

DOMESTIC STUDENT FEES, CHARGES AND REFUNDS

Section	Finance		
Approval Date	16.01.2012	Approved by	Senior Management Team
Next Review	October 2012	Responsibility	Director of Finance and Corporate Services
Key Evaluation Question	6	ITPNZ Quality Standard	5

PURPOSE

To describe NMIT's domestic student fees, charges and refunds, which must be set within the appropriate Government limits and also within the Institute's requirements. Under the Education Act 1989, NMIT Council delegates the responsibility of setting compulsory student fees to the CEO. Student fees are reviewed, updated and approved annually.

DEFINITIONS

Enrolment Fee	Fee charged to students for course or programme of study
○ Tuition Fee	Component of enrolment fee which represents staffing costs and overheads for the course or programme
○ Course Materials	Component of enrolment fee which represents cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges
○ Exam Fee	Component of enrolment fee payable to external bodies for exams or assessments
○ Compulsory Student Services Levy	This compulsory fee covers student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counseling.
The above are all regulated by Fee Maxima rules http://www.tec.govt.nz/ and the Ministerial Directive on Compulsory Student Services Fees for 2012.	
Course Related Costs	The cost of items necessary for a course and supplied by students such as textbooks, a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Students are responsible to obtain or purchase these items and have discretion as to the extent and cost; for

	example, using textbooks from the library or purchasing new or second hand books, supplying their own camera, etc.
Domestic Student	<p>For the purposes of Student Achievement Component funding the following learners have domestic Student Status:</p> <ul style="list-style-type: none"> • A New Zealand Citizen, which includes citizens of the Cook Islands, Niue and Tokelau • A New Zealand permanent resident currently living in New Zealand. • An Australian permanent resident who has a returning resident's visa and is currently living in New Zealand. <p>Refer to TEC Rules and Conditions - ENR2002, ENR2003, ENR2004, ENR2005</p> <p>Also refer to the Ministry of Education definition for classes of persons required by the Minister to be treated as if they are not international students. Ministry of Education - Definition of domestic student</p> <p>“Domestic student” status does not automatically imply eligibility for student loans and allowances, special eligibility conditions apply to permanent residents and Australian citizens.</p> <p>From 1 January 2011 permanent residents and Australians will be subject to a two year stand down before they can receive a Student Loan. This means they will need to have lived in New Zealand for at least two years and be ordinarily resident in New Zealand in order to get a Student Loan. Permanent residents also need to have held permanent residence for at least two years to qualify (refer to StudyLink for further details).</p>
ITO	Industry Training Organisation
SAC	TEC Student Achievement Component funding (for domestic students only).
TEC	Tertiary Education Commission
Tertiary Pathways	Secondary-tertiary options that provide secondary school students with alternative learning and enhanced pathways to provide a barrier free and smooth transition to tertiary study.

NB: Refer to Appendix One - Student Fee Components

SCOPE

Fees for Domestic students fall into two categories, which are subject to different rules, regulations and processes.

COMPULSORY STUDENT FEES

These apply to students on degree or undergraduate courses which receive Student Achievement Component (SAC) funding from TEC. This can include short awards, certificates, diplomas or degrees. These are regulated by:

- a. Fee/Course Cost Maxima (FCCM)
- b. Annual Fee Movement Limit (AFML)

Refer to TEC website www.tec.govt.nz for latest regulations. Currently this is:

FCCM – increase in fee maxima rates of approximately 2% per annum

AFML – maximum a fee can increase or decrease in one year is 5%, although special dispensation can be applied for to have an increase/decrease of up to 10% in special circumstances.

OTHER FEES

There are several types of other fees, including:

- c. ITO contracts
- d. Tertiary Pathways contracts
- e. Sub contractor agreements (formerly known as Joint Ventures)
- f. Full Cost Recovery (FCR) courses

These fees will be set in accordance with the guidelines contained in each individual contract.

Refer to the diagram in Appendix Two, which shows the relationship between the different components of Compulsory Student Fees.

SETTING FEES

The process of setting fees is complicated and involves many parties. It is vital for the success of the programmes and Institute that it is done properly and in a timely fashion. Regular meetings are required throughout the whole year to ensure every person concerned is aware of their duties and able to fulfill them.

All new courses or redeveloped courses should follow the same process.

Refer to Appendix One Review Fees Cycle – Check and Approve, which shows the approximate timeline and process for setting student fees. The process is similar for all types of fee. A more detailed timeline is shown in the gant chart: *Domestic and International Fees Timeline*. This is only a draft guideline and should not be followed to the exact date.

PAYMENT OF FEES

A completed *Confirmation of Acceptance Form* received by NMIT is a contract from a student to pay the fees due for the stated length of the study contract.

