Hereford Street Branch  
Hereford Street  
Christchurch, New Zealand

**Account No:**  
**02-0800-0911670-00**

**Attention:**  
**International**

**Swift Code:**  
**BKNZ22800**

### 3. Bank cheque/bank draft

Payment must be in New Zealand dollars and be made out to "Christchurch Polytechnic Council".

### 4. Cash or EFTPOS

Pay by cash or EFTPOS in person at the Information & Enrolments counter in the Rakaia Centre on Madras Street campus (X Block).

For safety reasons, we do not recommend you carry large sums of money on you.

### 5. Major credit cards

Pay by credit card in person at the Information & Enrolments desk **OR**

Complete a credit card payment form by contacting the International Admissions team on [intladmissions@cpit.ac.nz](mailto:intladmissions@cpit.ac.nz)

You will need to provide:

- full details of the cardholder's (payer's) card details:
- card type (Visa/Mastercard/American Express)
- full credit card 16-digit number
- card's expiry date
- your personal details (full legal name etc).

## Useful Tips

### Why pay your fees before classes start?

You will need to pay your fees to apply for your student visa.

### How do you complete your enrolment?

Once you have paid your fees, you need to check you have:

- your Student Visa
- valid insurance
- selected all your courses.

You need all of these in order to be fully enrolled.

Please come to enrol in person at the Information & Enrolments counter if you need help.

### Visa & permit requirements

Go to the Immigration NZ website for full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements.

### What info is included on your fees receipt once your enrolment is complete?

- Your network login & password, needed for logging into CPIT computer suites, checking student email etc.
- Your course start & end dates.
- A list of all the courses you've just enrolled and paid for.

Check your receipt carefully to make sure you're enrolled on the right courses and occurrences (times).

**If you need assistance please phone 0800 24 24 76.**



# Preparing for your first week at CPIT



## Step 4 Preparing for study

**Now you have completed enrolment, it's time to prepare for study. To help you get ready we have answered some commonly asked questions. The fold-out card included in your enrolment pack also contains information on many of our services.**

### **Where can I find my student login and password?**

Your student login and password is shown on your CPIT fees receipt. It's also often shown on your CPIT acceptance letter.

The 'student login' is sometimes referred to as your 'network login', 'username' or 'user code'.

### **How do I get a Student ID Card?**

Go to the Security Desk in the Rakaia Centre Atrium in X Block, next to Information & Enrolments.

Show Security your CPIT fees receipt. They will take a digital photo of you and then create a student ID for you while you wait.

### **How do I get email, internet and photocopy and print access at CPIT?**

CPIT email usage, local intranet and internet access are provided free of charge for normal use.

You can top up your print and photocopying credit by using the kiosks in the Rakaia Centre Atrium or from Information & Enrolments counter at the Rakaia Centre, Madras Street and the Trades Innovation Institute.

### **How do I get a student car parking pass?**

Go to the Security Desk in the Rakaia Centre Atrium at the Madras St campus to obtain a Parking Authority Sticker (to show you are a student). Pay for the park at a 'Pay and Display' machine and leave the ticket on your dashboard.

If you are studying at the Trades Innovation Institute, you can get a parking sticker from the Enrolments desk in the Student Services building.

### **Where do I go if I need extra support or help while studying?**

We have a number of different support services available for those studying. Some of these are:

- CPIT Library, Career Centre, International Student Advisors, Learning Services, Disability Services, Māori & Pasifika Student Services, Financial Assistance Service
- The services foldout card has information about these and other services offered at CPIT.

### **How do I withdraw from a course(s)?**

To withdraw from a course email [enrolmentssupport@cpit.ac.nz](mailto:enrolmentssupport@cpit.ac.nz) Include your full name, student ID number, each course name and code you are withdrawing from and your reason for withdrawing.

To ensure you continue to make Studylink loan and allowance eligibility you will need to withdraw from courses within CPIT's published timeframes.

The 'last withdrawal date' is printed on your fees payment receipt.

An administration fee may be charged.

### **I've been told to use the 'Moodle' system for my course, but I can't login. What should I do?**

Our tutors are responsible for setting up students with Moodle access if needed. If your login won't work, either email your tutor for assistance or ask them during class time.

## Useful Tips

### **CPSA Orientation**

In your first week, look for details of the orientation events run by the CPSA.

### **Student Services**

#### **- Bike & Locker Security**

CPIT has a secure cycle area located within the basement of S Block at the Madras Street campus. There are also lockers available for use. You'll need to go to Security in the Atrium at Madras Street and ask them to encode your Student ID Card.

#### **- Bennetts Book Store & Post Office.**

Both located in the Students Centre, C Block, Madras Street Campus.

#### **- ATM Machine**

There is an ATM located in the Atrium, Rakaia Centre, Madras Street campus.

#### **- Student Health & Medical Services**

HS Block, corner Ferry Road & Williams Streets, 940 7566.

The Centre offers nursing, counselling, medical, physiotherapy and dietary advice and services.

#### **- Computing facilities**

Computer suites are located in B, C, D, E, JZ, L, N, O, S, and X Blocks at the Madras St Campus and VF Block at the Trades Innovation Institute.

The PCs are configured with Windows, MS Office, Internet and web browsers.

#### **- Wireless networking is available**

Visit [www.cpit.ac.nz/wireless](http://www.cpit.ac.nz/wireless) for details.

## Useful Tips

### How to apply for a student visa at CPIT

CPIT offers online student visa renewal on campus, at the Information & Enrolments counter. This is for students that have a current visa. The renewal process is fast and easy. Please visit [www.cpit.ac.nz/international/immigration](http://www.cpit.ac.nz/international/immigration) for details on how you can apply on campus.

