

# Otago Polytechnic Business Division (OPBD) Staff/Kaimahi Discount Form



**Note 1:** Failure to complete a course within a programme of study in the Work Based Learning College, within the occurrence period, will result in a fee reimbursement being sought of fifty percent (50%) of the fees that would have been due.

**Note 2:** Discount for OTCONT short courses is only available if mandatory or priority in Individual Development Plan (IDP), or if negotiated with Formal Leader and Executive Director or equivalent.

**Note 3:** Ākonga who are eligible for all or part of their fees to be paid by Fees Free will have this funding applied first before applying a discount.

## Learner / Ākonga Applicant to complete:

<b>Learner/Ākonga Name</b>		<b>Learner/Ākonga ID (or DOB if number unknown)</b>	
<b>Staff Member (Kaimahi) employment FTE</b>	<i>*If FTE is split between departments at OPBD or Te Pūkenga list below:</i>	<b>Te Pūkenga Business Division/s</b>	

<b>Programme of Study and Course Name</b>		<b>Year of Study</b>	
---	--	----------------------	--

Please note: a new discount form will be required for each subsequent calendar year enrolment

Kaimahi partner or dependent's discount <i>(for OPBD only)</i>	<b>Kaimahi name</b>	
	<b>Relationship to Kaimahi</b>	
	<b>Kaimahi signature</b>	
	<b>Date</b>	

Activity identified as mandatory or priority in kaimahi IDP
---

## Formal Leader to complete, date and sign:

Formal leader should seek confirmation from the appropriate People and Culture Business Division of the kaimahi FTE prior to signing and returning the form to independently verify kaimahi FTE if unable to verify.

\_\_\_\_\_  
**Printed Name of Authorised Person**

\_\_\_\_\_  
**Position of Authorised Person**

\_\_\_\_\_  
**Signature of Authorised Person**

\_\_\_\_\_  
**Date**

To view the policy please visit:

<https://online.op.ac.nz/about-us/governance-and-management/policy-library/discount-on-internal-programmescourses/>

Once complete this form should be emailed to the OPBD Academic Registry team [academicregistry@op.ac.nz](mailto:academicregistry@op.ac.nz)

**Academic Registry use only:**

BUN Code to charge GL.101.90133.128

# DISCOUNT SCHEDULE

The level of discounts for tuition fees is set as per this schedule and can only be adjusted by the Executive Director or delegate.

## Levels 3-10: Certificates, Diplomas, Post-graduate Diplomas and Undergraduate Degrees:

Kaimahi Proportion	Discount for Kaimahi		Discount Kaimahi for Partner or Dependant
	Mandatory / Priority	Non-priority	
0.6-1.00 FTE	100%	100%	50%
0.4-0.59 FTE	100%	60%	30%

Kaimahi with a proportion less than 0.4FTE may qualify for a kaimahi discount if they are required to undertake role-specific education/training with approval from the Executive Director or delegate.

## Work-Based Learning Programmes:

**Note:** This applies to OPBD kaimahi and kaimahi from other Te Pūkenga business division only, not partners and dependants.

Kaimahi Proportion	Discount for Kaimahi		
	MProfPrac	DProfPrac	Independent Learning Pathways
0.6-1.00 FTE	100%	75%	100%
0.4-0.59 FTE	100%	50%	100%