



**The National School  
of Aesthetics**



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# Programme Fees

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Programme fees refer to the money you need to pay NaSA for your programme. These fees cover tuition and training and some products used in your training. [Extra expenses](#) or course-related costs are not included in your programme fees. If you are a domestic student, a [student loan](#), [Fees Free](#), a [Training Incentive Allowance](#), your own money, or a combination of some or all of them can help pay your programme fees. **Please ensure you can afford the programme fees and extra expenses before enrolling.**

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## Programme Fees for Domestic Students

Programme fees are the fees you pay for the programme itself. These fees cover tuition and training and some products used in your training. Extra expenses or course-related costs are not included in your programme fees.

### How to Pay for the Programme (Domestic Students)

**All your programme fees are due by the first day of the programme.  
If you are paying by Student Loan, apply early so payment reaches your account on time.**

Our payment terms for domestic students in our programmes are:

- You pay your full fees before or on your programme's first day.
- *If you are paying by Student Loan, this goes automatically to Public Trust.*
- *If you are a Fees Free eligible student, this amount is paid directly to us.*
- *If you are not paying by Student Loan, please pay Public Trust directly, using the bank account and your special code as instructed at enrolment.*
- You should pay all extra expenses when they become due. We do **not** place these into the individual trust account as they are outside the scope of that policy.
- Under the Public Trust scheme, we are unable to accept payment plans.

**Please follow the instructions on how to pay fees into your Public Trust account (if needed).  
We bear no responsible for lost programme fees if you don't follow the instructions.**

### Special Notes

- **Late payments attract penalty interest and / or programme fees may be sent to a debt collector for collection if the programme fees are not paid on time.**
- Apply for your student loan as soon as possible. Follow their instructions carefully.
- If someone else is paying your fees, you are responsible to make sure they know when they are due, to give them your invoices in a prompt manner, etc.

## Student Funding and Assistance (Domestic Students)

If you are enrolled in a government-funded programme, you may be eligible for:

Assistance Type	Apply To
<a href="#">Student Loan</a>	StudyLink
<a href="#">Student Allowance</a>	StudyLink
<a href="#">Fees Free</a>	Tertiary Education Commission
<a href="#">Training Incentive Allowance</a>	Work and Income New Zealand

## Student Loans and Allowances

### Student Loans

A student loan can help cover some or all of a student's programme fees and some of their extra expenses or course-related costs.

A student loan needs to be paid back. You repay your student loan to Inland Revenue (IRD).

**You apply for the student loan yourself.** We do not do this for you.

The different parts of a student loan are:

#### Compulsory fees

- The compulsory fees section pays some or all of your programme fees.
- Your international examination fees **cannot** come from compulsory fees.
- StudyLink pays the compulsory fees component directly to our Public Trust account for us to allocated to your individual account.

#### Course-related costs

- The course-related costs section pays up to \$1,000 for extra expenses or course-related costs.
- StudyLink pays the course-related costs component to your account to either reimburse yourself for your costs or to pay for some of your course-related costs.

#### Living costs

- The living costs section can pay up to a certain amount per week for things like your rent, groceries, and so on.
- The amount paid depends on your circumstances.
- In some circumstances, you may be eligible for a student allowance instead.
- StudyLink pays the living costs component to your account.

### ***Student Allowances***

A student allowance can help cover some of your living costs while studying with us.

A student allowance does not need to be paid back.

**You apply for the student allowance yourself.** We do not do this for you.

StudyLink pays the student allowance to your account.

Eligibility for a student allowance depends on your circumstances.

If you are not eligible for a student allowance, you can borrow a similar amount from the living costs section of your student loan.

### ***Not Meeting Programme Requirements with a Student Loan and / or Allowance***

If you don't meet programme requirements, StudyLink may revoke your student loan and / or allowance.

If this happens, StudyLink may:

- Ask for immediate repayment.
- Refuse any further applications for student loans and / or allowances until you pass another programme by 50% or more, paid for with your own money.

### ***Contacting StudyLink***

You can contact StudyLink in the following ways:

**Phone** 0800 88 99 00

**Web site** [www.studylink.govt.nz](http://www.studylink.govt.nz)

You will need to fill out a contract with StudyLink (online) and submit it with supporting documentation.

**Please make sure you complete this as soon as possible to avoid delays in payment.**

## **Fees Free**

Fees Free is a government scheme where students who have never studied at the tertiary level may be eligible for up to \$12,000 GST inclusive to pay for programme fees and extra expenses.

Fees Free does not need to be paid back.

You need to find out if you are eligible for Fees Free. You can do this by:

- Going to [www.feesfree.govt.nz](http://www.feesfree.govt.nz)
- Entering your National Student Number (NSN)
- Following the prompts and receiving an answer.

TEC pays us your Fees Free directly as a monthly subsidy.

### ***What If Fees Free Reports You as a “Maybe”***

**If Fees Free reports your eligibility as “Maybe”, you need to start the student loan process as well as sign the declaration for Fees Free if you feel you are eligible.**

You will have to arrange a student loan to pay some or all your programme fees to Public Trust if:

- You are a student in the New Zealand Certificate and Diploma in Beauty Therapy, where the programme fees and extra expenses are total more than the Fees Free payment; or
- We do not have confirmation of your eligibility for Fees Free; or
- Your Fees Free status is a “20YY starter” where YY is a year. This indicates you may have consumed some or all of your Fees Free entitlement in a previous year. Fees Free does not let us know what you are entitled to until a few months after you start your programme.

