

DISCOUNTED TUITION FEES (AMENDED 28.04.2011)

Section	Human Resources		
Approval Date	25.08.08	Approved by	Directorate
Next Review	As required	Responsibility	Chief Executive
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To assist staff and their families with lifelong learning.

SCOPE

NZ residents who are staff members, and their partners or children.

DEFINITIONS

Staff member	Any person paid through the Nelson Marlborough Institute of Technology's payroll who is 0.3 proportion or above, whether on a tenured or limited tenure contract. People on contracts for service are not eligible for fees discounts or professional development activities.
Partner	Someone who is living with a staff member in a recognised, stable relationship and who has a legal entitlement to reside in New Zealand.
Child	A child of a staff member or his/her partner who is under 25 years of age at the time of enrolment.
Discounted fees	A reduction of 90% of a Nelson Marlborough Institute of Technology tuition fee for a Ministry of Education funded course or programme, exclusive of other course costs, and pro rated according to the person's FTE value. For example an FTE value of 0.5 equates to a discount of 45% (90% x 0.5 = 45%).
Manager	A member of the Nelson Marlborough Institute of Technology Directorate, or Head of School.

RESPONSIBILITY

Manager for:

- Approving fees discount applications once eligibility has been confirmed by a Human Resources Advisor, bearing in mind that:
 - No eligible member of the public (who would pay NZ Domestic Student tuition fees and charges) should be displaced by a person applying for a fees discount.
 - fees discounts may not be granted where the Director of Finance and Corporate Services has advised that a course or programme is not making a marginal contribution to the income of Nelson Marlborough Institute of Technology .
 - No fees discount, once granted, may be revoked.
- Referring fees discount applications from their own staff members who are involved in student selection for a particular course or are the partner or child of a staff member involved in student selection for a particular course, to the Head of Curriculum and Quality.

Staff members for:

- applying for a fees discount for themselves, or their partner, or their child, prior to that person's enrolment in a Nelson Marlborough Institute of Technology course or programme
- providing evidence of eligibility for a fees discount for their partner or child
- Enrolling via normal admission and enrolment channels.

Human Resource Team for:

- providing application forms for fees discounts
- confirming eligibility for fees discounts
- referring any Human Resources Team applications for fees discounts to the Director of Finance and Corporate Services.
- keeping records of fees discount applications and any supporting information confirming eligibility

Director of Finance and Corporate Services for:

- confirming eligibility for a fees discount for Human Resources Team staff members
- Resolving disputes relating to the Human Resources Advisor's decision regarding eligibility for a discount.
- Advising Managers of courses and programmes which are not available for discounted fees purposes.

Head of Curriculum and Quality for:

- Dealing with any disputes relating to the Head of School's decision on the availability of courses for discounted fees

PROCEDURE

1. Staff member to complete the Fees Discount Application Form (available from the Human Resources Team), supplying evidence of eligibility for partners or children who are applying to study at Nelson Marlborough Institute of Technology.
2. Human Resources Team Member to confirm eligibility for a fees discount and calculate the percentage amount of the discount, sign the form, taking copies of the form and any supporting evidence to be kept on a Fees Discount file.

3. Human Resources Team Member to forward the application form to the appropriate Manager.
4. Manager to confirm that a fees discount is available on the course or programme applied for and, if so, sign the form and return it to the applicant staff member.
5. Staff member to enrol on the course or programme following usual application, enrolment and withdrawal procedures through Student Services, presenting the fees discount form which has been signed by the Human Resources Team Member and the Manager of the area running the course or programme.
6. Human Resources Manager to produce a monthly report on the dollar amount of discounts granted to staff members.

APPENDIX

Fees Discount Application Form

REFERENCES

INTERNAL

NMIT Academic Statute

FEES DISCOUNT APPLICATION FORM

FOR HELP IN COMPLETING THIS FORM PLEASE REFER TO “DISCOUNTED TUITION FEES”

1. Staff member applying for discount to complete:			
Name:		Date	
School/Team		Proportion	
Registration number		Signature	
Course being applied for			
School (where course is based)			
Name of potential Student (if different staff member)			
Relationship of potential student to staff member			
<p>Staff member applying for discount to present form and proof of relationship between staff member and potential student to a Human Resources Advisor. (Proof must be a certified copy of an original document or the original document which will be copied and returned.) NB: Only child of a staff member or his/her partner who is under 25 years of age at the time of enrolment are eligible for a staff discount.</p>			
2. Human Resources Advisor to complete:			
Proportion		x 90% of tuition fee = discount percentage	
For example: an FTE value of 0.5 equates to a discount of 45% (90% x 0.5 = 45%)			
Evidence of eligibility (and residency, if applicable) sighted by Human Resources Team Member and proportion confirmed:			
Human Resources Team Member signature:		Date:	
Form and evidence of relationship to staff member applying for discount (if applicable) copied for file Forward to Head of School (where course is based).			
3. Head of School to complete: Consider:			
a) Is the course available for discount? (refer Director of Finance and Corporate Services)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Enrolment levels justify granting discount		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Is the applicant from your own school? <i>If “yes” for (c) forward form to the Head of Curriculum and Quality (HCQ) for approval.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Head of School (or HCQ) confirms fees discount is available:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Head of School (or HCQ) signature:		Date:	
Forward to Staff member applying for fees discount			
4. Staff member applying for discount:			
Attach this signed form to the enrolment form. Forward to the Information and Enrolment Centre.			
5. Information and Enrolment Centre:			
Process discounted fee enrolment. Add dollar amount of discount to monthly report (report forwarded to Human Resources monthly).			
Information and		Date:	

Enrolment signature:			
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