

INTERNATIONAL STUDENT FEES, CHARGES AND REFUNDS 2012

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| 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 | 5 | ITPNZ Quality Standard | 6 |

PURPOSE

To describe NMIT's International Student Fees, Charges and Refunds. Fees are reviewed, updated and approved annually. Under the Education Act 1989, NMIT Council delegates the responsibility of setting compulsory student fees to the CE.

DEFINITIONS

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| Enrolment Fee | Fee charged to international students for course or programme, (this includes course materials and tuition fees). |
| ○ 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. |
| ○ 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. |
| International student | Any student not classified as a Domestic student. NMIT may receive funding from the TEC for 'domestic students' as defined in the New Zealand Education Act 1989, but not for foreign students. Therefore, for TEC funded courses, different enrolment fees apply for international and domestic students. |

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| <p>Domestic Student</p> | <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>Also refer to TEC Rules and Conditions - 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 (refer to StudyLink for further details).</p> |
| <p>TEC</p> | <p>Tertiary Education Commission of New Zealand</p> |

SCOPE

Fees, charges and refunds for all International Students studying on any NMIT programmes or courses.

INTERNATIONAL STUDENT FEES

International students studying on campus do not generate any New Zealand Ministry of Education funding. Their fees must cover the whole cost of the course, and are not regulated by FCCM (Fee and Course Costs Maxima policy) or AFML (Annual Fee Movement Limit).

International fees have a student fee and Student Association component only.

SETTING FEES

The process of setting fees is carried out annually and signed-off by Directorate.

PAYMENT OF INTERNATIONAL FEES AND CHARGES

All fees and charges are in New Zealand dollars unless otherwise stated.

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

Enrolment fees and charges must be paid in full before the start date of the programme, or by any earlier date as specified for particular programmes.

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

An approved combination of English Language Programme courses and courses from other programmes will be deemed to be 'one programme'.

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

Where payment is unable to be made in New Zealand dollars, US dollars will be acceptable as long as the amount remitted after bank charges is equal to the NZ dollar amount applicable. Bank drafts or telegraphic transfers should be to the credit of Nelson Marlborough Institute of Technology and the student's name should be entered on the document and quoted by the remitting bank.

The total amount paid to NMIT must include any bank fees that may be incurred by NMIT.

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

The following payment instructions are provided to international applicants

Payment can be made by:

1. Telegraphic Transfer

Payment can be made by bank draft or telegraphic transfer to the following account:

Bank of New Zealand
266 Trafalgar Street, Nelson 7010
Nelson Marlborough Institute of Technology
New Zealand
02 0704 0190770 003
Swift Code: BKNZNZ22
Attention: International Education.
Please also have your name put as a reference so it is easier to trace.

If you are paying by telegraphic transfer then please add on NZ\$20 for New Zealand bank charges.

2. Cheque/Bank Draft

Payment must be in NZ dollars made out to: Nelson Marlborough Institute of Technology

Post to:
Nelson Marlborough Institute of Technology
Private Bag 19
Nelson 7042
New Zealand

Attention: International Education.
Please also have your name input as a reference so it is easier to trace.

There are no New Zealand bank charges when paying by bank draft.

3. Credit Card payment

Another option is to pay by credit card (Visa or Mastercard).

To make a payment by credit card, please email us a **signed** photocopy of the front and back sides of your card. Please make sure the following details are visible.

- Card type,
- Number,
- Name
- Expiry date

Email to: international@nmit.ac.nz attention to: International Administrator.

NB: If we do not receive an email of your actual credit card, along with your signature, we cannot process the payment.

NB: 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 credit card payments. The current charge is 1.9% of the value of the transaction. This is subject to change, per the bank.

INTERNATIONAL STUDENT CHARGES

| DESCRIPTION | CHARGE (NZ\$) |
|---|--|
| <p>Late Payment Charge</p> <p>Non-refundable</p> | \$100 |
| <p>Accommodation Placement Charge</p> <p>Non-refundable</p> | \$250 |
| <p>Internship Withdrawal Charge</p> <p>The internship charge will be refunded, less bank fees and a NZ\$350 administration charge, if the student decides not to continue with the internship after NMIT have received the <i>Confirmation of Acceptance Form</i> from the student, and up to 3 weeks before the internship is scheduled to begin.</p> <p>After 3 weeks before the start of the internship, there will be no refund.</p> | \$350 |
| <p>Transfer Charge - Non-refundable</p> <p>A transfer from one programme (including the English Language Programme) to another programme must be approved by the Programme Area Leader of the programme that the student wishes to transfer to. A transfer to another programme will not be considered after 3 weeks from programme commencement except in exceptional circumstances at the discretion of the Programme Area Leader.</p> <p>A transfer to change to another course within the same programme must be approved by the Programme Area Leader. A transfer to another course will not be considered after 3 weeks from course commencement except in exceptional circumstances at the discretion of the Programme Area Leader.</p> | <p>\$100 transfer to another programme</p> <p>\$50 transfer to another course</p> |
| <p>Re-enrolment of excluded student</p> | Determined for individual cases |
| <p>Cross Credit</p> | No charge |
| <p>Recognition of Prior Learning</p> | \$50 application fee, plus \$50 per hour to a maximum of \$500. |

| DESCRIPTION | CHARGE (NZ\$) |
|---|---|
| Re-mark | \$25 (refunded if there is a changed outcome) |
| Copies of examination scripts | \$10 |
| Replacement Award | \$50 |
| Replacement registration/library card | \$25 |
| Replacement library books | Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of books. |
| NMIT property not returned | Replacement cost plus \$15 administration fee per item. |
| Credit card merchant fees | NMIT accepts Mastercard and Visa credit cards for all payments; credit card transactions incur a merchant service charge. 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. |
| Charges made by external bodies e.g. NZQA: professional organisations | Advised by each School for individual programmes |

REFUNDS

APPLICATION FOR REFUNDS

Reasons for requesting a refund and eligibility for refund of enrolment fees are described in the **International Student Refund Eligibility Table**.