### You will need the following to apply:

- Tuition fees are paid
- Bank statement (showing a balance of approximately \$10,000 for a one year visa or \$5,000 or a six month visa. Your bank statement must show three months of your most recent transactions. It must also show your address and be less than 10 days old
- Completed student visa application form and student visa checklist (available at the Information & Enrolments counter)
- \$180 visa application fee in 2012
- Your passport
- Two passport sized photos

### Checking CPIT's 'Terms & Conditions of Enrolment'

Please make sure you understand all costs, requirements, terms and conditions of enrolment and the refund policy for International Students before you start your study.

Full details are available at [www.cpit.ac.nz/international](http://www.cpit.ac.nz/international) or pages 22–27 of this Guide.

### Basis of International Student Refund Policy

CPIT's refund policy for international students is based on a student's 'Path of Study'. This is defined as the total length of each programme which the student has chosen to study as detailed in the Statement of Fees and accepted by payment and enrolment.

## Step 4 International students - additional information

### What are the Student Visa regulations?

All students studying on a course of 12 weeks or longer must have a valid Student Visa from Immigration New Zealand.

**You must not let your Student Visa expire.** You can renew or apply for your student visa at CPIT's Enrolments counter. The staff can help you with this process. Attendance at CPIT and meeting all course requirements are requirements of your student visa.

### What is the 'The Code of Practice for Pastoral Care of International Students'?

CPIT has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education.

Copies of the code are available on the Ministry of Education's website [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### Is Medical & Travel Insurance compulsory?

**Yes. The Code of Practice for the Pastoral Care of International Students requires all international students to have comprehensive health and travel insurance.**

We will arrange insurance for the period of your enrolment. To be exempt from this insurance you must provide us with proof (translated into English) that your health and travel insurance adequately covers you during your enrolment at CPIT.

CPIT's preferred insurance provider is Inbroke Limited, who have specifically tailored their Student Care policy to meet the needs of CPIT students. Details of this policy can be obtained by contacting CPIT.

### Are international students eligible for publicly-funded NZ health services while living in NZ?

**No.** Most international students are not entitled to these services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment.

Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website [www.moh.govt.nz](http://www.moh.govt.nz)

### Accident insurance in NZ

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. However you may still be liable for all other medical and related costs.

Further information can be viewed on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

# Glossary

## Academic Results

Your final course/exam results. They can be viewed via JASPER online.

## Academic Transcripts

A formal and complete record of your CPIT results and qualification(s) gained.

## Application Form

A form that needs to be completed to apply for entry into a CPIT programme. Once accepted and offered a place into a CPIT programme, you will then be given instructions by the faculty staff on how to enrol.

## CAPL

Centre for the Assessment of Prior Learning. We match a person's years of working in an industry, and previous qualifications, to existing educational qualifications within CPIT.

## Course/Programme

A course is an individual subject or unit of study, eg AMPM600 Project Management.

A collection of courses form a programme of study (eg Bachelor of Applied Management). For most programmes, many courses are compulsory.

## Credit

A credit value relates to the size of a qualification (or programme). It is based on the amount of learning and assessment within that course or programme. Usually a full single-year programme is 120 credits.

## Credit Transfer

The process of transferring credits from identical previous study from another institution towards a CPIT programme.

## Credit Recognition

Recognition of previous study at the same level in the same subject area. Credit Recognition includes the options of credit transfer, cross credit and RPL.

## Cross Credit

The process of transferring credits gained from similar previous study from another institution towards a CPIT programme.

## EFTS

Equivalent Full Time Student. The units by which tertiary enrolments and funding is calculated by Studylink.

## Enrol/Enrolment Form

The process of enrolling into a course or programme. If accepted into a formal programme, you will need to complete and sign an enrolment form (online or paper) and complete the full enrolment process.

## IDOCs

Stands for 'Identity Documents' you need to provide (verified copy if posting in your documents) in order to prove your identity (eg passport, birth certificate etc). Providing your IDOCs is one of the requirements of being fully enrolled.

## Level

The level of qualification you will achieve after completing your programme of study, eg a completed degree is at Level 7.

## LWD

Last Withdrawal Date. The last date you can withdraw or change your enrolment and still be eligible to receive a partial refund. To withdraw, email enrolmentsupport@cpit.ac.nz, including student ID & request details.

## MOE (Information)

Details that must be supplied by students (statistical information) on the enrolment form as required by the Ministry of Education. A student cannot be fully enrolled until this information is supplied.

## NSI

National Student Index (Number) Issued by the NZQA to record all students in New Zealand, recording study undertaken throughout their lifetime.

## NZQA

New Zealand Qualifications Authority.

## Occurrence

The occasion/date on which a course is run eg In FTSP500-O2A – the 'A' is the occurrence code. If a course has many students or the choice of an evening or day class, it will sometimes have more than one group of students or occurrence.

## Open Entry

The course has no 'pre requisite' so anyone can enrol.

## Pre Requisite

The requirements to be eligible for entry onto a programme, eg an art portfolio for a design programme.

## Programme/Course

See description under 'Course/Programme.'

## Restricted Entry

The programme or courses have entry criteria so you must formally apply for entry by completing an application form.

## RPL

Recognition of Prior Learning. The process by which evidence of achievement is gained by evaluating employment or other experience gained outside of formal study. This is used to gain credit towards a CPIT programme.

## Student Services Levy

A compulsory levy charged to cover the services provided to all students eg Learning, Disability & Māori Support Services, Career Centre and Library. It also includes the CPSA & the Export Education Levies.

