

Pre-Purchased English Language Tuition (PELT) at KiwiClass Information Sheet

What is PELT?

As part of some migrants' New Zealand residency conditions, they are required to pre-pay English language tuition fees to Immigration New Zealand before arriving in New Zealand. These migrants are then able to use the pre-paid fund to enrol in English language classes.

Additional information is available from the Tertiary Education Commission, who administer the fees, [here](#), including translated fact sheets:

How much Tuition is an individual entitled to?

The funding amount an individual is entitled to use to purchase tuition is referred to as your 'Balance of Entitlement'.

Your Balance of Entitlement depends on what your level of English was at time of your visa application and how much money you paid to Immigration New Zealand. It is likely to be between NZ\$1,531.82 and NZ\$6,131.82.

If you gained residency under the Parent Category, your Balance of Entitlement is likely to be NZ\$1,531.82.

You, or someone on your behalf, can receive confirmation of your Balance of Entitlement by contacting the Tertiary Education Commission (TEC) Sector Helpdesk by email at sectorhelpdesk@tec.govt.nz, or by phone on 0800 601 301. You must provide your name, date of birth, Immigration client number and passport number. KiwiClass can also do this on your behalf.

Where a student's TEC Balance of Entitlement is less than the full cost of tuition, you should talk to KiwiClass about your options.

PELT funding vs general enrolment?

If you would like to enrol with us at KiwiClass, you are required to first use your Pre-purchased English Language Tuition (PELT) Balance of Entitlement. Many PELT Learners then choose to join one of our free group classes. You may also be eligible to continue to study at KiwiClass in a free group class, provided you meet our criteria and dependent on space.

Tuition

Before we begin working with you, we will discuss with you your learning goals and assess what your current English language strengths and gaps are. This will enable us to match you with a Tutor who will be able to best meet your learning goals. We will also ask you to complete an enrolment form and sign an agreement for receiving PELT tuition with us.

You tuition will be in-person and tailored to support you towards meeting your learning goals and increasing your level of English (please note that we are unable to offer online tuition). The sessions should be focused but enjoyable.

We recommend that if you have young children, you make arrangements for them to be cared for while your tuition is occurring.

Attendance and cancellation

Individual tuition

Ideally, you and the Tutor will agree on set days and times for tuition to occur. This may change from time to time by mutual agreement. Where Tuition doesn't occur, your Balance of Entitlement will be deducted for that Tuition if:

- You cancel with less than 24-hours' notice to the Tutor, or
- You don't turn up to a planned session.

Your Balance of Entitlement will not be affected if you:

- Request to postpone a session with more than 24 hours' notice prior to the planned session.
- Where the Tutor or KiwiClass cancels the planned session.

Group classes

For group classes, the days and times are set for a term or a semester. If you are unable to attend a class, your Balance of Entitlement will not be affected for that day.

If you would like to withdraw from receiving tuition from KiwiClass or suspend your tuition the policy is below.

Withdrawing from Tuition

If for any reason you feel that the tuition is not suitable, you should first talk to your Tutor. If you do not feel comfortable talking to the Tutor, you can contact the KiwiClass Office and ask to speak with the ESOL Programmes Practice and Delivery Leader.

To withdraw from tuition, you must advise KiwiClass in writing using our email address office@kiwiclass.org.nz. KiwiClass will advise TEC on your behalf of your decision to withdraw. If you stop attending and we cannot reach you to confirm your withdrawal using reasonable means, we will consider you to have withdrawn after 10 working days of your last planned tuition. Where you have withdrawn you may be eligible for a refund of our Balance of Entitlement that has been paid to KiwiClass.

All refunds of money received by KiwiClass will be made as soon as possible after the withdrawal and made directly to TEC. Please see the [TEC guidelines on Withdrawals and Refunds](#). Depending on your eligibility for a refund, we may deduct the Administration Fee and Tuition Fees for any tuition already delivered.

Suspending tuition

Where you need to take a break from Tuition that is greater than two (2) weeks, you must advise KiwiClass in writing of the reason and when you intend to recommence Tuition. KiwiClass will assess your request and discuss with you your plans and the impact on your Balance of Entitlement during this period.

What happens if KiwiClass cancels a course?

In unusual circumstances, KiwiClass may need to cancel a course or courses you are enrolled in. If this happens, KiwiClass will discuss with you your options and endeavour to find an alternative Tutor or Class. If our plans are not suitable for you, KiwiClass will inform TEC to refund the unused Balance of Entitlement. You will still be able to use the remainder of your Balance of Entitlement until it expires.

What courses are available at KiwiClass?

Below is a list of the KiwiClass private and group courses offered through PELT, and the associated fees.

Private or Family Group

Course Name	Course Description	Location	Start Date	Hours per Week	Course Duration (Weeks)	Course Fee (per person)	Enrolment and Administration Fee
Private English Tuition	These private classes offer one-to-one or small group (at your request) tuition focusing on your needs and goals. They are available for learners at any level. Trips may be organised within the local area to get to know what's around and support you to have the confidence to communicate in your daily life.	A KiwiClass office or suitable community space	Open	2+	Open	\$87 per hour	\$150 paid on enrolment

KiwiClass group Classes

Course Name	Course Description	Location	Start Date	Hours per Week	Course Duration (Weeks)	Course Fee (per person)	Enrolment and Administration Fee
General English (Intensive)	These group classes aim to support you to have the skill and confidence to speak, listen, read, and writing in general everyday communication and social interactions. They are available at a range of different levels, and we will work with you to determine the most suitable class for you. Classes focus on the needs and goals of the group. Trips may be organised for you to socialise with others and get to know what's on and available in the local area.	Our Wellington Central or Hutt offices	Open	15 hours Monday – Friday	19-20	\$26 Per hour	\$150 paid on enrolment
English for Work	This group course support you with the English needed to look for a job, apply, interview, and get a job in New Zealand. The course offers the opportunity to achieve NZQA Credits in Communication, Customer Service, and Occupational Health and Safety. The course may also include two weeks of real work experience at a local business in your area of choice (as available, e.g., a supermarket, retail shop, office work).	Various areas of Wellington, ask us to find out	Open	15 hours Monday – Friday	19-20	\$26	\$150 paid on enrolment

English for Families and Communities	These group classes are designed to support people and families in their daily lives in their local community area. The class level is open and mixed and have free childcare provided while you study. Trips may be organised to get to know what's on and available in the local area.	Various areas of Wellington, ask us to find out	Open	2-6 hours per week depending on area	10-20	\$26	\$150 paid on enrolment
English for Communication	These group classes focus on developing your skill and confidence to use English for conversation and social interaction.	At our Wellington Central office	Open	6 hours per week	10	\$26	\$150 paid on enrolment
Kiwi English	This group class aimed at learners at an intermediate level of English. The class focuses on English used in New Zealand, including Kiwi slang and phrases, pronunciation, idiomatic language, and culture to help you interact and make friends with Kiwis from all walks of life.	At our Wellington Central office	Open	3-6 hours Monday – Wednesday and/or 3 hours Saturday	10	\$26	\$150 paid on enrolment

Note: All of our group classes can include learners of a range of similar levels, catering absolute beginner to intermediate. Classes include students from many different countries and support students of any age over 16 years old (with permission from Legal Guardian and/or School if enrolled in a secondary school).

Where spaces are available, once you have used your Balance of Entitlement you may be able to continue or join a class for as a general TEC funded learner.