



**Head Office**  
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**Disclosure of Information on Withdrawals & Refunds  
REAL ESTATE SALESPERSONS CERTIFICATE  
(To be signed by student before enrolment)**

**Name of Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Details of any third party entitled to receive any refund of Student Fees eg Studylink, Employer**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Withdrawals**

If you withdraw from the course you must advise TAFE College (NZ) Ltd in writing. We take the date of withdrawal as the postmarked date on your written notification.

**Refunds**

1. If you withdraw prior to course commencement, you will receive a refund of monies paid, less an administration fee of \$500 or 10% of the monies paid, whichever is the lesser.
2. If you withdraw after you have commenced the course, no refund of fees will be made.

**Cancellation of Training**

TAFE College (NZ) Ltd reserves the right to cancel training courses due to insufficient demand, unavailability of suitable training staff or facilities or similar major problems. In all cases if you are enrolled on the cancelled course you will be offered alternative training dates or a full refund.

**Student protection in the event of receivership or liquidation**

In the unlikely event of TAFE College (NZ) Ltd going into receivership or voluntary liquidation or accreditation is removed, the following strategies are in place to protect you.

**Fees Paid:** Are supported by a Static Trust Deed administered by NZQA **Ron Yee of Harts Chartered Accountants, 320 Ti Rakau Drive, East Tamaki, Auckland).**

You can consult the NZQA web-site for information on your rights in this instance – [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

**Credit Transfer:** All courses offered by TAFE College (NZ) Ltd are based on unit standards and national certificates. As you progress through the course you gain credit for each unit standard you complete. Should TAFE College (NZ) Ltd fold, you will have a current record of learning from NZQA listing the units for which you have achieved credit. Other providers offering similar framework based courses are obliged to recognise this record of learning. Therefore you will be able to pick up those aspects of your training course that have not been completed, with a new provider.

I have read, understand and agree to the above conditions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_