## Validation Level

The level of identity documentation (eg passport/birth certificate) you have provided to CPIT. If you are showing as validated to Level 2, it indicates you have already provided us with a copy of your IDOCs so won't need to do so again.

## Verified Copy

Original identity documents that have been photocopied and certified (signed) as being true copies by an authorised person as listed in the Oaths & Declaration Act 1957.

## Withdrawal

The process of formally withdrawing from a course/programme. To withdraw from a course, send an email with your student ID number, full name and course details to: enrolmentsupport@cpit.ac.nz. See 'CPIT Terms & Conditions of Enrolments' for the CPIT policy around withdrawing and refunding of fees.

# CPIT Policies – Personal Information & Privacy Principles

1. CPIT collects and keeps personal information about every person who registers and enrolls as a student. The Privacy Act 1993 protects the information you give the Institute and sets out the ways in which it is collected, stored, used and disclosed to other parties. CPIT takes its obligations seriously and has policy and procedures which reflect the Twelve Information Privacy Principles.
2. CPIT collects this information from you so that you can be provided with information about courses, registered, enrolled, paid any loans or allowances to which you may be entitled, entered for examinations, have your attendance, progress and results recorded, or be identified or contacted by us. This information is also used by us to develop and market programmes, courses and facilities in ways consistent with our Guiding Philosophy – Kaupapa.
3. The information is also collected so that we can meet our statutory obligations as a provider of tertiary education; that is to meet the requirements of the Education Act, the Public Finance Act, the Inland Revenue Act and other legislation.
4. We may disclose personal information to other education agencies, such as the Tertiary Education Commission, Ministry of Education, StudyLink, the NZ Qualifications Authority, and Industry Training Organisations, and to other tertiary education organisations and Government agencies which demonstrate a statutory right to obtain it such as the NZ Police, Department for Courts, the NZ Immigration Service, Work & Income New Zealand, Inland Revenue Department, and the Accident Compensation Corporation. Information will also be disclosed to the Christchurch Polytechnic Students' Association to assist in compiling its membership register. We may also disclose personal information to other agencies which also demonstrate a statutory right to obtain it. The fact that you are currently enrolled in a programme or course or not may be disclosed to other third parties.
5. Some information may be held in our archives for audit purposes and to enable us to provide you with evidence of your enrolment and achievements in years to come. This information is stored even if you are not currently enrolled.
6. We will allocate to you a student ID number which will be used as a reference on CPIT documents and correspondence. The Ministry of Education will allocate to you a unique National Student Index number.
7. For identification and security purposes, your name, enrolment data and your photograph will be stored on our database. Your photograph may be supplied to staff for identification and security purposes.
8. You must provide the information requested. Failure to do so may result in refusal of your enrolment. You also have an obligation to advise us if/when there is a change to any of the information you have provided especially your contact address and phone numbers.
9. Under the Privacy Principles you have the right of access to all personal information we hold about you. You also have a right to ask CPIT to correct any information which is inaccurate or misleading. You can exercise those rights by contacting the CPIT Privacy Officer; Email: [privacy@cpit.ac.nz](mailto:privacy@cpit.ac.nz)

## CPIT Policies

### What you need to know:

Christchurch Polytechnic Institute of Technology defines QUALITY as “delivering what is promised to a recognised, professional standard”. Staff at CPIT want to know if you have concerns, problems or complaints while studying here. Of course, we also would like to hear about the positive things you experience!

For further information on what you should expect at CPIT, see our Policies Manual: [www.cpit.ac.nz/policies](http://www.cpit.ac.nz/policies) International students also refer to the Code of Practice for Pastoral Care of International Students.

CPIT's Student Policies and Procedures apply to all students including International students.

For more details about the policies listed, you are directed to our website: [www.cpit.ac.nz/policies](http://www.cpit.ac.nz/policies). Please ask staff in your faculty if you need further information or help in interpreting your rights or responsibilities.

### Policies of particular interest to students are:

#### Academic Policies:

- 2.1 Academic Structure
- 3.1 Student Rights and Responsibilities
- 3.2 Copyright
- 3.4 Academic Misconduct (including plagiarism)
- 5.3 Name and Awarding Qualifications at CPIT
- 5.4 Regulations Governing Admission, Enrolment and Withdrawal, Grounds for Consideration of Compassionate Refunds of Fees and Charges
- 5.5 Assessment
- 5.6 Regulations Governing Probation, Suspension and Cancellation/Refusal of Enrolments
- 5.7 Credit Recognition
- 5.8 Moderation Procedures
- 5.9 Supplementary Assessment Arrangements
- 5.10 Aegrotat Pass Regulations
- 7.4 Evaluation, Review and other Feedback
- 8.4 Research Ethics

#### Corporate Policies:

- 1.5 Code of Conduct for Computer Users
- 1.12 Quality Management at CPIT
- 2.8 Resolving Staff Performance or Conduct Issues
- 2.9 Harassment
- 5.1 Health & Safety

## Student Rights & Responsibilities

CPIT is concerned about the welfare and achievements of ALL its students. To create and maintain the best possible teaching and learning environment, all students are protected by basic rights and responsibilities of others. We are committed to “delivering what we promise to a recognised standard” (*our definition of quality*).

## **Your Rights as a Student:**

### **Fairness:**

Open and accurate information  
Fair evaluation and assessment

Problems handled as quickly as practicable and with 'natural justice'

Support, representation, and advocacy from the Christchurch Polytechnic Students' Association

### **Respect:**

Academic freedom, defined as freedom, within the law, to question and test received wisdom, put forward new ideas and state controversial or unpopular opinions (Education Act 1989)

Freedom from any form of harassment or unjust discrimination.

