

School _____

School Address - Street _____

Suburb _____ City _____ Postcode _____

STAR / Gateway Coordinator _____

Telephone _____ Fax _____ E-mail _____

STAR/Holiday Programme/Gateway Course Name _____

STAR/Holiday Programme/Gateway Course Date _____

Student Name	Age	Class	NZQA #	NZST Use

Memorandum of Understanding

Contract for the provision of STAR/Gateway/Holiday Programme courses

1. The College (defined as New Zealand School of Tourism) will deliver the following programme:

Details to be completed upon confirmation

2. Programme Details

2.1 The content (per outlines provided), tutorial staff, tutorial methods and venue will be the responsibility of the college.

2.2 The New Zealand School of Tourism is responsible for the welfare and safety of school students during the designated hours each day that they will be attending this programme. For the duration of this course at the College, the students will be subject to the Health & Safety policy of the New Zealand School of Tourism.

2.3 All staff at the New Zealand School of Tourism have been New Zealand Police vetted as part of a children's worker safety check under the Vulnerable Children's Act 2014.

3. Booking Places

3.1 New Zealand School of Tourism Programme Schedule: The school may apply for places on any of the programmes specified in the Schedule by contacting the College and completing the STAR Enrolment Application. Once these places are confirmed by the College as specified on the STAR Enrolment Application, the school is committed to funding that training place, excepting the provisions of clause 4 below.

3.2 STAR Programmes: the School will provide students' names prior to programme commencement.

4. Booking Cancellation

4.1 STAR Courses: The School may cancel booked places without penalty if the cancellation is made a minimum of 10 working days in advance of the start date. Cancellations made less than 10 working days in advance will attract a penalty fee of the full cost of the course.

4.2 Field Trips: The School may cancel booked places without penalty if the cancellation is made a minimum of 21 working days in advance of the start date. Cancellations made less than this will attract a total administration charge of \$50.00. In addition, supplier cancellation fees may apply, the cost of which will be advised at the time of booking.

5. Programme Postponement or Cancellation

5.1 Tutoring of Unit Standards: The College has the right to postpone or cancel a programme if confirmed number of enrolments received 10 working days prior to the programme start is considered insufficient to run the programme as proposed. The College will inform all schools involved a minimum of 7 days in advance.

5.2 Field Trips: The College will not postpone or cancel flexible programmes, providing minimum numbers are met as per the programme.

6. Space Allocation

6.1 Specified Programme: The College has stipulated on the Schedule the minimum numbers of places available on the programme. Enrolments will be taken on a first come, first serve basis, with over subscriptions being waitlisted and contacted as positions become available. A space will be deemed to be used if a student attends any part of the programme, or if the student failed to attend and the College was not informed of their withdrawal before the first day of the programme.

7. Programme Payment

7.1 College Programme Schedule: The College will submit an invoice to the School at the time of booking. This will be for the space used at the rate specified in the Schedule and for any administration charges due to the late cancellation of places.

8. Monitoring and Evaluation

8.1 The College will allow representatives of the School to monitor and evaluate programmes providing any programme visits are organised in advance. The College will conduct a programme evaluation with the students at the end of the programme. Copies of these STAR Evaluations will be forwarded to the School.

9. Assessment & Reporting

9.1 On completion of the assessment, student outcomes will be returned to the school along with their assessments.

9.2 It is the Schools responsibility to report these outcomes to NZQA under NZST provider code 8640 location 14

9.3 The School will be responsible for hooking students onto the NZQA Framework.

10. Declaration

10.1 I have read and understand the terms and conditions of this contract.

On behalf of the School

Signature: _____

Name: _____

Date: / /

On behalf of New Zealand School of Tourism

Signature: _____

Name: _____

Date: / /

For NZST Use Only

Invoice #: _____

Invoiced by: _____

Date: / /

Certificates Sent: _____

Date: / /