EVOLUTION SCHOOL
BEAUTY & MASSAGE TRAINING

EVOLUTION SCHOOL'S POLICIES AND PROCEDURES

FEE PROTECTION POLICY

Last updated: September 2025

1. Purpose

The purpose of this policy is to ensure that all student fees paid to Evolution School are protected, giving students and their families confidence that their funds are secure in the event of course cancellation, school closure, or insolvency.

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2. Scope

This policy applies to:

- All domestic and international students enrolled at Evolution School.
- All tuition fees, enrolment fees, and other compulsory student charges paid to the school.

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3. Principles

Evolution School is committed to:

- Meeting all requirements of the **Education and Training Act 2020** and relevant **New Zealand Qualifications Authority (NZQA)** rules regarding student fee protection.

- Ensuring that student fees are handled transparently, securely, and only used for their intended educational purpose.
- Protecting the financial interests of students and their families at all times.

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4. Fee Payment and Handling

- All tuition and related fees must be paid in accordance with the terms outlined in the student enrolment agreement.
- Receipts will be issued for all payments received.
- Fees are held in a Public Trust account, in accordance with NZQA fee protection requirements, until they are allocated for course delivery.

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5. Fee Protection Arrangements

To protect student fees, Evolution School uses the Public Trust Account

- Student fees are deposited into the Public Trust account until such time as they are required for the delivery of tuition.
- In the event of course cancellation, withdrawal, refund or school closure, unused fees will be refunded in line with NZQA and Ministry of Education guidelines.

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6. Refunds

Refunds will be processed according to the school's **Refund Policy** and in compliance with NZQA requirements. Refunds will be:

- Paid directly to the student or their nominated parent/guardian account.
- Completed within the legally required timeframe.
- Transparent and supported by clear documentation.

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7. Responsibilities

- The **Director** is responsible for ensuring compliance with all NZQA fee protection requirements.
- The **School Administrator** is responsible for accurate recording and reporting of fee transactions.
- The **Director** will oversee annual reviews of fee protection compliance.

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8. Monitoring and Review

- Evolution School will regularly monitor its fee protection arrangements to ensure compliance with NZQA and Education and Training Act requirements.
- This policy will be reviewed annually or sooner if regulations change.

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9. Communication

This policy is available to all students and to parents/guardians of students under the age of 18 upon enrolment and is published on the school's website.

AUDITING and COMPLIANCE

- **Policy:** The fee protection system is regularly audited to ensure ongoing compliance with all regulatory requirements.
- **Procedure:** An annual external audit is conducted by a Chartered Accountant to verify the integrity and compliance of the student fee protection mechanism. Audit reports are submitted to relevant regulatory bodies as required.

REFUND and WITHDRAWAL

- Policy: A fair and transparent refund policy is in place for students who withdraw from a programme or whose enrolment is cancelled under specific conditions.
- Procedure:
  - Withdrawal within cooling-off period: Full refund minus any administrative cost.
  - Withdrawal after cooling-off period but before programme commencement: Full refund, less administration fee, as per the student agreement.
  - Withdrawal after programme commencement: As per the NZQA policy:
  - You can withdraw up until the end of the 10th working day[1] and are entitled to a full refund less administration costs of up to 10% of any amount paid or $500, whichever is less.
  - https://www2.nzqa.govt.nz/about-us/protect-students/student-fee-protection/information-for-learners/student-withdrawals-and-refunds/

The date the Student Refund Application is received by Evolution School will be the date used to calculate a refund (not the last day of attendance at class). A refund will take a minimum of three weeks to process. Evolution School reserves the right to request additional supporting information before any refund request is considered. Evolution School reserves the right to request additional supporting information before any refund request is considered.