Respect for personal, social and cultural differences.

Representation in the development, implementation and review of policies, through the CPSA.

### **Standards:**

Programmes that meet internal and external standards for approval and registration.

Competent and effective teaching.

Appropriate support services, delivered in a professional manner.

Facilities and resources that meet or exceed Health & Safety legislation.

### **Complaints:**

Your rights will be upheld at CPIT management. If you think they have been infringed, please contact your Head of School, Programme Leader or Faculty Dean, CPSA Student Advocate, Registry Manager, or one of the harassment contact persons.

## **Your Responsibilities as a Student:**

CPIT takes this Code of Conduct seriously. Your marks, reports and references may include an assessment of your behaviour, as well as your educational achievement. Serious infringement may lead to probation, suspension, or cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies).

### **As a student here, CPIT expects you to Behave Safely:**

- Take care when using equipment and facilities
- Wear suitable clothing
- Follow Health and safety guidelines and instructions

- Not endanger yourself or others
- Respect Others
- Be sensitive to personal, social and cultural differences
- Respect the needs, rights and freedoms of others
- Help to uphold the integrity of CPIT qualifications by discouraging/reporting dishonest practices.

### **Observe CPIT Rules:**

- Know what is expected of you as an adult student.
- Behave appropriately for a tertiary education environment.
- Seriously attempt to meet all course requirements.
- Be honest when completing assignments or other assessments.
- Follow CPIT policies and regulations [www.cpit.ac.nz/policies](http://www.cpit.ac.nz/policies).

### **Unacceptable Behaviour:**

The following are not acceptable behaviours for anyone (staff, students and visitors) at CPIT:

- Any form of cheating (including plagiarism and other dishonest practices).
- Misuse of technology, software, hardware, or any other communication systems provided by CPIT (refer Code of Conduct for Users of CPIT Computing Facilities).
- Any form of harassment or unjust discrimination
- Unacceptable sexual behaviour (E.g. sexual harassment, accessing pornography/other restricted material)
- Misuse of alcohol, drugs or other substances.
- Smoking in or within 6 metres of any CPIT buildings and in CPIT vehicles.
- Violence or threats of violence.
- Vandalism or other abuse of facilities and buildings.
- Breaking any New Zealand law (E.g. assault, theft).
- Disruptive behaviour in class (E.g. arriving late, use of cell phones, interfering with the learning of other individuals).

## **Student Behaviour in Class**

### **Classroom Maintenance:**

- No food or drink except a water bottle is permitted in all teaching areas.

### **Punctuality/Entering a Classroom:**

- Academic staff have the right to refuse entry into a classroom if you are more than 10 minutes late. If entering late, please respect the rights of your fellow students

### **Disruptive Behaviour:**

Students and academic staff are expected to maintain an appropriate learning environment. Any action by individuals which inhibits the learning by class members, such as disruptive behaviour, may result in a request from the academic staff member of the student(s) to leave the class until they can act responsibly.

Continuous disruptive behaviour may result in other actions, E.g. suspension.

### **Cell Phones/Pagers:**

During class and examination times, you must ensure any cell phone or pager you have on or in your bag is diverted, not set to ring, or switched off. Both staff and students have a responsibility to ensure this happens.

### **Dress Code:**

There is no written dress code, but you are expected to attend classes dressed in a way which is generally acceptable. However, you are expected to be "dressed for the occasion" when going on a site visit or undertaking a Cooperative Education Project. You may be prevented from going on site visits if the staff member is of the opinion that you are not "dressed for the occasion".

In specific courses, a "dress code" and standard is required. These will be detailed in the Programme Handbook and Course Outline.

### **Vandalism:**

Vandalism of equipment or property, and/or theft, will result in the expulsion of the person involved.

### **Academic Misconduct (including plagiarism)**

It is well known that people learn better when they work together, and this is encouraged. But when it comes to assessment, collaboration (working together) is not permitted unless it is a formal part of the assignment set by the tutor/lecturer. Each student is also responsible for making sure his/her work is not able to be copied by others.

Sharing or comparing tests, exams and assignments is prohibited, and if detected will be treated as 'academic misconduct'.

## Definitions

**Plagiarism** – Copying, taking or using someone else's work or ideas and presenting them as if they were one's own original work or thought, without clear acknowledgement of the actual source.

**Cheating** – Acting deceitfully or dishonestly to gain academic recognition or an academic result. Examples include copying answers from another person's work, taking useful information secretly into a test or exam, improperly accessing information about questions and/or answers, arranging for someone else to produce an assignment or sit a test or exam.

**Dishonest** – Academic Practice – Any other act or omission that contravenes CPIT academic requirements of a programme or course. For further details, refer to the policy 'Academic Misconduct (including Plagiarism)' in the Student Policy Manual or via [www.cpit.ac.nz/policies](http://www.cpit.ac.nz/policies).

## After-Hours Access Regulations

The regulations supplement the basic conditions to use of after-hours facilities within the Institute (Madrass Street and Sullivan Avenue).

