

POLICY

INFORMATION FOR STUDENTS

(05.001)

POLICY

Northland Polytechnic shall ensure that students and prospective students are provided with adequate, accurate and timely information pertaining to their programme prior to enrolment. Such information shall include, but not be limited to:

- Programme information
- Full details of fees and course-related costs
- Delivery mode and access requirements
- Reference to policies for refunding fees
- Entry and selection-processes
- Credit recognition opportunities and any other information related to the recognition of a partially or fully completed qualification

PURPOSE

To ensure that students and prospective students are able to make informed decisions about their education plan.

APPLICATION AND SCOPE

This policy applies to all Northland Polytechnic information given to publications and media which includes but is not limited to:

- Northland Polytechnic Prospectus
- Northland Polytechnic Academic Calendar
- Programme Brochures and other advertising material
- Student Information Handbooks/Diaries
- Programme Information Handbooks
- Northland Polytechnic website
- Programme information and study guidance given to students at any site and by any staff.

DEFINITIONS

COMPLIANCE OBLIGATIONS

- *Fair Trading Act 1986*

Responsibility	Director Education Services
Approval dates	August 2009
Next Review	August 2012

OTHER RELATED DOCUMENTS

PROCEDURES AND GUIDELINES

- 1.0 Programme Leaders shall be responsible for the coverage and accuracy of the information to enable students to make informed decisions about their education plan.
- 2.0 Programme Leaders shall also ensure that students and prospective students are informed of any changes to published information.

KEYWORDS

Information
Brochure
Prospectus
Website
Advertising
Media

SIGNED: R Scobie **Date:** July 2010
**Director Institutional Quality
under delegation from
Academic Board**