DATE OF REFUND REQUEST	EFFECT	REFUND DUE	ADMINISTRATION FEE	ACADEMIC RESULT
Up to the start of the programme	Cancellation	100% (less admin. fee)	Up to 10% of any amount already paid or $500, whichever is less.	No result recorded
Up until the end of the 10th working day after programme commencement	Cancellation	100% (less admin. fee)	Up to 10% of any amount already paid or $500, whichever is less.	No result recorded
From the 11th working day after programme commencement and up to 75% of the programme duration completed	Withdrawal	NIL	NIL	'Withdrawn' result recorded
After 75% of class duration completed	No change	NIL	NIL	'Did Not Complete' result recorded

In the event that Evolution School is unable to deliver a programme or ceases to operate, the students' protected fees will be used to support students.
The Public Trust will manage the release of protected fees to:

- Refund students for undelivered portions of their programme
- Arrange for students to transfer to an equivalent programme at another provider, where feasible and desired by the student, using the protected funds to cover transfer costs.

PHOTOGRAPHS and VIDEOS

From time to time we take photos and make videos for our school library, Facebook, careers expos, etc. We assure you that we will not take any incriminating or offensive pictures or videos.

You can opt not to have your photo published, and if you would like to opt out of being in photos or videos, please let the staff know.

[1] In New Zealand, a working day (or business day) is generally a day that is not a Saturday, Sunday, or a public holiday, including Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day.

You can see the types of photographs we take by looking on the Facebook page (Evolution School of Beauty, Massage & Nails). They are usually fun photos and group shots.
We create some lovely mementos, and we would like you all to be in them!

EQUAL OPPORTUNITIES POLICY

Evolution School is committed to equal opportunities for everyone. It is the policy of the School to ensure that no prospective student or student or staff member is discriminated against or disadvantaged in any aspect of training and delivery. This policy extends to all staff and students and is expected to be upheld by all.
The policy covers:

- Age
- Disability
- Learning difficulties of any sort (medical, educational, or personal)
- Employment status
- Ethnic or national origins
- Family status
- Marital status
- Political opinion
- Race
- Colour
- Religious or ethnic belief
- Sex
- Sexual orientation

The only exception will be in cases where there is a high and unreasonable risk of harm to a person with a disability, or to others.
As the final successful examination is dependent upon meeting an international standard, all students will be given fair and equal opportunities.

HEALTH and SAFETY POLICY

It is the intention of Evolution School to comply with all current Health and Safety legislation now and in the future.
The policy of the School is to:

- Establish and maintain a healthy and safe environment, along with safe working procedures and practices throughout the School.
- Ensure the observance of all relevant statutory provisions and promote an active health and safety culture within the organisation as a whole.
- Formulate and implement effective procedures for use in case of fire or other emergencies, including evacuation of the School building.
- Introduce effective training in first aid for all nominated staff and establish clear procedures in case of accidents.
- Teach health and safety as an integral part of students' studies rather than an isolated topic.
- Develop safety consciousness and responsible attitudes towards safety among all staff and students, through appropriate information, supervision, and training programmes.
- Establish and maintain monitoring processes to measure the effectiveness of this policy.

Scope of the Policy
This policy applies to:

- All persons employed by the School
- All students enrolled on study programmes within the School
- All visitors and contractors involved in activities within the School

Review of Policy
This policy will be subject to continuous review in response to changes in legislation and the School's performance in meeting its health and safety responsibilities. Information will be circulated to all staff and students.
The School will also maintain a laminated reference chart in its laundry room for quick access to essential safety information.

INTERNET ACCEPTABLE USE POLICY

Evolution School – Computer, Email, and Internet Usage Policy
Internet access at Evolution School is controlled through individual accounts and passwords. Each user of the Evolution School system is required to read this Internet Policy and sign an Internet Use Agreement prior to receiving an internet access account and password.

General Usage
- All students and staff are expected to use the internet responsibly and productively.
- Internet access is limited to job- and school-related activities only.
- Personal use is strictly limited to break times and is restricted to Facebook, internet banking, and personal webmail.
- Evolution School reserves the right to remove all personal usage if this is abused or if inappropriate content is shared.

