

# NMIT FEES, CHARGES AND REFUNDS (ĀKONGA NŌ TĀWĀHI – INTERNATIONAL LEARNERS)

<b>Section</b>	Finance		
<b>Approval Date</b>	03.12.2021	<b>Approved by</b>	Business Division Lead
<b>Next Review</b>	24.04.2024	<b>Responsibility</b>	Executive Director: Finance and Operations
<b>Last Reviewed</b>	24.04.2023	<b>Key Evaluation Question</b>	6

This policy is supplemental to [Te Kawa Maiooro, Te Pūkenga Educational Regulatory Framework](#). Te Kawa Maiooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiooro and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga Grandparenting Policy, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiooro, this policy is intended to prescribe the requirements that are specific to the NMIT business division.

To the extent that there is any conflict or inconsistency between any of NMIT's policies or procedures and Te Kawa Maiooro, Te Kawa Maiooro shall prevail and have priority.

## PURPOSE

To describe Te Pūkenga trading as Nelson Marlborough of Technology's (NMIT) policy on ākonga nō tāwāhi (international learners) fees, charges and refunds.  
The Te Pūkenga delegated authority holder or Committee of Council hold responsibility for setting compulsory ākonga fees  
Ākonga fees are reviewed and updated annually.

## DEFINITIONS

Definitions of specialist terms relevant to this policy are listed below:

<b>Ākonga nō Aotearoa (domestic learners)</b>	For definition, see <a href="#">NMIT Fees, Charges and Refunds (Ākonga nō Aotearoa - Domestic Learners)</a>
<b>Ākonga nō tāwāhi (international learners)</b>	Any ākonga not classified as Ākonga nō Aotearoa (domestic learners).  NMIT may receive funding from the TEC for a 'domestic learner' as defined in the New Zealand Education and Training Act 2020, but not for foreign students.  Therefore, for TEC funded courses, different enrolment fees apply for ākonga nō tāwāhi (international learners) and ākonga nō Aotearoa (domestic learners).

<b>Compulsory Fees</b> (Regulated by Fee Maxima rules <a href="http://www.tec.govt.nz/">http://www.tec.govt.nz/</a> .	This covers: <ul style="list-style-type: none"> <li>• <b>Enrolment Fee.</b> Fee charged to ākonga for a course or programme of study, including:             <ul style="list-style-type: none"> <li>○ Course Materials. To cover cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges where appropriate.</li> <li>○ Exam Fee. Fees payable to external bodies for exams or assessments.</li> <li>○ Tuition Fee. Staffing costs and overheads for the course or programme.</li> </ul> </li> <li>• Student Services Levy             <ul style="list-style-type: none"> <li>○ Covers student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling.</li> </ul> </li> </ul>
<b>Student Services Levy</b>	A component of the compulsory fees
<b>TEC</b>	Tertiary Education Commission

## SCOPE

Fees, charges and refunds for all ākonga nō tāwāhi (international learners) studying on any NMIT programmes or courses.

## ĀKONGA NŌ TĀWĀHI (INTERNATIONAL LEARNERS) FEES

Ākonga nō tāwāhi (international learners) 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 Tuition Fee, Course Materials and Student Services Levy component only.

## SETTING FEES

See [Fee-Setting policy](#)

## 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 the ākonga 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**.

No ākonga shall be enrolled unless all approved fees and charges have been paid to NMIT.

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 NMIT and the ākonga 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.

NMIT's bank is Westpac New Zealand Ltd, Head Office, account number 030826 0168934 003

*The following payment instructions are provided to international applicants*

Payment can be made by:

**1. Bank draft or Telegraphic Transfer**

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

Westpac New Zealand Limited

Head Office, 16 Takutai Square, Auckland CBD, Auckland 1011

Nelson Marlborough Institute of Technology Ltd

03 0826 0168934 003

Swift Code: WPACNZ2W

Attention: International Enrolments

Please also include your name as reference so it is easier to trace.

***If you are paying by telegraphic transfer, please add on NZ\$25.00 for New Zealand bank charges.***

**2. Cheque: Please note, that from 1 July 2021 NMIT does no longer accept cheques)**

**3. Credit Card payment**

Please email [international@nmit.ac.nz](mailto:international@nmit.ac.nz) to request payment by credit card.

**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 1.5% of the value of the transaction. This is subject to change, as per the bank charges.

