

# NMIT FEES, CHARGES AND REFUNDS POLICY

## MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

<b>Section</b>	Finance		
<b>Approval Date</b>	24.03.2026	<b>Sponsor</b>	Director Demand Management
<b>Next Review</b>	01.01.2029	<b>Approved by</b>	SLT

## NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

## Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All qualifications, programmes, training schemes and courses, teaching, learning, assessment and research, funding and support activities delivered by or on behalf of NMIT; and
- All NMIT domestic and international learners engaged in campus-based learning at any location; and online or remote learning via any mode; and work based learning. This includes managed apprentices and other non-standard enrolments, and encompasses all references to learners, ākonga or students.

## Te Pūtaki | Purpose

The purpose of this policy is to provide guidance for decision-making relating to fees-setting, withdrawals and refunds.

## Ngā Mātāpono | Principles

### Compliance

Decision-making and practice relating to setting, protecting and refunding domestic and international learner fees will comply with [The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) and all relevant legislation, standards, policies and procedures.

### Fairness and Transparency

NMIT commits to fairness and transparency by being open, honest, and clear about our requirements, decision-making and actions, so that ākonga are informed and can understand processes and their rationale.

### Students at the Centre of what we do

NMIT is committed to being learner centred with a strong focus on equity of access, learning experience and outcomes. NMIT commits to supporting the wellbeing, safety and learning experience of learners enrolled at NMIT, ensuring that we listen, understand, and consider needs in ways that uphold their mana and autonomy.

## Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Ākonga and kaimahi alike have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do.

## Best Practice

NMIT will implement practices that support and develop resilience, good practice and accountability in setting, protecting and refunding domestic and international learner fees

## Kaupapa Here | Policy Statements

### FEES

Under the Education and Training Act 2020 and [NMIT Delegations Policy](#) and [NMIT Delegations Register](#), the NMIT Council delegates to the Chief Executive Officer the responsibility for approving compulsory student fees.

All student fees are reviewed annually in accordance with the [TEC Annual Maximum Fee Movement \(AMFM\)](#), applicable domestic and international fee guidelines, and the requirements of NMIT's annual budget.

### Regulated Course Fees and Student Services Fees

Fees in the tertiary education sector are regulated for courses funded through the following funds:

- Delivery at Levels 3 to 7 (non-degree) (DQ3-7)
- Delivery at Levels 7 (degree) to 10 NZQCF (DQ7-10); and
- Micro-credentials approved by the New Zealand Qualifications Authority (NZQA) that form part of a programme leading to a qualification.

Student Services Fees are regulated for courses funded through Delivery at Levels 1 and 2 on the NZQCF (DQ1-2) fund, the DQ3-7 and DQ7 -10 funds.

### International Learner Fees

International learners studying at NMIT do not receive government funding and are not subject to fee limits or the AMFM. Fees for international learners are set annually by NMIT and are intended to recover the full cost of programme delivery.

Fees and charges are presented in New Zealand dollars and are inclusive of GST in all promotional material, communications, and other published information, unless otherwise stated.

### Other Delivery Fees

Fees for other types of delivery are set and reviewed in accordance with the relevant contractual arrangements. This includes:

- a. Secondary-Tertiary Pathways contracts, eg. Trades Academy, STAR
- b. Sub-contractor agreements (formerly known as Joint Ventures)
- c. Full Cost Recovery (FCR) courses
- d. Adult and Community Education (ACE) courses

### COSTS AND RECOVERIES SCHEDULE

Additional charges apply for specified services or items provided to learners, in accordance with the [NMIT Costs and Recoveries Schedule](#). The schedule is reviewed as appropriate and approved by the Chief Executive Officer under delegation from NMIT Council and in accordance with the [NMIT Delegations Policy](#).

The Schedule is provided to all learners as part of the enrolment process, specifying charges relating to:

- Student Services Fee (compulsory)
- Non-standard assessment, including any form of re-assessment or re-marking outside programme regulations; cross credit, credit transfer, Recognition of Prior Learning (RPL)
- Issue of replacement documents
- Recovery of charges by external bodies, including NZQA, professional organisations, bank fees, courier fees
- Non-standard enrolment fees, including late payment charges, course transfer, programme transfer

## COMPULSORY FEES FOR DOMESTIC LEARNERS

Compulsory fees applied to a course or programme of study for domestic learners may include:

### Enrolment Fee

- The tuition fee that contributes to staffing costs and institutional overheads associated with the delivery of a course or programme.
- Materials that are necessary and compulsory for the course, eg. handouts, field trips, NZQA charges
- Exam fees payable to external bodies for exams or assessments.

### Student Services Fee (SSF)

- A fee charged to support the provision of student services, including advocacy and legal advice, careers information, advice and guidance, employment support, financial advice, pastoral care, and counselling.

### Course-Related Costs

- The cost of items required for a course that are supplied to, or purchased by, learners. This may include textbooks, specialist equipment such as cameras or art materials, essential products, uniforms, or personal equipment.