If Fees Free is reporting you as a “Maybe”, follow these steps:

1. Enter your NSI number into the Fees Free Web site at [www.feesfree.govt.nz](http://www.feesfree.govt.nz). The “What are your study or training plans?” page will load.
2. On the “What are your study or training plans?” page, click “Provider Based Study”. The “When will you be starting your tertiary course or programme?” page will load.
3. On the “When will you be starting your tertiary course or programme?” page, click the year you are studying (not necessarily the year that it is right now). The “Have you been enrolled in a school in or after 20YY?” page will load.
4. On the “Have you been enrolled in a school in or after 20YY?” page, click the correct answer to the school-based question (either “Yes” or “No”). A new page loads.
5. On this page, your status will say “Maybe”.
6. Scroll to the bottom of the page and click “Statutory Declaration”.
7. Enter your details.
8. You will get a Statutory Declaration form emailed to you straight away.
9. Print the Statutory Declaration.
10. Search Google or [justiceofthepeace.org.nz](http://justiceofthepeace.org.nz) for a Justice of the Peace to witness the form.
  - a. There is a JP at most local libraries one morning per week.
  - b. You do not need to make an appointment with a JP at the library usually.
11. Find your full New Zealand birth certificate and photo ID (driver’s license), or passport.
12. Take the Statutory Declaration form and your ID to the JP to get them to sign and stamp the form.
13. Scan and email the signed Statutory Declaration form back to Fees Free on [feesfreecheck@tec.govt.nz](mailto:feesfreecheck@tec.govt.nz).



14. TEC will email you back within a certain number of working days to let you know if you are approved for Fees Free.

***What Does Fees Free Cover in Each Programme?***

This information is based on you being eligible for the full \$12,000 GST inclusive Fees Free payment.

- |                                                                       |                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Zealand Certificate and Diploma in Beauty Therapy [CO3691]</b> | <ul style="list-style-type: none"><li>• Part of your programme fees (you will need to pay the rest)</li><li>• Your ID badge and Public Trust Account Fee (where required)</li><li>• Your compulsory textbooks</li><li>• Your first headband</li><li>• Your first sponges</li><li>• Your first 10 electrology probes</li></ul> |
| <b>New Zealand Certificate in Nail Technology [NZ3443]</b>            | <ul style="list-style-type: none"><li>• Your full programme fees</li><li>• Your ID badge and Public Trust Account Fee (where required)</li><li>• Your compulsory textbooks</li><li>• Your nail technology practice hand</li><li>• Your acrylic nail technology kit</li><li>• Your gel nail technology kit</li></ul>           |

***What Does Fees Free Not Cover?***

- International examinations (ITEC)
- Any optional extra expenses
- Replacement of required extra expenses (a new book or ID badge to replace a lost one)
- Any external extra expenses (like your uniform, linen kit, et cetera)
- Any additional (subsequent) headbands, sponges, probes, top-ups to nail technology kits, nail files, et cetera.

### **Training Incentive Allowance**

The Training Incentive Allowance is a one-off payment made by Work and Income New Zealand for certain beneficiaries to help with programme costs and extra expenses.

The Training Incentive Allowance does not usually need to be paid back.

**You apply for the Training Incentive Allowance yourself.** We do not do this for you. Your WINZ case manager will give you a form (or you can download this from the Work and Income New Zealand Web site). You will need to fill out your sections, and we will have a section to fill out as well. Please make an appointment with us – do not show up without an appointment – so we can complete this section for you.

You will need to make an appointment with your WINZ case manager to discuss your options. It pays to make a follow-up appointment at your first appointment so you can streamline the process for you.

WINZ may pay us some, or all, of your Training Incentive Allowance directly. They may also pay you, or other providers (day care for your children, for example), directly. This varies from case to case.

You can find more about the Training Incentive Allowance on the Work and Income New Zealand Web site here: [www.workandincome.govt.nz/products/a-z-benefits/training-incentive-allowance.html](http://www.workandincome.govt.nz/products/a-z-benefits/training-incentive-allowance.html)

**Please make sure your WINZ case manager emails us with what any Training Incentive Allowance payment is to pay for.**

**We can't allocate the money correctly if we don't know what it is for.**

### ***Contacting Work and Income New Zealand***

You can contact Work and Income New Zealand in the following ways:

**Phone** 0800 559 009

**Web site** [www.workandincome.govt.nz](http://www.workandincome.govt.nz)

## Programme Fees for International Students

Programme fees are the fees you pay for the programme itself. These fees cover tuition and training and some products used in your training. Extra expenses or course-related costs are not included in your programme fees.

### How to Pay for the Programme (International Students)

**All your programme fees are due on enrolment.**

Our payment terms for international students in our programmes are:

- You pay your full fees on enrolment.
- *Please pay Public Trust directly, using the bank account and your special code as instructed at enrolment.*
- You should pay all extra expenses when they become due. We do **not** place these into the individual trust account as they are outside the scope of that policy.
- Under the Public Trust scheme and New Zealand immigration laws, we are unable to accept payment plans.

**Please follow the instructions on how to pay fees into your Public Trust account (if needed).  
We bear no responsible for lost programme fees if you don't follow the instructions.**

### Special Notes

- **We cannot authorize or approve your enrolment until all your programme fees are paid to the full New Zealand amount.**