All applications should be in writing to the Information and Enrolment Centre Team Leader, with any supporting documentation as stipulated by the Information and Enrolment Centre Manager.

Application for a refund in exceptional circumstances should be in writing to the Programme Area Leader.

INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS

A student who gains permanent residency after enrolling and establishing a study contract with NMIT will not be eligible for a refund for that study contract. After permanent residency has been gained, the fees and charges applicable to domestic students will apply for any further study contracts.

PAYMENT OF REFUNDS

Refunds will be in NZ dollars minus any administration charges and bank fees and may be paid by cheque or bank draft to:

- The student's registered home address in their country of origin; or
- The agent who referred the student; or
- Another NZ education institution; or
- The student's bank account in New Zealand; or
- The student.

INTERNATIONAL STUDENT REFUND ELIGIBILITY TABLE

| Reason for requesting a refund | Documentation student must provide | Timing | Refund | Charge (NZ\$) |
|--|--|-----------------------------|--|---------------|
| NMIT withdraws an offer of place or is unable to provide the programme. | No documentation required | Before programme start | Full refund of enrolment fee | Nil |
| NMIT withdraws an offer of place on the basis of incorrect or incomplete information supplied by a student or student's agent. | No documentation required | At any time | NMIT reserves the right to retain the fees and charges paid. | \$150 |
| Student visa is not granted by New Zealand Immigration Services (NZIS) | Withdrawal notification in writing. Written confirmation from NZIS of rejection of visa application. | Before programme start date | Full refund of enrolment fee | \$150 |
| | | After programme start date | Partial refund of enrolment fee at the discretion of NMIT | \$150 |

| Reason for requesting a refund | Documentation student must provide | Timing | Refund | Charge (NZ\$) |
|---|---|---|--|---------------|
| Extension to student visa is not granted by NZIS | Withdrawal Form must be completed before departure from NMIT. Written confirmation from NZIS of rejection of application to extend visa. | Before programme start date | Full refund of enrolment fee | \$150 |
| | | After programme start date | Partial refund of enrolment fee at the discretion of NMIT | \$150 |
| Student no longer wishes to study at NMIT | Notice of withdrawal in writing | 3 or more weeks before programme start date * | Full refund of enrolment fee | \$350 |
| | | Less than 3 weeks before programme start date * | 90% refund of enrolment fee | \$350 |
| | | After programme start date | No refund | Nil |
| Exceptional Circumstances (for example serious illness) | Documentation supporting an application for a refund. Documentation stipulated by the Programme Area Leader. | At any time | The amount and approval of any refund is at the discretion of the Director of Finance & Corporate Services in consultation with the Programme Area Leader. | \$350 |

* Or by reason of individual contract exception.

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

1. All monies received from an International Student are banked and recorded against an individual in the Student Management System.
2. Monies for fees are applied on full enrolment.
3. Financial systems and internal controls are audited on an annual basis by Audit New Zealand and the ongoing financial viability of the Institute is also covered in the audit process.
4. NMIT is insured by a Business Interruption policy to cover such events as fire or flood, which would prevent delivery of our programmes. This policy provides for the running of our programmes at an alternative site, or meeting contractual obligations to refund students where NMIT is unable to deliver as a result of this event.
5. In adopting the above measures, the Management of NMIT believes that adequate financial controls are in place to protect the fees of International Students.

MEDICAL AND TRAVEL INSURANCE

The New Zealand Ministry of Education, through the Code of Practice for the Pastoral Care of International Students, requires that all International Students must have appropriate medical and travel insurance for the duration of their planned study in New Zealand. For more information please visit www.minedu.govt.nz.

NMIT will automatically arrange insurance coverage for all students.

Students can choose their own insurance company, however it must comply with the minimum standards required by the Code of Practice for the Pastoral Care of International students. If you arrange your own insurance cover, you must supply your Certificate of Insurance and Schedule of Cover, **in English**, to the Information and Enrolment Centre. Once the insurance policy is evaluated and confirmed as meeting the minimum standards required by the Code of Practice for Pastoral Care the policy taken out by NMIT on behalf of the student will be cancelled with the fees refunded to the student.

Please be aware that if you do not provide a satisfactory insurance policy, you will be required to take out a default policy prior to commencing the study programme.

NMIT has arrangements with Marsh Ltd (in association with Vero) a New Zealand based provider who has specific policies for International Students. The programme is called Studentsafe.

More information about Studentsafe can be found by following this link on the NMIT website at <http://www.nmit.ac.nz/international/importantinformation.aspx>. Please refer to the *Notification of Fees* for the cost of this policy. Once we receive payment of the insurance fee, your insurance will be arranged. The commencement date of your policy will be set to the date you depart for New Zealand.

REFERENCES

INTERNAL

NMIT Academic Statute
Delegations to the Chief Executive
Development of New Qualifications and Changed Programmes and Courses
Guidelines for Programme Design
Domestic Student Fees and Charges
Domestic and International Fees Timeline

EXTERNAL

Code of Practice for the Pastoral Care of International Students

New Zealand Education Act 1989

Ministerial Directive on Setting Compulsory Student Services Fees for 2012