

Notification of Change of Enrolment Section 1

GST Registration No: 11-672-507

Payments Office, Student Centre
The University of Waikato
Private Bag 3105
Hamilton, New Zealand, 3240

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Name: Kelly Alexandra Roe
Student ID: 9753890
Offer date: 09/Jul/2019
Reference number: NOC1037297
Fees due: **The Friday prior to your paper(s) commencing**

To complete your Change of Enrolment:

1. check that the papers listed below are correct, and
2. accept the Change of Enrolment by whichever method applies to you:
 - a. if paying by Student Loan - *accept the agreement online*
 - b. if paying by credit card in New Zealand or internet banking - *accept the agreement online (you must pay at the time of accepting your agreement)*
 - c. if not paying by any of the methods above - *complete and return section 1 and 2 to us*
 - d. new international students - *complete and return section 1 and 2 to us along with your student visa*

IMPORTANT NOTICE FOR ALL STUDENTS: By accepting this Change of Enrolment you agree to pay all fees by the Friday prior to your paper(s) commencing. You will remain liable for all fees unless you formally withdraw from your paper(s) by the applicable change of enrolment date - refer to waikato.ac.nz/go/change-of-enrolment-regs.

Added papers

Description	Points	EFTS	Tuition fees	Resource charges
Master of Philosophy in Philosophy				
PHILO800: Philosophy MPhil Thesis 2019 D Semester, Hamilton	120	0.5000	\$3,069.00	\$0.00
Totals	120	0.5000	\$3,069.00	\$0.00

Approved programme of study

Description	Start Date	End Date	Points	EFTS	Enrolment Status
Master of Philosophy in Philosophy					
PHILO800: Philosophy MPhil Thesis 2019 C Semester, Hamilton	01/May/2019	30/Jun/2019	20	0.1667	Enrolled
PHILO800: Philosophy MPhil Thesis 2019 D Semester, Hamilton	01/Jul/2019	31/Dec/2019	60	0.5000	Pending
Totals			80	0.6667	

Total Amount Due: \$1,471.00
(See details on section three)

To let StudyLink know you've changed your enrolment, email them from their website studylink.govt.nz or phone 0800 88 99 00. If you're due a refund and have paid your fees by Student Loan, we'll refund StudyLink as soon as possible.

How Are You Paying For Your Fees? Refer to 'Payment Information' on the last section for more information

1. **Student Loan** ☐ Date Applied for: ____/____/____ Date loan contract returned: ____/____/____
2. **Credit Card** ☐ Phone through your credit card details, or complete them in the space provided at the bottom of this section.
3. **Internet Banking** ☐ (or by direct credit)
4. **Cheque** ☐ (make payable to University of Waikato)
5. **Cash/EFTPOS** ☐
6. **Approved Scholarship** ☐ (see section 4, #6) Name of scholarship _____
7. **Approved Corporate** ☐ (see section 4, #7) Name of organisation _____
8. **Semester Payment Plan** ☐ (excludes EXED and Y papers)

Enrolment Terms and Conditions

By accepting this Notification of Change I agree that:

- i. I will pay in full, by the fees due date, all fees, course costs, tuition fees, administration fees and debt collection fees payable in respect of the programme of study and/or the papers set out in this form. Unless I formally withdraw by the set dates, I will remain liable for all fees owing.
- ii. The University may cancel any paper or course of study. If this occurs, the University will provide me with a full refund of my fees or alternatively, if I am accepted into another University paper(s) or course of study my fees will be transferred to those paper(s) or course of study and I will be liable for any difference in fees owing.
- iii. The University has the right to recalculate fees if they are incorrect due to error or omission.
- iv. The University's regulations are available in the University's calendar available at calendar.waikato.ac.nz. I am bound by all policies and regulations applicable during the period of study for which I am enrolled.
- v. The University may at any time alter or modify or add to the University's policies and regulations. Any changes will be published on the University's website. Upon such publication, I will be bound from that time by the changes.
- vi. I will keep my contact details current by updating them as necessary through the student portal.
- vii. I authorise the University to collect, use, store and disclose personal information about me in accordance with the Privacy Act 1993 and as set out in our Privacy Statement on our website waikato.ac.nz/go/privacy.
- viii. All information disclosed by me is accurate, correct and complete. I have disclosed all information which would be relevant to the university's decision to accept my enrolment. The University may take actions it deems necessary (including suspending my enrolment) if relevant information has not been disclosed, is untrue, inaccurate or incomplete or if required information has not been provided by the due date.
- ix. I authorise the University to withdraw my enrolment if any pending academic results cause the entry requirement for the qualification/papers not to be met.

