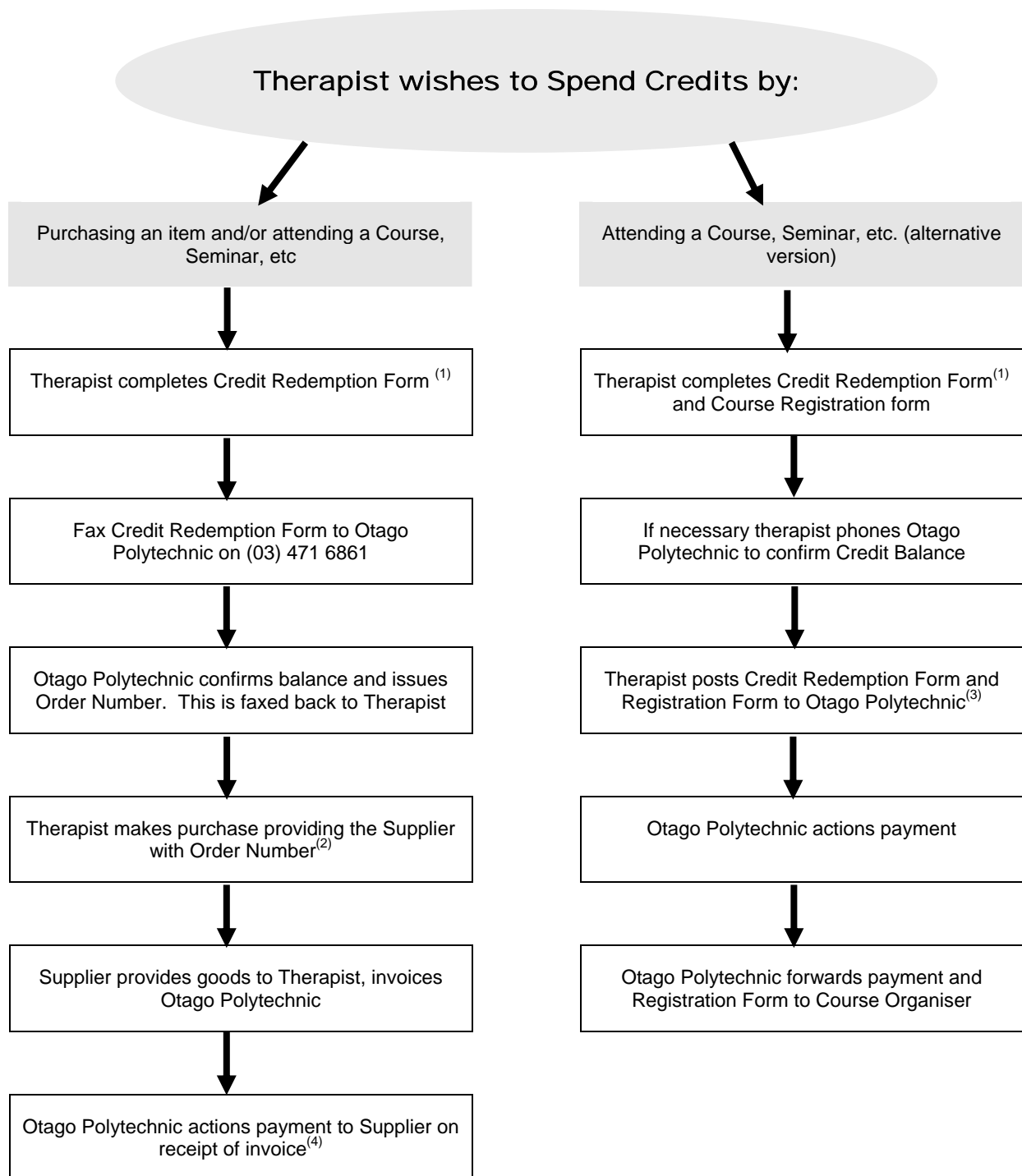


CREDIT REDEMPTION PROCESS

(Refer Page 6 of the Credit System Booklet)



- (1) The person who signs the Credit Redemption Form for spending of Facility Credits must be the person authorised to do so.
- (2) Any difference between the credit balance and the purchase price can either be paid directly to the Supplier or a cheque can be sent to Otago Polytechnic.
- (3) Any differences between the credit balance and course fees can either be paid directly to the course organiser (be sure to send both the organiser and Otago Polytechnic a copy of the Registration Form) or a cheque can be sent to Otago Polytechnic.
- (4) Payment should take less than four weeks provided all the necessary information is sent.