Educational Usage
- Related activities include research and educational tasks that may be found via the internet.
- YouTube may be used as a tool for techniques and visual learning.

Ownership of Data
- All internet data that is composed, transmitted, and/or received by Evolution School's computer systems is considered the property of Evolution School and forms part of its official data.
- Such data may be disclosed for legal reasons or to other appropriate third parties.
- All sites and downloads may be monitored and/or blocked if deemed harmful or not productive to education or business.

Guidance
- If a student is unsure about what constitutes acceptable internet usage, they should seek clarification from their course tutor.

Encouraged Activities
Individuals at Evolution School are encouraged to use the internet to further the goals and objectives of the School. Examples include:
- Communicating with fellow employees, students, business partners, and clients within assigned responsibilities.
- Acquiring or sharing information necessary for assigned responsibilities.
- Participating in educational or professional development activities.

Unacceptable Usage
Unacceptable use of the internet by students and staff includes, but is not limited to:
- Accessing sites containing obscene, hateful, pornographic, unlawful, violent, or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images via internet or email.
- Using computers for fraud, software/film/music piracy, or other illegal activities.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying, or pirating copyrighted software or electronic files without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside the School.
- Hacking into unauthorized websites.
- Sending or posting defamatory information about the School, its products/services, colleagues, or customers.
- Introducing malicious software or jeopardizing the security of the School's network.
- Sending or posting chain letters, solicitations, or non-school-related advertisements.
- Passing off personal views as representing those of the School.

Security
- Students may not share account or password information with another person.

- Staff must not share tutor passwords with students or any other persons.
- Internet accounts are to be used only by the assigned user for authorized purposes.
- Attempting to obtain another user's account password is strictly prohibited.
- Users must take all necessary precautions to prevent unauthorized access to internet services.

Disclaimer

- Evolution School assumes no liability for any direct or indirect damages to hardware or software arising from a student's connection to the internet.
- Evolution School is not responsible for the accuracy of information found on the internet.
- Students are solely responsible for any material that they access and disseminate through the internet.

COMPLAINTS PROCEDURE

We are a small team and get to know each other on a very personal level. If you have a concern, please talk to your tutor.

If you have a complaint, please follow the steps below:

1. **Tutor Level**
   - All complaints (student or client) should first be brought to the tutor's attention.
2. **School Manager**
   - If your subject tutor cannot resolve the issue, it will be referred to the School Manager.
3. **Director**
   - If the School Manager cannot resolve the issue, you must put the complaint in writing within **14 days of the occurrence** and send it to the Director.
   - The Director will respond in writing within **14 days**.
4. **Further Response**
   - If you are not satisfied with the resolution, you must reply in writing within **7 days** of receiving the response, outlining the solution you are seeking.
   - A meeting may be held, and you may bring a support person.
5. **Management Team Review**
   - Your complaint will be heard by the full Management Team, who will contact you with a written response.

6. External Referral

- If you are still not satisfied with the outcome, you may contact:
- - The New Zealand Qualifications Authority (NZQA) which is a government agency that can investigate complaints about New Zealand education providers to do with the quality of education, management, and pastoral care, and of refund concerns. Visit https://www2.nzqa.govt.nz/about-us/contact-us/complaint/
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- - Study Complaints | Ngā Amuamu Tauira which is a free and independent service to help students resolve disputes about financial matters or contractual matters with their New Zealand education providers or to redress claims. Visit https://www.studycomplaints.org.nz

RECOGNITION of PRIOR LEARNING (RPL)

Some students bring with them a wealth of prior training. If you have completed any unit standards, modules, or previous related training, please inform us immediately as you may be able to opt out of certain parts of your course.

Process:

- Make an appointment with the School Manager to begin the process.
- Evidence collation and, where applicable, practical demonstrations will be required.
- This should be done as early as possible, as it may impact your course schedule.

