

Paying For Credits/Hook on/National Certificates

1. INTRODUCTION

This policy ensures that the *Organisation* will pay for the costs of credits, hook-on and National Certificates for all students enrolled on Tertiary Education Commission (TEC) programmes.

2. POLICY

- 2.1 The organisation will process credits assessed, hook-on and national certificate documentation, to NZQA every month to enable NZQA to data process the information in a timely manner.
- 2.2 Administration will ensure all TEC participants have a NZQA identification number.
- 2.3 All tutors will submit a NZQA application for certificate form when their students have successfully passed all unit standards required and gather all documentation required to process information to NZQA and calculate cost of fees.
- 2.4 To action cheques, the Tutor will notify the Manager for the required signatures. Post documentation and ensure a file copy is filed appropriately.
- 2.5 Administration staff will identify the correct forms required including NZQA forms credit form, hook on form and national certification form.
- 2.6 Administration staff will record all credits payable on the appropriate form
- 2.7 Administration staff will add all credits due and ensure the cheque is authorised.
- 2.8 Administration staff will complete the order form for credits and the hook on fee. The order form will be signed and the cheque attached for payment.

2 RESPONSIBILITY

- 2.1 The Manager, Tutors and Administration

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1