1. It is expected that students using these facilities will behave responsibly and avoid damage to the equipment, furniture and fittings.
2. Breach of any of these conditions will be regarded as a serious offence and will result in disciplinary action up to and including suspension from class attendance, and in specific cases prosecution. (Rights of appeal apply in such instances.)
3. There will be no interference with the internal components of any equipment nor with any of the connections between items of equipment which includes network interface cabling, printer-cabling, mouse connections, video monitor cabling and keyboard connections.
4. Students will use authorised software only and will not attempt to access other software or directories other than those available within normal operation of the User ID category.
5. CPIT ID Card Access – Access is by CPIT ID Card swiped through the external unit plus entry of a Personal Identification Number (PIN). The PIN must be kept confidential – release of it to another person may impose liability for costs of repairing damage or replacing stolen items.
6. Access is for a single person – the legitimate holder of the CPIT ID Card whose card swipe is recorded on the tracking system. Multiple persons must each use their own CPIT ID Card separately. Allowing another person to use a CPIT ID Card which is not their own for the purpose of accessing the Suite is also a serious offence. Offenders will be asked to leave CPIT premises immediately.
7. Taking the opportunity to use the After-Hours Suite includes accepting that there is a variety of surveillance/tracking technologies operating and that information from these will be reviewed from time to time to detect breaches of these regulations.
8. Your signature on the Registration/Enrolment Form or Jasper Online Registration confirms that you have read and understood these regulations.
9. Access criteria is encoded upon CPIT ID Card at the Rakaia Centre Security Office and is organised via the tutors of each course.
10. Students should be aware that security cameras are sometimes in operation throughout the campus.

## Harassment

You don't have to do it; you don't have to take it!

All forms of harassment are illegal under the Human Rights Act, and harassment of any kind is unacceptable at CPIT. Harassment is any behaviour that is repeated or serious and negatively affects another person's ability to work, study or be at CPIT.

Sexual harassment is any form of sexual attention – verbal, physical, written or visual (including computer images) that is unwelcome or offensive, repeated, or serious enough to have a harmful effect, such as interfering with someone's ability to work or study.

Racial harassment is behaviour of a racial nature (such as words, gestures, actions or threats) relating to colour, race or ethnic origin that is unwanted or offensive, repeated, or serious enough to affect your ability to work or study or be at CPIT.

Intimidation (often referred to as 'bullying') is the use of insults, or actual implied threats or violence to force or restrain someone from some action, or to interfere with their right to be in a particular place or part of a group such as a class.

CPIT has a policy and a process for dealing with harassment. If you feel you are being harassed in any way, the first step is to talk with one of the contact people. There are copies of the Harassment brochure (green) at the CPSA, at all faculty and division reception areas and in the display area at campus libraries. Contact people are listed in the brochure. You can talk confidentially to one of them and they will tell you your options, and help you to decide on your next step. Your options include making a formal complaint; the contact person will explain this to you.

You are expected to be responsible for your own behaviour and take notice when someone indicates that they do not wish you to continue the way you are behaving towards them. If a formal complaint is made about you, you will be informed as soon as possible after the complaint is lodged.

The harassment procedures do not apply to relationships and social behaviour that all the people involved in want to be part of and that are free of harassment. Note that behaviour that is not offensive to some people may be offensive to others; be aware of other people's reactions.

CPIT aims to provide an environment where all students can study and socialise free of harassment.

## Infringing File Sharing

The law is called the Copyright (Infringing File Sharing) Amendment Act 2011. It amends the Copyright Act 1994 to provide owners of copyrighted works such as movies, TV shows and music a quicker and easier way to penalise people infringing their copyright via online file sharing. The intention of the law changes is to crack down on peer-to-peer file sharing.

You get 2 notices (warnings) and then, following the 3rd notice, the copyright owner can take you to the Copyright Tribunal. Depending upon circumstances, generally the minimum penalty is \$275 and maximum \$15,000, payable to the copyright owner.

# CPIT Terms & Conditions of Enrolment

## 1. Student Fees, Charges & Other Debts:

- 1.1 The service you, the student, purchase is the right to attend specialised CPIT courses. This service is provided in full upon formal enrolment.
- 1.2 CPIT student fees and charges for each course are established by the Council. In the event of any discrepancy between faculty advice, public advertisements, brochures, letters or other communication, the CPIT current tuition fee on the Student Management System at the time of enrolment will prevail.  
  
International student fees and charges are set out in the student's Statement of Fees. In the event of any discrepancy the student's Statement of Fees will prevail.
- 1.3 You become liable for all CPIT fees and charges when you attend the course. This liability for all fees and charges is not reduced in any way if you do not attend all of the sessions
- 1.4 Additional external examination or registration fees, if not paid at the time of enrolment, must be paid by a date specified by CPIT. If not paid by the specified date, the responsibility lies with you, the student, to pay such fees directly to the examining body.
- 1.5 Attendance (without formal enrolment) at any CPIT course will be deemed to be your acceptance of the liability for all fees and charges associated with the course, and you will be invoiced for such fees plus an invoicing charge.
- 1.6 Should you fail to pay any invoice(s) by the due date then you shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which may be incurred in the recovery or attempted recovery of the overdue amounts from you. Under these circumstances CPIT may give to, or obtain from, any third party information about your personal or commercial credit arrangements.

## 2. Enrolment/Changes to Personal Details:

- 2.1 Your enrolment as a student in any course at CPIT remains provisional until you have completed ALL necessary enrolment procedures.

### These include:

- Receipt by CPIT of a current Enrolment Form completed, dated and signed by you, the student.

