

## **Student Fee Protection**

### **POLICY**

TR Driver Training will meet its obligations in respect of protecting individual trainee fees under the NZQA Student Fee Protection Rules of 2021 by adopting approved deferred payment arrangements.

### **PROCEDURE**

The following arrangements apply to fees paid by individual trainees only. They do not apply to fees paid by employers, companies or organisations (who are required to pay the full course fee on registration unless they hold an approved credit account).

- Where course fees are \$500 or less the full amount will be collected on registration.
- Where course fees are more than \$500 then \$500 will be collected on registration with the balance being collected on the day of the course – and prior to any certificates being issued or qualifications recorded. The exception to this is the Driver Instructor Course which is subject to a separate deferred payment approval – refer below.
- The deferred payment in respect of the Driver Instructor “I” Endorsement course is:
  1. \$500 on registration.
  2. The balance of course fees are due on successful completion of the practical driving assessment. At this point course materials are delivered, and assessments are due in the lead up to the classroom portion of the course.

### **ACCOUNTABILITY**

Will managed by the Training Operations and Coordinators and/or Operations Manager.

### **EVALUATION**

- Operations Manager will oversee and ensure that requirements are being met.
- This is also part of our internal audits and monthly credit review.