

Dear Students,

Auckland University of Technology (AUT) has now opened enrolments for the University Workshop Practice 2020

Please read the following instructions carefully before enrolling via the link below:

- You must use a PC or laptop when enrolling in the University Workshop Practice at AUT. **DO NOT** use a mobile device, as you will face technical issues that will prevent you from successfully enrolling.
- You must use Google Chrome or Internet Explorer web browsers **ONLY**.
- If you previously applied to AUT, you will have to select “Yes” when asked if you are an existing student. You will need to use the login details you created for your AUT application in order to continue enrolling into the University Workshop Practice course. Understandably, you may not remember your login details. If this is the case, select “Request Account Details” and follow the instructions provided on the page.
- Please ensure you provide AUT with your University of Auckland email address **ONLY** as all communication regarding the University Workshop Practice will be sent to this email address.
- Domestic students are able to enrol themselves directly into the workshop class. International students must register and they will be enrolled manually by AUT. (**Note:** *International students should expect a delay from when they register to when they are confirmed as enrolled. This is due to the process required to manually enrol international students*).
- Students will receive confirmation emails from 20 January 2020 onwards as they are enrolled.

FEES POLICY:

Students who do not attend their scheduled workshops and fail to give written notice to AUT of cancelling their enrolment, at least a week prior to the start date of the course and without sufficient reason/evidence, will be liable to pay the fees. Should students choose to enrol again at AUT to do the workshop course, they will need to pay the fees again.

However, students who have paid their fees but are able to find someone to replace them before the workshop commences will be eligible for a refund. Students who have not paid their fees and are able to find someone to replace them before the workshop commences will not be liable for fees.

Please email Charlie Tu'u (e: charlie.tuu@aut.ac.nz) to give written notice of enrolment cancellation or amendments.

You may now enrol for the University Workshop Practice 2020 via this link

<https://www.aut.ac.nz/enggen299>