## COMPULSORY FEES FOR INTERNATIONAL LEARNERS

Compulsory fees applied to a course or programme of study for international learners may include:

### Enrolment Fee

- The tuition fee that contributes to staffing costs and institutional overheads associated with the delivery of a course or programme.
- Materials that are necessary and compulsory for the course, eg. handouts, field trips, NZQA charges
- Exam fees payable to external bodies for exams or assessments.

### Student Services Fee (SSF)

- A fee charged to support the provision of student services, including advocacy and legal advice, careers information, advice and guidance, employment support, financial advice, pastoral care, and counselling.

### Course-Related Costs

- The cost of items required for a course that are supplied to, or purchased by, learners. This may include textbooks, specialist equipment such as cameras or art materials, essential products, uniforms, or personal equipment.

## PAYMENT OF FEES

A completed *Confirmation of Acceptance Form* (for international students) or *Secure Your Enrolment Form* (for domestic students) received by NMIT constitutes a contractual agreement by the ākonga to pay the enrolment fee and all other applicable fees, in accordance with the payment instructions provided.

Enrolment fees and associated charges must be paid in full before the start date of the programme, or by an earlier date where this is specified for particular programmes.

Enrolled learners who have not paid all applicable fees and charges may not continue to attend classes unless a prior arrangement has been approved by NMIT to pay fees by instalment.

Payment plans can be requested for domestic ākonga that are not eligible for StudyLink assistance, or who are experiencing financial hardship

## Protection of Fees

Fees paid by international learners are protected in accordance with regulatory requirements in the event of withdrawal, programme cancellation, or other circumstances affecting programme delivery.

## Overdue Fees and Non-Payment of Fees

Fees not paid by the due date will incur a late payment charge as specified in the [NMIT Costs and Recoveries Schedule](#).

Learners are liable for all reasonable costs and expenses incurred in the recovery, or attempted recovery, of unpaid or overdue fees and other invoiced charges.

Where recovery action is required, NMIT may give (or obtain) information about a learner's personal or commercial credit arrangements to (or from) a third party, in accordance with applicable privacy legislation.

## Compassionate Consideration

NMIT is committed to equitable access to education, inclusion, and learner success. The institute recognises that learners may occasionally experience compassionate or exceptional circumstances that affect their ability to meet fee payment obligations.

Requests for financial relief or flexibility may be considered on a case by case basis. This may include:

- Waiving all or part of tuition or compulsory fees in exceptional circumstances.
- Suspending or reversing debt recovery processes.
- Establishing personalised payment plans that reflect the learner's financial capacity.
- Referring learners to internal or external support services, including hardship grants, counselling, or budgeting advice

## REFUNDS

### International Learners

International learners may be eligible for a refund of enrolment fees and other costs paid, in accordance with the [NMIT International Learners Refund Eligibility Schedule](#).

### Cancellation of a Course or Programme

If NMIT cancels a course or programme, fees paid for services not delivered, or the unused portion of fees paid, will be refunded

### Voluntary Withdrawal from a Course or Programme

The [NMIT Withdrawal Policy](#) and [NMIT Withdrawal Procedures](#) provide guidance for learners who choose to cancel or withdraw their enrolment from a course or programme, including eligibility for any refund of fees.

## NMIT-initiated Withdrawal from a Course or Programme

[NMIT's Withdrawal Policy](#) and Procedures also define the circumstances in which NMIT may cancel or withdraw a learner's enrolment, and the associated treatment of fees and charges, for example where withdrawal occurs as a result of learner misconduct.

## Change in Residency Status

International learners who obtain New Zealand Permanent Resident status after the start date of a programme are not eligible for a refund for courses that have already commenced.

For courses that have not yet started, domestic fees and charges will apply. NMIT will refund the difference between the international and domestic fees, less any applicable agent commission.

## Ngā Haepapa | Responsibilities

Role	Responsibilities
Chief Executive Officer	Annual review and approval of compulsory learner fees, Student Services Fee, other charges; and refunds in accordance with <a href="#">NMIT Delegations Schedule</a> .
Director Academic and Teaching	Responsible for refunds in accordance with <a href="#">NMIT Delegations Schedule</a> .
Director Demand Management	Overall responsibility for strategic and operational management of fees charging, fees schedule and refunds schedule.

## Ngā Tikanga | Definitions

Term	Definition
AMFM	TEC's Annual Maximum Fee Movement (AMFM) policy sets limits on fees that tertiary education organisations (TEOs) can charge learners. Its purpose is to promote affordable study for learners while allowing TEOs some flexibility in setting fees.

## Ngā Hononga ki Tuhinga kē | Links to other documents

### NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Withdrawal Policy  
NMIT Delegations Policy; NMIT Delegations Register

### NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Student Fees, Charges and Refunds Procedures; includes

- NMIT Costs and Recoveries Schedule
- Learners Refund Eligibility Tables – Domestic and International
- Ākongā Debt Processes

NMIT Withdrawal Procedures  
NMIT Ākongā Refund Eligibility Schedule

### TURE WHAI TAKE | RELEVANT LEGISLATION

Education and Training Act 2020  
[The Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#)  
Ministerial Direction on Setting Compulsory Student Services Fees: [education.govt.nz](http://education.govt.nz)