## OVERDUE/NON-PAYMENT OF FEES

Should an ākonga fail to pay any invoice(s) by the due date then they shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which may be incurred in the recovery or attempted recovery of the overdue amounts. Under these circumstances NMIT may give (or obtain) information about the ākonga's personal or commercial credit arrangements to (or from) a third-party,

## ĀKONGA NŌ TĀWĀHI (INTERNATIONAL LEARNERS) CHARGES

DESCRIPTION	CHARGE (NZ\$)
Charges made by external bodies e.g. NZQA, professional organisations	Advised by each Curriculum Area for individual programmes
Copies of examination scripts	\$10
Courier fees for transcripts/awards	\$10 Nationwide (within New Zealand) Please email <a href="mailto:enrolments@nmit.ac.nz">enrolments@nmit.ac.nz</a> with your full address details to receive the costs to courier your transcript/award internationally (outside New Zealand).
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 1.5% of the value of the transaction. This is subject to change.
Credit Transfer	No charge
Cross Credit – internal (within Te Pūkenga)	No charge
Cross Credit – external to Te Pūkenga, and listed on Cross Credit Schedule	No charge
Cross Credit – external to Te Pūkenga, and <b>not</b> listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
Examination Re-sits (for undergraduate business programmes only)	\$500 Within 3 weeks* \$150 Next course intake *Curriculum Area Manager approval required
Late Payment Charge - Non-refundable	\$100
NMIT property not returned	Replacement cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
NZQA Certificate or Diploma	Replacement: \$15.30 [ākonga must apply directly to NZQA]
NZQA Record of Achievement	Replacement: \$15.30 [ākonga must apply directly to NZQA]
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Re-mark	\$50 (refunded if there is a changed outcome)

DESCRIPTION	CHARGE (NZ\$)
Replacement Award	\$50 plus courier fees (if an ākonga requests this service)
Replacement library items	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Replacement Student Academic Transcript	\$25 plus courier fees (if an ākonga requests this service)
Replacement Student ID card	\$15
Resubmissions (for business programmes only)	\$600 Level 9 30 credit course \$800 Level 9 60 credit course \$150 Level 8/9 15 credit course \$150 Level 7 30 credit course
Re-sit Fee (For re-sits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee To be determined by the Curriculum Area Manager in conjunction with the Executive Director Finance and Operations.
Results Notification	No charge
Student Services Levy (Compulsory)	\$2 per NMIT credit
Transfer to another course within the same programme	\$50 plus cost of any resources used. Transfers are not normally approved after more than 10 working days of a course, or 10 per cent of the course duration (whichever is the lesser), has been completed.
Transfer to another programme	A transfer from one programme to another programme must be approved by the Curriculum Area Manager of the programme that the ākonga wishes to transfer to. Transfers are not normally approved after more than 10 working days of a programme or 10 percent of the programme duration (whichever is the lesser) has been completed. Ākonga will need to complete visa documentation to change to another programme. Ākonga will not be able to start their studies on the new programme until the student visa label has been issued. Change of visa may take up to 25 working days to be processed by Immigration New Zealand (INZ) and there is no guarantee that the change of visa will be

DESCRIPTION	CHARGE (NZ\$)
	approved and in some circumstances could result in original visa being cancelled by INZ.

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

## REFUNDS

### APPLICATION FOR REFUNDS

Reasons for requesting a refund and eligibility for refund of enrolment fees are described in the [Ākonga nō tāwāhi \(international learners\) Refund Eligibility Table](#).

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

### ĀKONGA NŌ TĀWĀHI (INTERNATIONAL LEARNERS) WHO OBTAIN PERMANENT RESIDENT STATUS

Ākonga nō tāwāhi who gain Permanent Residency after the programme start date are not eligible for a refund for courses that have already started.

Domestic fees and charges apply to courses that have not yet started and NMIT will refund the fee difference, minus agent commission.

### PAYMENT OF REFUNDS

Refunds will be made by direct credit to a nominated bank account in New Zealand dollars, or the equivalent of the New Zealand dollar amount converted into foreign currency at the current exchange rate, minus any administration charges and bank fees; and may be paid to:

- The agent who referred the ākonga; or
- Another NZ education institution; or
- The ākonga's bank account in New Zealand or offshore

Ākonga nō tāwāhi are entitled to a full refund of any fees that have been paid in excess of the total fees requested by NMIT on the offer of place. This refund will be granted provided the ākonga holds a current visa and current Medical and Travel insurance for the period of study. The refund will be paid directly to a New Zealand bank account.

