**Pre-Purchased English Language Tuition (PELT) New Learner Form**

This form must be completed by PELT approved Tertiary Education Organisations (TEOs) when they enrolled a new migrant learner in an approved English language course. Before enrolling a new migrant learner, you must determine the learner's eligibility for the course by sighting their "Agreement and Schedule" issued by Immigration New Zealand to the learner.

Please complete this form and send with a separate tax invoice to customerservice@tec.govt.nz two weeks after migrant (learner) has started this course – allow for withdrawal within 10 days of start date.

**Provider details**

Provider Name: EDUMIS:

Address:

**Fees**

Please note that the ‘Student’s contribution’ field should be completed only if the fee for the course exceeds the student's PELT balance, and you have received approval from us to charge an additional fee. If the fee for the course exceeds the student's PELT balance, the student must be informed of the amount they are required to contribute before they enrol.

Total course fee:

PELT balance: Student’s contribution:

**Course details**

Course name: Delivery site:

Start date: End date:

Duration: Total number of hours or weeks:

Course fees: Charged per (please circle): HOUR WEEK TERM SEMESTER COURSE

Enrolment/administration fee: Materials fee:

Total amount to be invoiced to TEC (total course cost excluding student contribution):

Student’s initials: \_\_\_\_\_\_\_

Provider’s initials: \_\_\_\_\_\_\_

**Student details**

First name: Last name:

Date of Birth: Gender:

Physical address:

Email: Contact number:

Passport number: INZ Number:

**Student declaration**

I authorise the training provider and the TEC to collect and disclose to the New Zealand Immigration Service, the Ministry of Education and the New Zealand Qualifications Authority, information that is required to verify my eligibility, record my progress on this and further training and ensure compliance with student fee protection rules if applicable.

I acknowledge that I have received information relating to the collection, use and disclosure of personal information under the Privacy Act 2020.

I have been provided the fee and course details and acknowledge that the fee for this course includes any student contribution listed above.

I declare that all the student detail information on this form is true and correct.

**Student name** (printed)

***Student signature Date:***

**Training provider declaration**

I have verified that this student has Pre-paid English Language Tuition under the Pre-paid English Language programme and is entitled to claim their balance of entitlement for this course. This student has been enrolled as a domestic student on the above course for a minimum of two weeks.

I have provided details of the total fee for this course to the student.

I have provided information to the student about what will happen to their entitlement if they withdraw from the course.

I declare that, to the best of my knowledge, the information on this form is true and correct.

**Provider representative name** (printed)

**Provider representative Job Title**

**Provider representative signature  *Date:***