Inactive PTE request

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| **PTE Details** | |
| PTE Legal Name |  |
| MoE [Edumis] Number |  |

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| **Signed by Chief Executive / Chair of Governing Body** |
| Name:  Position held at PTE:  Signature: Date: |

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| **Details of period of inactivity** | |
| Date to become inactive | From DD MM 202\_ |
| Period of inactivity | until DD MM 202\_ |

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| **Enrolments** | |
| 1. What was (will be) the last day of students studying? | DD MM 202\_ |
| 1. Will all students have completed their period of enrolment by that date? | Yes/No |
| If the answer to B) is **no**:   1. Provide a full list of students whose enrolment will not be completed by the last date of delivery. 2. Indicate what plans are in place for student refunds/transfers. 3. Provide contact details for a staff member who can liaise with NZQA as needed. | *Please submit a student list and include details of all students. Please differentiate domestic and international students and highlight any students that you are not able to teach out.* |
| 1. What arrangements are in place to refund all students who have not begun their enrolment period? |  |

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| **Administration** | **Yes/No/Comments** | **NZQA** |
| Who is responsible for managing student enquiries and providing student access to enrolment and academic records? | *Contact details:*  *Name(s):*  *Email:*  *Phone:* |  |
| Confirm that Immigration New Zealand has been informed of your intention to become inactive and specify here the implications [if any] for international students. |  |  |
| Confirm the Tertiary Education Commission has been advised of your intention to become inactive |  |  |
| If applicable, confirm that StudyLink has been advised of your intention to become inactive |  |  |
| Please confirm that   * all student work has been assessed and results for standards are reported to NZQA * student welfare and information on options for fee refunds or placement with an alternative education provider has been completed * where relevant, the student has agreed in writing to transfer their enrolment to another provider. |  |  |
| Has the website and other marketing resource been amended to show the PTE is inactive? |  |  |
| Have all outstanding quality assurance fees owing to NZQA been paid (or a flexible payment plan been put in place)? |  |  |
| Has the SFP audit been completed, if due? |  |  |

*If your application is approved, NZQA will confirm your inactive status in writing and inform Immigration New Zealand and the Tertiary Education Commission.*

*Please note inactive PTEs are still required to pay the annual registration fee. You will be sent an invoice when this is due. If you require a flexible payment plan, please contact NZQA on* [*covid19.enquiries@nzqa.govt.nz*](mailto:covid19.enquiries@nzqa.govt.nz)