If the ākonga nominates an overseas bank account, any bank charges will be deducted from the total amount to be refunded. For example, if the ākonga has overpaid by NZD\$60.00 and the bank charge is NZD\$20.00, the ākonga will receive NZD\$40.00.

NOTE: The minimum amount that will be paid to an overseas bank account, excluding bank charges, is NZD\$20.00.

## ĀKONGA NŌ TĀWĀHI (INTERNATIONAL LEARNERS) - REFUND ELIGIBILITY TABLE

For detailed definitions of Cancellation/Withdrawal from Courses and Programmes, and eligibility for refunds:  
Refer: [NMIT Withdrawal Policy](#) and [NMIT Withdrawal Procedure](#)

Reason for requesting a refund	Documentation ākonga nō tāwāhi 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 an ākonga or ākonga's agent.	No documentation required	At any time	NMIT reserves the right to retain the fees and charges paid.	\$150
Initial visa application for new ākonga is not granted by Immigration New Zealand (INZ)	Withdrawal notification in writing. Written confirmation from INZ declining 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
Subsequent visa application for returning ākonga is not granted by Immigration New Zealand (INZ)	Withdrawal Form must be completed before departure from NMIT.  Written confirmation from INZ declining visa application (e.g. INZ decline reason: breach of visa conditions from previous visa or concerns with funds)	Before programme start date	Full refund of enrolment fee	\$150
		After programme start date	No refund	Nil
Visa is cancelled or terminated by Immigration New Zealand (INZ). e.g. INZ has notified NMIT that fraudulent documents were detected.	INZ, International Agent or ākonga advises NMIT in writing	Before programme start date	80% refund of enrolment fee	20% of enrolment fee
		During the programme	No refund	Nil

Ākonga nō tāwāhi (international learners) refund eligibility table - continued over next page

Reason for requesting a refund	Documentation ākonga nō tāwāhi must provide	Timing	Refund	Charge (NZ\$)
Ākonga issued with a Deportation Liability Notice (DLN)	Original copy of the Deportation Liability Notice	During the programme	No refund	Nil
Ākonga is not able to study due to misconduct	NMIT's Misconduct Disciplinary Panel Meeting letter	During the programme	No refund	Nil
Ākonga no longer wishes to study at NMIT (including ākonga who have been issued with an NMIT visa)	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	10% of enrolment fee
		After programme start date	No refund	Nil
	No notice of withdrawal or deferral in writing	After programme start date	No refund	Nil
Exceptional Circumstances (for example serious illness)  Please note: Visa terminations and Deportation Liability Notices are not exceptional circumstances	Documentation supporting an application for a refund.  Documentation stipulated by the Curriculum Area Manager.	At any time	The amount and approval of any refund is at the discretion of the <b>Executive Director Finance and Operations</b> in consultation with the Curriculum Area Manager.	\$350

\* Or by reason of individual contract exception.

Te Pūkenga trading as NMIT reserves the right to amend these charges or make other charges.

#### FEE PROTECTION POLICY FOR ĀKONGA NŌ TĀWĀHI (INTERNATIONAL LEARNERS)

1. All monies received from ākonga nō tāwāhi 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 ākonga 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 ākonga nō tāwāhi.

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## MEDICAL AND TRAVEL INSURANCE

The New Zealand Ministry of Education, through ***The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021***, requires that all ākonga nō tāwāhi 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](http://www.minedu.govt.nz).

NMIT will automatically arrange insurance coverage for all ākonga.

Ākonga can choose their own insurance company. However, it must comply with the minimum standards required by ***The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021***. If ākonga arrange their own insurance cover, they must supply their 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 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021***, the policy taken out by NMIT on behalf of the ākonga will be cancelled and the fees refunded to the ākonga (if insurance fees have been paid).

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

NMIT has arrangements with Marsh Ltd (in association with Allianz) a New Zealand-based provider who has specific policies for ākonga nō tāwāhi. The policy is called Studentsafe Inbound Learners.

More information about Studentsafe can be found by following this link on the NMIT website at <http://www.nmit.ac.nz/your-nmit/international/helpfuladvice/#insurance>. 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

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### INTERNAL

[Fee-Setting Policy](#)

[NMIT Fees, Charges and Refunds \(Ākonga nō Aotearoa - Domestic Learners\)](#)

[NMIT Withdrawal Policy](#)

[NMIT Withdrawal Procedure](#)

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### EXTERNAL

Education and Training Act 2020

Ministerial Direction on Setting Compulsory student services fees: [education.govt.nz](http://education.govt.nz)

[Te Pūkenga Operational & Financial Parameters](#)

[The Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#)