

# Authority to Act on Behalf of Provider



Tertiary Education Commission  
Te Amorangi Mātauranga Matua

**THIS AUTHORITY** is granted to the Tertiary Education Commission (**TEC**) by the following Tertiary Education Provider (**TEO**):

**Name of organisation** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Background

With the introduction of the Electronic Receiving System (ERS), the TEC requires all enrolments for targeted fund programmes be submitted with a National Student Number.

The Ministry of Education issues National Student Numbers to learners and manages the National Student Index (which records all National Student Numbers). It requires providers accessing the National Student Index system to exercise due care and diligence in so doing.

The TEO does not currently have access to the National Student Index system. Instead, the TEC is prepared to act on its behalf on an interim basis. This authority sets out the terms on which the TEC will act on behalf of the TEO.

## Authority

The TEO authorises the TEC's staff to act on its behalf to access the National Student Index system, obtain a National Student Number for any students enrolled (or to be enrolled) in the TEO's courses that do not have a National Student Number and otherwise create, amend and maintain the student information for the TEO's students which is held in the National Student Index for a period of 12 months from the date below.

The TEO will ensure that all information provided to the TEC about a student and/or their enrolment details for the purposes of the TEC accessing the National Student Index on behalf of the TEO will be accurate and complete, to the best of the TEO's knowledge and belief.

The TEO will comply in all respects with the requirements of the Privacy Act 1993 and the Post-Compulsory Education Identifier Code of Practice 2001 in obtaining student information, providing it to the TEC and using the National Student Number provided by students or obtained on behalf of the TEO by the TEC from the National Student Index system.

In consideration of the TEC agreeing to act as the TEO's agent on the terms set out in this Authority, the TEO indemnifies the TEC against any loss or damage which the TEC may incur or suffer as a result of any act or omission of the TEC which is done in accordance with this Authority.

By signing this Authority the signatory acknowledges that he/she is authorised to bind the TEO to the terms and conditions of this Authority.

## Provider Declaration

**SIGNED** for and on behalf of the TEO described above by:

Authorised Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_