

HOW TO USE OUR AGREEMENT WITH THE OPEN POLYTECHNIC

Under a special arrangement employees of **Geneva Health** and their immediate families qualify for a **25%** discount on courses with the Open Polytechnic. The following questions and answers explain how to access this discount.

Q: Do all Open Polytechnic courses qualify for the discount?

A: The Open Polytechnic has around 1300 courses, most of which you can study under the discount scheme. A few courses are not Government funded and therefore do not qualify for the discount.

The following programmes are already discounted so do not qualify:

- National Certificate in Computing (L2) online
- Certificate in Entrepreneurship
- Real Estate 'package' deals
- National Certificate in Call Centre (L3)
- Certificate in Teacher Aiding (L4)

Essential Elements of Small Business Management, Interior Design and Decorating and courses written specifically for Continuing Professional Development (CPD) points are not government funded, so do not qualify for the discount.

Q: How do I enrol for Open Polytechnic a Trade Courses?

Many Open Polytechnic trade courses are available through the relevant Industry Training Board (ITO). Where this occurs it is noted on the course information page, please contact the relevant ITO with enrolment enquiries in the first instance as you may qualify for a training incentive.

Q: Who can enrol?

A: To enrol in a government funded course you must be a New Zealand citizen, or permanent resident. Final enrolment decisions are made by the Open Polytechnic's Academic Registrar.

Q: Can I enrol on a course if I have temporary work visa?

A: Check with Open Polytechnic Academic Registry on freephone 0508 650 200.

Q: What does the discount cover?

A: The discount applies to the student tuition fee element of course costs. It does not include the administration fee (currently \$50) or other course related fees and costs



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Email customerservices@openpolytechnic.ac.nz

such as text books, professional body membership, or workshop fees. This discount cannot be used in conjunction with any other discount offer.

Q: Who pays the other 75% of the fees?

A: If you're studying for your personal benefit you will pay the fees. If your study is employment-related then your manager may pay for you or reimburse you, so talk to them.

If it's a course that a number of your colleagues might also study, and your manager might pay, it might be possible to negotiate an additional bulk enrolment discount. Contact your manager or the HR department for more information.

Q: Can I get the discount reimbursed for a course I am already enrolled on?

A: No, we cannot refund fees once you are enrolled. To receive the discount you must enrol on the pre-coded enrolment form.

Q: Can I get the discount if I enrol for a course for personal interest?

A: Yes, but you still need to enrol on the pre-coded enrolment form.

Q: Can I get the discount on more than one course?

A: The discount applies to all courses you enrol in during the period of our agreement with the Open Polytechnic. Make sure you enrol on the pre-coded enrolment form for each course.

Q: Can I handwrite the enrolment code onto a copy of enrolment form from the Open Polytechnic website?

A: No, you must use the pre coded PDF enrolment form available on your company intranet, or a pre-coded stickered enrolment form.

Q: Where do I get a copy of the enrolment form?

A: It is available on our website <http://www.genevahealth.co.nz/footer-menu/temp-zone/training-requirements--opportunities/open-polytechnic-training-offer.aspx> or you can contact Linda Rogers, Training Consultant on (09) 355 4150, or email lindar@genevahealth.co.nz

Q: Can my family get the discount?

A: Your immediate family are eligible for the discount. They will need to use the pre-coded enrolment form. Immediate family includes your partner, parents, children and siblings.



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Q: How do I find out what papers the Open Polytechnic offers?

A: All Open Polytechnic courses are listed on their website www.openpolytechnic.ac.nz/programmesandcourses. Do not use the enrolment form available on the website, to qualify for the discount you must enrol on a pre-coded enrolment form.

Q: How do I receive a copy of the Open Polytechnic "Learning for an Open World Prospectus 2010"?

Email customerservices@openpolytechnic.ac.nz, call on freephone 0508 650 200 or Text 'info' to **8686**. Please include your **name** and **address** in the txt message. Texts will cost \$0.20 incl. GST

Q: How do I enrol?

A: First get a pre-coded PDF enrolment form. Complete this form, and attach it with any supporting documentation. Tick the "send me a quotation" box in the fee payment section of the last page of the enrolment form and send to Enrolments, Open Polytechnic, Private Bag 31914, Lower Hutt 5040. The Open Polytechnic will send an invoice, with the discount applied. You will then get a tax receipt and the course materials to get you started.

Q: Can I get a student loan if the cost of my enrolment is discounted?

A: Yes, as long as the course is a government approved course. Contact Study Link on 0800 88 99 00 for more information.

Q: Can I finish my course if I leave my job or Geneva Health?

A: Yes, so long as your fees have been paid.

Q: Can I get a student loan if the cost of my enrolment is discounted?

A: Yes, as long as the course is a government approved course. Contact Study Link on 0800 88 99 00 for more information.

Q: Will Geneva Health be given my course results or know what course I am studying?

A: No, all your information is kept confidential. Your results will be logged with NZQA on your behalf.

Q: Can my secondary school-age children enrol?



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A: Because the Open Polytechnic is a tertiary provider it cannot offer courses to secondary school pupils.

Q: Who can I contact at the Open Polytechnic for help & advice?

A: For questions about courses email customerservices@openpolytechnic.ac.nz or call on freephone 0508 650 200.



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