

Arboriculture Services Request for Service Policy and Procedure

Arboriculture services are made available to the wider community at different times of the year throughout the year as a way of providing students with practical “real world” experience in their chosen area of study.

Please note these services are limited in scale and are only available at certain times of the year as they:

1. are required to be linked to the learning objectives of the qualifications that students are studying
2. are subject to the number of students available
3. are impacted by the stage of learning that the students are at in their study.

The process for requesting arboriculture services by MIT students is detailed below:

1. Anyone requiring arboriculture services must complete and sign the attached form as agreement to the Manukau Institute of Technology Request for Service Policy and Procedures. The agreement is subject to the Standard Terms attached as Schedule 1.
2. The services will be performed by MIT students under the supervision of MIT staff, who will accompany the students on site and provide additional support. For each new job, each student will sign the Acknowledgment attached as Schedule 2.
3. Services will be subject to availability and student teaching activities. Service requests will only be approved if they are relevant to the student learning, course material, and are in line with the semester timetable.
4. The client will pay for agreed costs and expenses incurred by MIT in performing the services, including, without limitation, transport costs and materials.
5. Where students are being requested for services, a meal should be provided by the client at their own cost, or supplied by MIT Catering at an additional cost to the client.
6. Community based (not for profit) projects including maraes, schools, and council will be prioritised as it is not our intention to directly compete with commercial services.
7. All services are weather permitting, and are subject to be cancelled at any stage.
8. Services are subject to be cancelled if unforeseen circumstances have not been communicated with MIT staff that will affect the ability to provide the service.

Client name:	
Client address:	
Service Requested	Date Required

Confirmed service date: / /	Confirmed Costs: Service Cost: There is no expectation of payment for arboriculture services. If you wish to express appreciation and contribute towards student success our list of equipment for donation can be purchased via our website.
Date : _____	Date : _____
_____	_____
Client Signature of Agreement	MIT Signature of Approval