

REGISTRATION AGREEMENT 2027

1 Definitions

1.1 The following terms are used in this agreement:

- (a) "Date of Commencement" - the scheduled start date of the programme, as indicated in the Offer of Place letter.
- (b) "Programme" - the series of courses in which the student is enrolled.
- (c) "Administration Fee" - the sum of money paid by the student to cover administration costs during the programme.
- (d) "SAE Institute" or "SAE" or "SAE Creative Media Institute" or "SAE NZ" - the School of Audio Engineering (NZ) Ltd, located in Auckland, New Zealand.
- (e) "NZQA" - New Zealand Qualifications Authority.
- (f) "TEC" - Tertiary Education Commission

2 Provision of Information

2.1 The student is responsible for keeping SAE updated of any information changes in a timely manner, including changes to their contact details (such as their personal contact and emergency contact information), achievement of conditions of enrolment, and any other updates that are relevant to their enrolment.

3 Tuition Fees

3.1 Upon signing the Registration Agreement and Fee Protect Student Acknowledgement Form, the student agrees to the terms and conditions outlined in SAE's Student Fees and Refunds Policy.

3.2 Student fee protection information: Upon enrolment in the programme, SAE undertakes to provide appropriate student fee protection mechanisms according to the requirements of the NZQA. All fees are held by an independent trustee, pursuant to Section 356 of the Education and Training Act 2020. This arrangement has been accepted by the NZQA as meeting the requirements of the Education and Training Act 2020 and the Student Fee Protection Rules 2022 (and any subsequent amendments).

3.3 The student agrees to pay tuition fees by the due dates. Late payment of fees may result in Withdrawal of enrolment and/or employing the services of a debt collection agency to recoup any outstanding fees.

3.4 In the case of multiple year programmes, tuition fees are due annually prior to the commencement of the academic year. Small changes to tuition fees are permitted by the TEC (within Annual Maximum Fee Movement thresholds), and will be applied as appropriate each year. The updated fee will be listed on the Student Fee Acknowledgement Form which the student must sign each year.

3.5 In the unlikely case of failure of SAE to provide tuition due to financial insolvency or regulatory closure, the student shall be entitled to a pro rata refund of tuition fees in accordance with Section 357 of the Education and Training Act 2020.

4 Content of Programme and Recognition of Prior Learning (RPL)

4.1 The student acknowledges that SAE is entitled to change the content of the programme in which the student is enrolled at any time, allowing for new equipment, subject matter, or delivery method. Any substantive changes require NZQA approval.

- 4.2 SAE reserves the right to allow entry into the programme through recognition of prior learning, cross crediting, and/or credit transfer, at the discretion of the Academic Dean.

5. Discontinuation of Study

- 5.1 If a student disengages from their studies or advises SAE of their intention to withdraw from the programme within the refund period/before census date, this is considered a **Cancellation** of enrolment and any tuition fees will be refunded by SAE.
- 5.2 The refund period/census date is defined as being prior to the eighth calendar day for domestic students, or prior to the tenth working day for international students from the date of commencement. This is a minimum period and may be extended with approval of the Campus Director. All refund payments are issued by the trustee. Such advice should be submitted in writing.
- 5.3 If a student chooses to discontinue their studies after the refund period/census date, this is considered a **Withdrawal**. A Withdrawal can be initiated by the student or by SAE, as described in sections 5.5 - 5.7 below.
- 5.4 Whether a Withdrawal is student-initiated or SAE-initiated, all tuition fees for the courses in which the student was enrolled in their current year of study remain liable. Any outstanding tuition fees at time of Withdrawal must still be paid. If tuition fees remain unpaid, SAE may engage a debt collection agency. SAE is also entitled to recover all legal and other costs incurred by SAE arising from the collection of outstanding tuition fees from the student.
- 5.5 Student-initiated Withdrawals are to be submitted only in writing to the Student Experience Manager. An exit interview will be required. Non-attendance of classes does not constitute withdrawal from the programme, but may result in SAE discontinuing their study via a Withdrawal.
- 5.6 If a student's or applicant's conduct is deemed to be unsuitable to attend SAE in accordance with the Student Code of Conduct policy, or if a student's attendance is deemed to be repeatedly erratic or unsatisfactory or does not meet the requirements of the programme, SAE reserves the right to discontinue the student's enrolment by Withdrawal.
- 5.7 In the event a student is found to have falsified documentation or information included in their application, SAE reserves the right to process a Withdrawal for this student.
- 5.8 Tuition fees will not be refunded after the refund period/census date. If a student has not paid their tuition fees at the time of Withdrawal, they are still liable for them as stated above.
- 5.9 In the event of a student's Withdrawal from study, all equipment, including but not limited to student access cards, studio equipment, and any other SAE resources must be returned.

6 Facility/Equipment Use

- 6.1 The student acknowledges that during the use of facilities and equipment, they are responsible for ensuring no equipment is damaged or stolen as a direct or indirect result of a failure on their part to exercise reasonable care.
- 6.2 SAE takes no responsibility for the function and integration, nor loss of third party equipment brought onto the premises. All facilities are equipped to enable the student to complete the programme. Students are not permitted to bring private clients into the SAE studio environment

for non-related SAE study or research, nor receive any payment (cash or in kind) for work that uses SAE facilities.

- 6.3 In the event that facility equipment is damaged or stolen during use as a result of failure on the student's part to exercise reasonable care, the student agrees to pay within 21 days all costs relevant to replacing or repairing such equipment. SAE may employ the services of a debt collection agency to recoup any incurred costs.
- 6.4 The student will be held responsible for the conduct of any guests that they bring to SAE facilities.
- 6.5 Students may occasionally be off-site for supervised educational activities or participate in unsupervised, self-directed learning off campus. In all cases, SAE's Code of Conduct and Health & Safety policies continue to apply.

7 Ownership

- 7.1 SAE makes no claim of ownership of intellectual property created by students as part of their course of studies, but retains the right to use student work for educational and/or promotional purposes through appropriate license agreements.
- 7.2 The student authorises SAE to use any images, tangible material, or student work for marketing purposes.

8 Disclosure of Information

- 8.1 The student authorises SAE to release any and all information regarding the student for the mandatory reporting requirements to any and all government agencies.

9 Policies & Procedures

- 9.1 The student agrees to read and understand all relevant SAE policies, available on <https://www.sae.ac.nz/policies-procedures/>.

10 Acknowledgement of Registration Agreement

- 10.1 Upon acceptance of offer, the student acknowledges that they agree to abide by the terms of the Registration Agreement.
- 10.2 This Registration Agreement is correct as at the time of publication, however, is subject to change. For the latest version of the terms and conditions of enrolment, please visit SAE's website.