- Acceptance by CPIT of your request for enrolment in the course.
  - Payment in full of all fees and charges for the course.
- 2.2 Students are required to produce evidence of identity, citizenship and residency (see Enrolment Guide for approved documents). CPIT will withhold the academic results for students who have not provided identification documentation, until such time as copies of the relevant documents are received.
  - 2.3 Students who do not supply the correct ID documentation, may be liable for full international fees.
  - 2.4 Acceptance of your request to enrol will not be given if you still owe course fees and charges from a previous enrolment.
  - 2.5 CPIT reserves the right to decline a request for enrolment with good cause.
  - 2.6 Upon payment of the fees and charges for enrolment in a course, you will be issued with an official Tax Invoice/ Receipt. This is your proof of payment and enrolment and must be shown to CPIT staff on demand. This receipt must be presented to support any subsequent adjustments to your enrolment.
  - 2.7 If there are any changes to your personal information (such as contact address and telephone number) or any changes in your personal circumstances which may affect any entitlement you may have to Student Loans, or to any awards, scholarships, or grants, you must, at the earliest opportunity, advise CPIT's Enrolments section in writing. You will be able to amend selected personal details by using Jasper Online: [www.cpit.ac.nz](http://www.cpit.ac.nz)

## 3. Confidentiality Agreement:

On receipt of an application for study, or completion of enrolment, learners are issued with a unique CPIT identifier (Student ID Number). Signing your application and/or enrolment is evidence that you are confirming that:

- The evidence of identity belongs to you.
- You authorise the use of your unique identifier for admission and enrolment purposes
- You accept responsibility for all uses of your unique identifier
- You agree not to provide your unique identifier or password to other people

## 4. Changes to Enrolments:

- 4.1 If you wish to change your course, you must make your request in writing to CPIT's Enrolments section. If you apply for a change of course after the start of the course, your request may be approved. Changes requested after the Last withdrawal Date of the course are subject to the withdrawal policy (see section 5) and are unlikely to be approved
- 4.2 In addition to any difference in tuition fees, an administration charge of \$10 applies to each course change.

## 5. Withdrawal from Courses:

- 5.1 Formal withdrawal from a course of study at CPIT must be made in writing (either as a written statement/letter or by completing an Enrolment Amendment form) to Enrolments (see section 6 regarding Refunds).
- 5.2 The effective date of withdrawal will be the date on which the institute receives your written advice not your last day of attendance.
- 5.3 Withdrawal from all course of study at CPIT requires the return of any CPIT materials on loan or hire including your CPIT ID Card and any relevant class texts, workbooks or equipment.
- 5.4 Withdrawal after the Last Withdrawal Date from a course which has formal assessment will result in an appropriate academic result being recorded.

## 6. Non-engagement Cancellation

Non-engagement cancellation is the process, actioned by the Institute, to cancel an individual's enrolment in one or more courses or an entire programme because the student, though enrolled, has not engaged (attended, participated, submitted assignments, sat exams, etc) or has only attended briefly or spasmodically and has not engaged significantly. Failure to engage on the student's part is deemed to be "insufficient progress" in terms of s224(13) of the Education Act 1989.

## 7. Refund of Fees and Charges:

### 7.1 Domestic Students:

- a Any request for refund of fees and charges associated with formal withdrawal from a course as specified in (5) above, must be made in writing before the nominated Last Withdrawal Date (see receipt).
- b A formal withdrawal after the Last Withdrawal Date will not be eligible for a refund of the CPIT fees and charges.
- c Withdrawals less than seven calendar days prior to the course start date will result in an administration charge of \$10.
- d Withdrawals received after the start date of the course, but before the withdrawal date, will result in an administration charge of \$40 plus a tuition charge of up to 10% of the original fee.
- e Refund amounts of less than \$10 will not be made. A credit balance up to \$10 will be held on account and can be used to offset subsequent expenditure. All credit balances of up to \$10 will be written off on completion of your course, or the end of the academic year, whichever is the earlier.

- f External examination fees will be refunded in full if a withdrawal is advised before the specified payment date. Application for refund of examination fees after that date must be made directly to the appropriate examining body.
- g Approved refunds will be made by cheque to the party making the original payment, and will be mailed to the last officially recorded address within six weeks of receipt of the completed refund application.

### 7.2 International Students:

- a Definition:  
CPIT's Refund Policy is based on an international student's 'Path of Study'. The definition of Path of Study (for international students is:  
  
Path/Course of Study is defined as the length of the programme as detailed in the statement of fees and accepted by payment and enrolment.
- b Policy:  
International students are admitted and enrolled into a Path of Study. Refunds for international students use the students Path of Study for the basis of the refund calculation.

### The formula for calculating a refund is as follows:

- c International students may, in certain circumstances, apply for a compassionate refund. This is only considered when withdrawal circumstances are beyond a student's control. The Grounds for Consideration of Compassionate Refunds of Fees and Charges is applicable to both domestic and FFP international students.

## 8. Alteration or Cancellation of Courses:

- 8.1 CPIT reserves the right to cancel any course at any time – fees and charges paid will be refunded in full to the person or organisation which paid originally, or may be transferred with the agreement of the original payee and used as payment towards another course.
- 8.2 CPIT reserves the right to alter any aspect of any course at any time. Where days, dates or times are altered, CPIT undertakes to attempt to contact all enrolled students either at their stated address or contact number to inform them of such changes.