Fees must be paid in full before the start date of the programme, or by any earlier date as specified for particular programmes (*the due date).

Fees not paid by the due date* will incur a **Late Payment Charge**[#].

No student shall be enrolled unless all approved fees have been paid to Nelson Marlborough Institute of Technology.

The Institute's bank is the Bank of New Zealand, Nelson branch, account number 02 0704 0190770 003.

[#] In exceptional circumstances, and **only with the prior approval and sign off by the Finance Manager**, arrangement may be made to pay fees by installments.

SCHEDULE OF CHARGES AND REFUND ELIGIBILITY

DESCRIPTION	CHARGE / REFUND
Withdrawal from full Programme (or from enrolment on Year 1, 2, 3 etc if multi-year programme) <i>NB: For Aviation Science programmes refer to the programme regulations - 10 Alterations, Withdrawal and Transfer</i>	Up to 21 days after commencement of programme: Charge - \$100 administration fee (unless withdrawal is for good reasons outside the control of the student, or the programme is 'zero fees') Refund - 100% enrolment fee
	More than 21 days after commencement of programme: Charge – 100% enrolment fee Refund - Nil
Withdrawal from individual courses <i>NB: For Aviation Science programmes refer to the programme regulations - Alterations, Withdrawal and Transfer</i>	Up to 21 days after commencement of course: Charge - \$100 administration fee (unless withdrawal is for good reasons outside the control of the student, or the course is 'zero fees') Refund - 100% enrolment fee
	More than 21 days after commencement of course: Charge – 100% enrolment fee Refund - Nil
Transfer to another programme <i>NB: For Aviation Science programmes refer to the programme regulations - 10 Alterations, Withdrawal and Transfer</i>	\$100 plus cost of any resources used. (Transfers are not normally approved after more than 3 weeks of a programme has been completed)

DESCRIPTION	CHARGE / REFUND
Transfer to another course within the same programme <i>NB: For Aviation Science programmes refer to the programme regulations - 10 Alterations, Withdrawal and Transfer</i>	\$50 plus cost of any resources used. (Transfers are not normally approved after more than 3 weeks of a course has been completed)
Withdrawal / transfer from a programme or course due to exceptional and extenuating circumstances (for example serious illness)	The amount an approval of any charge and refund is at the discretion of the Director of Finance & Corporate Services in consultation with the Programme Area Leader.
Late payment of fees (<i>unless specific prior arrangements have been made</i>)	\$100
Re-enrolment of excluded student	Determined for individual cases
Cross Credit	No charge.
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$500
Re-mark	\$25 (refunded if there is a changed outcome)
Copies of examination scripts	\$10
NZQA Record of Learning	Duplicate or replacement: \$15.30
NZQA Certificate or Diploma Replacement	\$15.30
Replacement of NMIT Awards	\$50
Dishonoured cheque reinstatement	\$25
Credit card merchant fees	NMIT accepts Mastercard and Visa credit cards for all payments; these credit card transactions incur a merchant service charge by the bank. A credit card surcharge will apply for all Visa and Mastercard payments. The current charge is 1.9% of the value of the transaction. This is subject to change, per the

	bank.
Compulsory Student Services Levy	\$2 per NMIT credit
Replacement registration/library card	\$25
Replacement library books	Purchase cost plus \$15 administration fee. The administration fee is non-refundable even upon return of books.
NMIT property not returned	Replacement cost plus \$15 administration fee
Charges made by external bodies e.g. NZQA; professional associations	Advised by each Programme Area Leader for individual programmes

NMIT reserves the right to amend these charges or make other charges.

REFERENCES

INTERNAL

Delegations to the Chief Executive
Development of New Qualifications and Changed Programmes and Courses
Guidelines for Programme Design
Discounted Tuition Fees
International Student Fees, Charges and Refunds
Domestic and International Fees Timeline

EXTERNAL

Education Act 1989
Ministerial Directive on Student Services Levy Fees for 2012

APPENDICES

Appendix One: Student Fee Components

Appendix Two: Review Fees Cycle – Check and Approve

Compulsory Fees

Enrolment Fees

- **Course Materials**
 - NZQA charges
- **Items that can only be purchased through NMIT**
 - Field trips etc.
 - Exam Fees
- **Tuition Fees**

Student Services Levy

Course Related Costs

Text Books

Other Materials
(discretionary choice)

Note:

Course Related Costs -NMIT may need to confirm these amounts to StudyLink to support loan applications.

Enrolment Fees, Compulsory Student Services Levy – represent the compulsory fees component for student loans.

APPENDIX TWO: REVIEW FEES CYCLE – CHECK AND APPROVE