Benefits:

- Unit standards and credits may be transferable to other tertiary providers.
- If you have achieved a unit standard or module that is part of another course, you will not need to redo it (you may only need to demonstrate ongoing competency).

Evidence Required (examples):

- Documented evidence from an education provider or employer
- Documented evidence from a client

- Theory and/or practical demonstration
- Supporting paperwork, course notes, or materials

- Diplomas or certificates
- Course content information (academic transcript)

Note: Recognition of prior learning is capped at **30% of the course material**.

HELP and GUIDANCE

We understand the pressures and difficulties of being a student, and external factors can affect your learning. We encourage you to seek help if needed.

- Tutors are available for extra help or support.
- Any staff member can act as your counsellor if you simply need someone to talk to.
- Confidentiality will be respected unless health and safety concerns require disclosure, which will always be discussed with you first.

Additional Support:

- A list of useful local experts and contacts can be found on the noticeboard or in the Student Handbook.
- Study skills and relaxation techniques are available throughout the course.

A little pressure can be positive—it shows commitment to your future.

SPECIAL PROVISIONS for ASSESSMENTS

For students with recognised and documented learning difficulties (e.g., dyslexia), the following provisions may apply:

- Documentation from a relevant specialist must be provided to your course tutor within **1 week** of the course start date.
- Reader/Writer provisions can be used for theory assessments and examinations.
  - The reader must be a third party with no prior training in the subject area.
  - The School Management Team must approve the reader.
  - A staff member may be present during the assessment.
- All reasonable steps will be taken to ensure students with diagnosed learning difficulties are not disadvantaged.
- Tutors may also provide assistance if they believe a student has an undiagnosed learning difficulty.
- Requests for changes to assessment procedures must be submitted in writing to the School Manager as soon as possible.

Te Reo Māori Provisions for Assessment

Students may request to be assessed in **te reo Māori** under the following conditions:

- The request must be made to the course tutor within the **first week** of the course.
- This applies only to theory or oral assessments (not practical assessments).
- An interpreter/translator from the local iwi will be brought in to assist with translation of assessment material where possible.
- Assessments in te reo Māori must be scheduled in advance to ensure interpreter availability.
- **Cost:** This process will be at the student's expense and must be paid **prior to each assessment**. (This is not covered by course fees.)

PRIVACY POLICY

Last updated: September 2025

1. Introduction

Evolution School (we) is committed to protecting the privacy of students, parents/guardians, staff, and our wider community.

We comply with the **Privacy Act 2020** and follow the **13 Information Privacy Principles (IPPs)**, which set out how personal information may be collected, stored, used, and shared in New Zealand.

This Privacy Policy explains how we handle your personal information and your rights under the Act.

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2. Information We Collect

We may collect and hold personal information including (but not limited to):

- **Personal details**: name, date of birth, gender, contact information.
- **Family/guardian details**: parent or caregiver names, addresses, and emergency contacts.
- **Educational records**: enrolment details, attendance, progress reports, assessments, and behaviour records.
- **Financial information**: billing details, payment history, funding eligibility.
- **Health and wellbeing information**: medical conditions, special learning needs, or information necessary for safety and welfare.
- **Digital information**: use of school systems, email addresses, and IP addresses when accessing our online services.

We only collect information where it is necessary for education, care, safety, and administration.

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3. How We Use Personal Information

In line with the Privacy Act 2020, we use personal information for purposes such as:

- Providing quality education and support.
- Safeguarding and promoting student welfare.
- Managing enrolment, attendance, and assessments.
- Communicating with parents, guardians, and students.
- Meeting legal and regulatory requirements.
- Managing finances, funding, and payments.
- Maintaining IT systems and security.

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4. Sharing Personal Information

We may share personal information where necessary and lawful, including with:

- The Ministry of Education, NZQA, and other education authorities.
- Other schools or training providers (when a student transfers).
- Service providers (e.g., IT support, payment processors) under strict confidentiality.
- Health professionals, social services, or emergency services if required for student wellbeing.
- Law enforcement or regulatory agencies, where legally required.