The following additional terms apply to all international students:

- x. I confirm that I have a current student visa and agree that I will renew it (if applicable) before it expires.
- xi. I authorise Immigration New Zealand and other government agencies to provide the University of Waikato with any personal details regarding my immigration status and other visa-related information.
- xii. I confirm that I have current and approved medical and travel insurance for the period of my study, or where the medical insurance fee appears on this invoice I understand and accept the conditions of the Studentsafe-University Policy as stated on waikato.ac.nz/go/insurance.
- xiii. I confirm that I have read and understand the Prepaid Tuition Fees Policy stated in the University Calendar waikato.ac.nz/go/international-admission.

Legal Name: Kelly Alexandra Roe

Student ID: 9753890

By signing this document I accept the offer of enrolment and agree to the Enrolment Terms and Conditions above.

Signature _____ Date _____

Credit Card Details - We accept Visa and Mastercard only. Credit card details are not retained by the University.

Card number: _____ Expiry: ____/____ Amount: \$_____

Cardholder name: _____ Signature: _____

Name: Kelly Alexandra Roe
 Student ID: 9753890
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Fees due: The Friday prior to your paper(s) commencing

Fees	Totals
Tuition Fees	\$3,069.00
Student Services Levy	\$0.00
Total Payable	\$3,069.00
Payable by PhD Examination fee waiver (Domestic)	\$-3,069.00
Debt	\$1,471.00
Total Amount Due	\$1,471.00

The University reserves the right to recalculate this statement of fees if fees are incorrect due to error or omission

If you have been approved into paper(s) that have a pre-requisite paper(s) in the first semester and you do not pass these first semester paper(s) then you will be required to withdraw from the second semester paper(s).

The University of Waikato declares that an assessment of Kelly Alexandra Roe has been undertaken to ensure that they are able to participate effectively in the course, and that the course meets their learning needs, as required by the Code of Practice for the Pastoral Care of International Students (Sections 6 and 7.1).

Payment Information

1. Student Loan

- Apply online with StudyLink at studylink.govt.nz. Your application must be made prior to accepting this agreement, and your contract signed and returned to StudyLink before the programme start date.
- You agree to accept liability to pay your fees and charges immediately if your Student Loan is not approved or you withdraw your Student Loan application.
- Miscellaneous charges, eg. admission fees, cannot be covered by Student Loan.

2. Credit Card

The University accepts Visa and Mastercard. Pay either by post or in person (contact details below), or online through the [student portal](#).

3. Internet Banking / Direct Credit

Make payment to the University of Waikato ASB bank account 12-3122-0084728-00. Include your name and Student ID number as a reference so we can match your payment to your account.

4. Cheque - Pay either by post or in person (contact details below). Make your cheque payable to the University of Waikato.

5. Cash or EFTPOS - Pay in person (contact details below).

6. Approved Scholarship

- Payment by scholarship is only possible if the scholarship is on our approved and authorised list.
- You must provide evidence of the scholarship. The University reserves the right to reject documents that do not meet our requirements.
- You accept liability and are aware that you are liable for the fees and charges in the event the scholarship does not pay the fees or if the scholarship offer is withdrawn.
- If the scholarship cannot be paid by the enrolment due date you will need to arrange an alternative means of payment. We suggest you apply for a Student Loan with StudyLink at studylink.govt.nz pending the scholarship payment. A refund will be made to StudyLink once the scholarship payment is received.

7. Approved Corporate

- Payment by corporate is only possible if it is on our approved and authorised list.
- You must provide an original purchase order from the corporate which is addressed to the University.
- The University reserves the right to reject purchase orders.
- It is your responsibility to ensure the corporate pays all fees and charges by the enrolment due date.
- You are liable for the fees and charges in the event the corporate does not pay the fees.

8. Semester Payment Plan

- This option is only applicable to domestic students not paying by Student Loan.
- You may pay your fees by semester. All miscellaneous charges will fall due as part of your first payment.
- Contact our Payments office to arrange payment.

Payment Penalties

- Non-payment of Fees and Charges - If an outstanding amount is not paid by the due date, your enrolment may be cancelled and a late payment fee of 10%, up to a maximum of \$100, will be charged. Until all fees and charges are paid, you remain liable for any penalties specified in the University Calendar
- Other outstanding Debts - All debts to the University must be paid to complete your enrolment. If you have any questions about debt, please contact our Payments Office.

University Contact Details

In Person

- Hamilton - Student Centre, Level 2, Hillcrest Road
- Tauranga - The Hub Level 1, 101 - 121 Durham Street

Postal - Payments Office, Student Centre, University of Waikato, Private Bag 3105, Hamilton 3240, New Zealand

Phone - 0800 WAIKATO (924 528)

Email - fees@waikato.ac.nz