Refund Policy (International Students)	Tuition Fee	Registration Fee	Homestay Placement Fee
Withdrawing 14 calendar days <b>or more</b> to commencement of the programme start date	20% of tuition fee plus NZ\$500 administration fee will be deducted	No Refund	Full Refund
Withdrawing <b>less</b> than 14 calendar days to commencement of the programme start date	20% of tuition fee plus NZ\$500 administration fee will be deducted	No Refund	No Refund
Withdrawing <b>within</b> the first 7 calendar days prior to commencement of the programme start date	20% of tuition fee plus NZ\$500 administration fee will be deducted	No Refund	No Refund
Withdrawing <b>after</b> 7 calendar days of study	No Refund	No Refund	No Refund

## Standard Charges 2012

Type of Application	Charge (GST inclusive)
Award of a cross credit	\$50 per application, for cross credits external to CPIT (No charge for internal CPIT cross credits or standard cross credits).
RPL assessment	\$50 non-refundable application fee \$100 / hour • actual charge based on estimate of time required.
CAPL (Centre for Assessment for Prior Learning) registration fee	\$57.50 non-refundable application processing fee
Reconsideration - Remark	\$25 standard fee (refundable if 5% variance or change in grade from NC to Pass).
Reconsideration - Independent Remark	\$50 standard fee (refundable if 5% variance or change in grade from NC to Pass). A higher fee may be set with the approval of the Academic Director if independent remarking is complex and likely to incur additional costs.
Appeal	\$70 standard fee (refundable if appeal upheld)
Resubmission of assignment/project (charge applied after free entitlement, if appropriate)	\$100 / hour (\$50 minimum charge), plus any additional materials costs • actual charge based on duration of reassessment
Second result reassessment	\$100 / hour, (\$50 minimum charge), plus any additional materials costs • actual charge based on duration of reassessment.
Alternative assessment, where additional costs are incurred	\$25 / hour (invigilation costs only) or \$100 / hour (other costs), plus any additional materials costs • actual charge based on duration of alternative assessment.
Duplicate result notice	No charge
Duplicate Award document (A5)	\$20
Duplicate Award document (A4)	\$40
Replacement of Student Identity Card	\$15
English language application fee	\$150
International student re-enrolment fee (to mainstream programmes when paying other than annually)	\$150
Electronic Immigration Visa Submission Charge	\$180
Graduate Work Visa	\$280
Verification letter	\$10



## Useful information and website links

### CPIT WEBSITE

[www.cpit.ac.nz](http://www.cpit.ac.nz)

### CPIT ENROL ONLINE

[www.cpit.ac.nz/enrolment/online\\_enrolments](http://www.cpit.ac.nz/enrolment/online_enrolments)

### CPIT ENROLMENT FAQS

[www.cpit.ac.nz/enrolment/enrolment\\_faqs](http://www.cpit.ac.nz/enrolment/enrolment_faqs)

### CPIT GENERAL FAQS

[www.cpit.ac.nz/aboutcpit/faqs](http://www.cpit.ac.nz/aboutcpit/faqs)

### CPIT CAMPUS MAPS

[www.cpit.ac.nz/aboutcpit/campus\\_maps](http://www.cpit.ac.nz/aboutcpit/campus_maps)

### CPIT TIMETABLE VIEWER

<http://timetablesonline.cpit.ac.nz/ttviewer/>

### CPIT STUDENT SERVICES

[www.cpit.ac.nz/student\\_services](http://www.cpit.ac.nz/student_services)

### CPIT INTERNATIONAL STUDENTS

[www.cpit.ac.nz/international](http://www.cpit.ac.nz/international)

CPIT main website, international section.

<http://cpit.web.fc2.com/international/>

Link to the CPIT International Study Guide.

[www.minedu.govt.nz/CodeofPractice](http://www.minedu.govt.nz/CodeofPractice)

Link to the Code of Practice for pastoral care of international students on the New Zealand Ministry of Education website.

### STUDYLINK WEBSITE

[www.studylink.govt.nz/about-studylink/contact-us/](http://www.studylink.govt.nz/about-studylink/contact-us/)

### CPSA WEBSITE

[www.cpsa.org.nz](http://www.cpsa.org.nz)

# CPSA student advocacy

## CPSA Student Advocacy

Student Advocacy & Support is a service provided by CPSA for all CPIT students. For an appointment contact CPSA HQ on 940 8900 or call/txt the Student Advocate direct on 940 8906 or 027 782 0427.

### Inside CPIT the CPSA Student Advocate can:

- provide support with academic probation or suspension
- liaise with tutors and heads of school regarding concerns you may have
- inform students on CPIT policies and procedures
- advocate for a student individually, for classes or the entire student body.

### Outside CPIT the CPSA Student Advocate can:

- assist with problem solving.
- advocate and support with agencies eg Studylink, Work & Income
- support with everyday life issues
- support and referrals to address alcohol and drug issues, mental health issues, family violence, court proceedings and housing issues.

### Privacy and Confidentiality

The CPSA Student Advocate is a Registered Social Worker and a member of New Zealand Association of Social Workers and is bound by the Code of Ethics, Bicultural Code of Practice and Complaints Procedure of these organisations. All Records are kept in a locked office in a locked filing cabinet. No CPSA Student Executive, Office holder or CPSA Staff, other than the Student Advocate has access to your personal information.