We do **not sell or trade** personal information to third parties.

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5. Overseas Disclosure

If personal information is shared overseas (for example, through cloud-based IT services), we take steps to ensure the information is protected by comparable privacy safeguards, or we obtain consent where required.

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6. Data Security and Retention

We take reasonable steps to keep personal information safe from loss, unauthorised access, misuse, or disclosure.

Information is only kept as long as needed to fulfil the purposes for which it was collected, or as required by law (for example, under education or financial record-keeping obligations).

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7. Your Privacy Rights

Under the Privacy Act 2020, you have the right to:

- Access your personal information we hold.
- Request correction of your information if it is inaccurate or incomplete.
- Be informed about how your data is used.
- Make a complaint if you believe your privacy has been breached.

Requests can be made in writing, and we will respond within the timeframes set out in the Act.

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8. Privacy Breaches

If a privacy breach occurs that is likely to cause **serious harm**, we will notify both the **Office of the Privacy Commissioner** and the individuals affected, as required by law.

9. Contact Us

If you have questions or concerns about your privacy, or if you wish to make a request under the Privacy Act, please contact the Evolution School Manager. If you are not satisfied with the school's response, you have the right to contact the **Office of the Privacy Commissioner (OPC)**: www.privacy.org.nz

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DISCIPLINARY ACTION POLICY

Last updated: September 2025

1. Purpose

The purpose of this policy is to set out clear expectations for behaviour at Evolution School and to outline fair, consistent, and transparent processes for addressing misconduct or breaches of school rules. Our aim is to maintain a safe, respectful, and supportive learning environment for all students and staff.

2. Scope

This policy applies to:

- All students enrolled at Evolution School.
- All staff responsible for applying disciplinary measures.

3. Principles

Evolution School is committed to the following principles when managing disciplinary matters:

- **Fairness** – every student has the right to be heard and to respond to allegations before decisions are made.
- **Consistency** – disciplinary procedures are applied equally and without bias.
- **Proportionality** – responses are appropriate to the seriousness of the behaviour.
- **Restorative approach** – wherever possible, emphasis is placed on repairing harm and restoring relationships.
- **Compliance with law** – procedures will align with New Zealand's **Education and Training Act 2020** and any relevant Ministry of Education guidelines.

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4. Behaviour Expectations

Students are expected to:

- Treat others with respect and kindness.
- Follow school rules and teacher instructions.
- Respect school property and the property of others.
- Attend classes regularly and on time.
- Avoid behaviour that disrupts teaching, learning, or the safety of others.

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5. Types of Misconduct

1. **Minor Misconduct**
   - Examples: lateness, incomplete homework, minor classroom disruption.
   - Response: verbal reminder, discussion with teacher, possible parent/guardian notification.
2. **Moderate Misconduct**
   - Examples: repeated minor misconduct, disrespect to staff, unsafe behaviour.
   - Response: written warning, detention, formal parent/guardian meeting.
3. **Serious Misconduct**
   - Examples: bullying, harassment, violence, theft, possession of prohibited items, serious safety breaches.
   - Response: suspension, stand-down, or exclusion/expulsion (as defined by the Education and Training Act 2020).

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6. Disciplinary Procedure

1. **Investigation**
   - The incident is documented and investigated fairly and promptly.
   - The student is given an opportunity to explain their perspective.
2. **Decision-Making**

- The Director or delegated staff member considers the evidence, behaviour history, and mitigating circumstances.
- Disciplinary action is determined in proportion to the misconduct.

3. **Communication**
- Parents/guardians will be informed of serious matters.
- Outcomes will be clearly explained to the student and parent/guardian (if applicable).

4. **Implementation**
- Consequences are carried out promptly and respectfully.
- Support may be provided to help the student improve behaviour (e.g., counselling, mentoring, behaviour agreements).

5. **Follow-Up**
- Behaviour will be monitored.
- Restorative conversations may be used to rebuild relationships.

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7. Possible Disciplinary Actions

Depending on the seriousness of the behaviour, the following actions may be taken:

- Verbal or written warning.
- Restorative conversation or mediation.
- Detention or loss of privileges.
- Formal parent/guardian meeting
- Behaviour contract or monitoring plan.
- Temporary stand-down (up to 5 school days per term, as per legislation).
- Suspension (decision by the Director, reviewed by the School Management team).
- Exclusion or expulsion (for serious misconduct, as per the Education and Training Act 2020).

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8. Student Rights

Students have the right to:

- Be informed of the behaviour expectations and consequences.
- Be heard and respond to allegations before decisions are made.
- Have parents/guardians notified of serious disciplinary matters (if the student is under the age of 18)
- Appeal decisions through the appropriate school or Ministry of Education processes.

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9. Review of Policy

This policy will be reviewed every two years, or earlier if required by changes in legislation or Ministry of Education guidelines.

RIGHTS and OBLIGATIONS POLICY

Last updated: September 2025

1. Purpose

This policy sets out the rights and obligations of students, parents/guardians (for students who are under the age of 18), staff, and the school as a whole. Its purpose is to ensure that Evolution School provides a safe, respectful, and supportive learning environment where all members of the school community understand their responsibilities.

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2. Scope

This policy applies to:

- All students enrolled at Evolution School.
- Parents/guardians of enrolled students who are under the age of 18
- All staff employed by the school.

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3. Principles

- Every member of the school community has **rights** that must be respected.
- With rights come **responsibilities and obligations** to others.
- The school will uphold New Zealand laws, including the **Education and Training Act 2020**, the **Privacy Act 2020**, and the **Health and Safety at Work Act 2015**.

- The school promotes fairness, respect, equity, and wellbeing for all.

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4. Student Rights
At Evolution School, every student has the right to:
- Receive a quality education in a safe and supportive environment.
- Be treated with respect, fairness, and dignity.
- Learn free from discrimination, harassment, or bullying.
- Have their personal privacy protected in line with the Privacy Act 2020.
- Be heard and have a fair process in disciplinary or academic matters.
- Access appropriate support for wellbeing and learning needs.
- Participate fully in school life, subject to reasonable rules and expectations.

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5. Student Obligations
Students are expected to:
- Respect the rights of teachers, staff, and other students.
- Follow school rules and instructions.
- Attend school regularly and punctually.
- Complete classwork and homework to the best of their ability.
- Care for school property and the property of others.
- Act honestly, responsibly, and with integrity.
- Refrain from behaviour that endangers themselves or others.

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6. Parent/Guardian Rights (for students under the age of 18)
Parents/guardians have the right to:
- Be informed about their child's progress, behaviour, and wellbeing.
- Access their child's educational records (subject to privacy laws).
- Be consulted on significant matters affecting their child's education.
- Raise concerns or complaints and have them addressed fairly.
- Expect that their child will be safe and supported while at school.

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7. Parent/Guardian Obligations (for students under the age of 18)
Parents/guardians are expected to:
- Support their child's learning and encourage positive behaviour.
- Ensure their child attends school regularly and on time.
- Communicate promptly with the school about absences, health issues, or concerns.
- Work in partnership with the school to address academic or behavioural issues.
- Treat staff and other members of the school community with respect.

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8. Staff Rights
Staff at Evolution School have the right to:
- Work in a safe, respectful, and supportive environment.
- Be treated with professionalism and respect by students, parents, and colleagues.
- Access professional development and support.
- Enforce school rules and maintain order in the classroom.
- Be protected by the school's health, safety, and wellbeing policies.