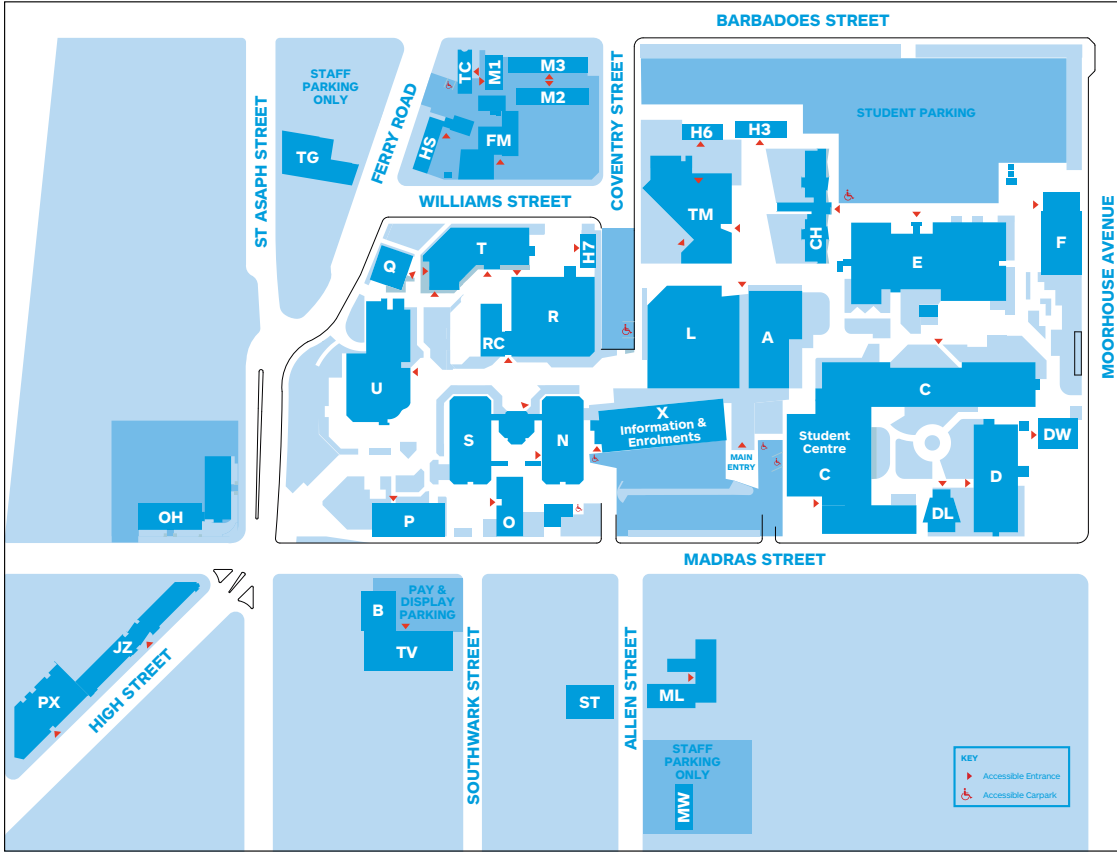
### Withdrawing or Transferring

If you wish to add, withdraw or change your programme we suggest you discuss this first with faculty staff who can offer advice or assistance. Changes to your enrolment may affect your academic record and/or eligibility for loans and allowances. The CPSA student advocate can provide support and advocacy in this process.

# Campus maps

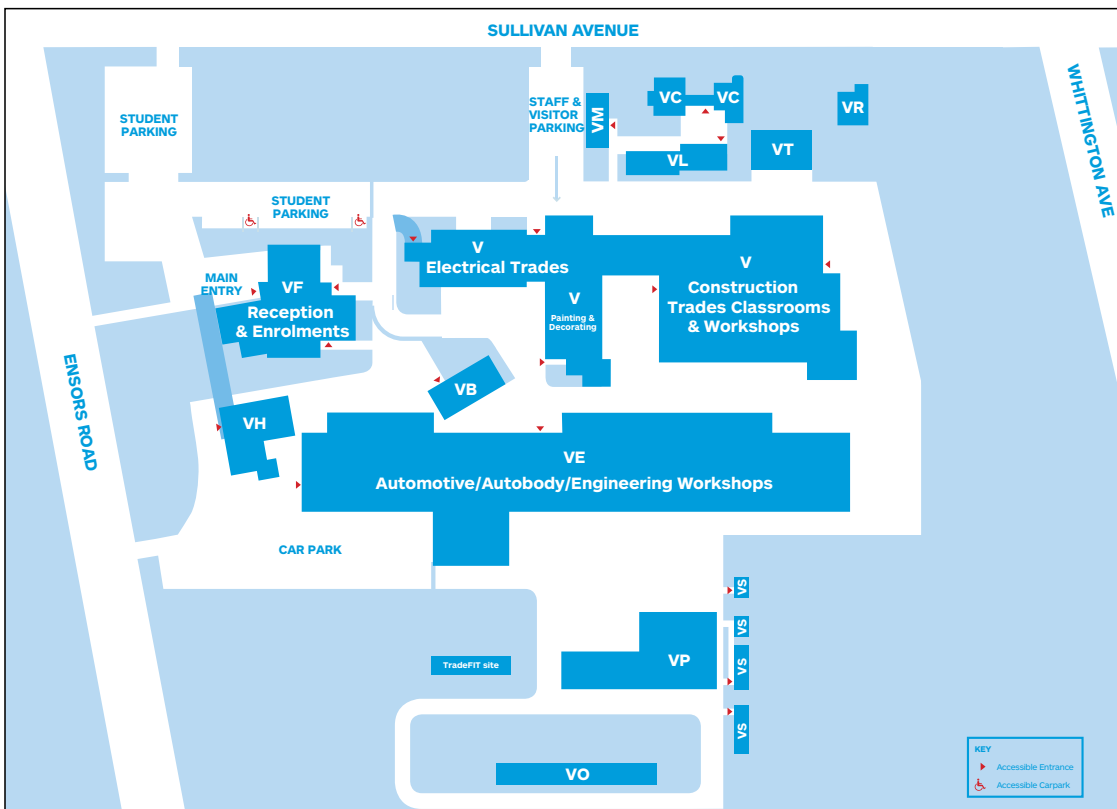
## CPIT City Campus

Madra Street, Christchurch



## CPIT Trades Innovation Institute Campus

Ensors Rd, Opawa Christchurch





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