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9. Staff Obligations
Staff are expected to:
- Provide high-quality teaching and learning opportunities.
- Treat students and parents/guardians fairly and respectfully.
- Maintain professional boundaries and uphold school values.
- Ensure the safety and wellbeing of students in their care.
- Comply with school policies and New Zealand legislation.
- Maintain confidentiality in line with the Privacy Act 2020.

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10. School (as an Institution) Rights
Evolution School has the right to:
- Set and enforce reasonable rules and expectations.
- Expect cooperation and respect from students, staff, and parents/guardians of students under the age of 18.

- Apply disciplinary measures where appropriate.
- Protect the reputation, safety, and wellbeing of the school community.

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11. School Obligations

Evolution School is obligated to:

- Provide a safe, inclusive, and supportive learning environment.
- Deliver quality education in accordance with the New Zealand Curriculum.
- Protect personal information under the Privacy Act 2020.
- Follow due process in disciplinary and academic matters.
- Consult with students, staff, and parents/guardians on significant issues.
- Comply with all relevant New Zealand laws and Ministry of Education requirements.

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12. Review of Policy

This policy will be reviewed every two years, or earlier if required by changes in legislation or Ministry of Education guidelines.

TERMINATION OF CONTRACT OF STUDY POLICY

1. Purpose

This policy outlines the circumstances under which a student's contract of study with Evolution School may be terminated. It ensures fair, transparent, and consistent procedures in accordance with NZQA rules and the Code of Practice for the Pastoral Care of Learners.

2. Scope

This policy applies to all domestic and international students enrolled in any programme at Evolution School.

3. Reasons for Termination

A student's contract of study may be terminated for one or more of the following reasons:

a. Breach of Visa Conditions (for international students)

i) Failure to hold a valid visa

ii) Breach of work or study conditions on the visa

b. Non-Attendance or Lack of Participation

i) Frequent unexplained absences

i) Consistent failure to attend classes, complete assessments, or engage in learning activities

c. Academic Misconduct

i) Plagiarism, cheating, or dishonesty in assessments

i) Repeated failure to meet academic progress requirements despite support

d. Misconduct or Serious Behavioural Issues

i) Aggressive, threatening, or abusive behaviour toward staff, students, or others

i) Repeated breaches of the school's Code of Conduct or behavioural expectations

e. Financial Non-Compliance

i) Failure to pay tuition fees or other required charges, after fair warning and payment support options have been offered

f. Failure to Comply with School Policies
i) Repeated disregard for rules related to health and safety, technology use, drug and alcohol policy, or other major breaches

g. Welfare or Safety Concerns
i) If a student's behaviour presents a serious risk to themselves or others and the school has exhausted all appropriate support options

4. Procedure for Termination
Step 1: Investigation and Support

The school will first investigate the issue and offer appropriate support, including meetings with the learner, pastoral care, and intervention where needed.

Step 2: Formal Warning

A written warning will be issued if the issue is not resolved. This outlines the concern, expected changes, and timeframe for improvement.

Step 3: Final Meeting

A final meeting will be held with the learner (and a support person if requested) before any decision is made to terminate study.

Step 4: Termination Notice

If the issue continues, a formal Termination of Contract of Study Letter will be issued. This will include the reasons for termination, the effective date, and any appeal options.

5. Appeals Process
Students have the right to appeal any decision to terminate their study.

Appeals must be made in writing within 5 working days of the date of the termination letter.

Appeals will be reviewed by a panel not involved in the original decision.

Students can also seek advice from NZQA or a relevant disputes resolution body.

6. International Students
In addition to the above:

Immigration New Zealand will be notified if an international student's enrolment is terminated.

An international student may need to leave New Zealand if they are no longer meeting visa requirements.

7. Refunds
Any refunds will be calculated according to the Evolution School's Withdrawal and Refund Policy and in line with NZQA rules.

8. Records and Privacy
All documentation related to termination will be kept securely and handled according to the Privacy Act 2020.

9. Review
This policy will be reviewed annually or as required by changes in NZQA or immigration regulations.