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## FEES, CHARGES and REFUNDS (DOMESTIC STUDENTS)

<b>Section</b>	Finance		
<b>Approval Date</b>	21.03.2016	<b>Approved by</b>	Directorate
<b>Next Review</b>	28.08.2019	<b>Responsibility</b>	Executive Director – Finance, Compliance and Business Intelligence
<b>Last Reviewed</b>	28.08.2018	<b>Key Evaluation Question</b>	6

### 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 Chief Executive. Student fees are reviewed, updated and approved annually.

### DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in [Section 2 of the NMIT Academic Statute](#).

The definitions of additional specialist terms relevant to this policy are listed below:

<b>Compulsory Fees</b>  (Regulated by Fee Maxima rules <a href="http://www.tec.govt.nz/">http://www.tec.govt.nz/</a> and the Ministerial Directive on Compulsory Student Services Fees for 2012).	This covers: <ul style="list-style-type: none"> <li>• <b>Enrolment Fee.</b> Fee charged to students for 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>• <b>Student Services Levy</b> <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>Course-Related Costs</b> NMIT may need to confirm these	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

amounts to StudyLink to support loan applications.	reasonable amount allowed within course materials. Students are responsible for obtaining or purchasing 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.
<b>Domestic Student</b>	<p>For the purposes of Student Achievement Component funding the following learners have domestic Student Status:</p> <ul style="list-style-type: none"> <li>• A New Zealand Citizen, which includes citizens of the Cook Islands, Niue and Tokelau</li> <li>• A New Zealand permanent resident currently living in New Zealand.</li> <li>• An Australian permanent resident who has a returning resident's visa and is currently living in New Zealand.</li> </ul> <p>Also refer to TEC's <a href="#">valid domestic enrolment</a> information</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. <a href="#">Ministry of Education - Definition of domestic student</a></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>If students are not a New Zealand citizen they must be ordinarily resident (Ordinarily resident means you normally and lawfully live in New Zealand, intend to stay here and consider New Zealand to be home) in New Zealand and meet one of the following residence requirements:</p> <ul style="list-style-type: none"> <li>• have been living in New Zealand for at least 3 years while holding a residence class visa or</li> <li>• be a refugee or protected person or</li> <li>• Be sponsored into New Zealand by someone in your family who, at the time you were sponsored, was a refugee or protected person</li> </ul> <p>Ref: <a href="https://www.studylink.govt.nz/about-studylink/glossary/residency-requirements.html#null">https://www.studylink.govt.nz/about-studylink/glossary/residency-requirements.html#null</a></p>
<b>International Student</b>	For definition, see <b><i>Fees, Charges and Refunds (International Students)</i></b>
<b>ITO</b>	Industry Training Organisation
<b>SAC</b>	TEC Student Achievement Component funding (for domestic students only).
<b>SACNC</b>	Student Achievement Component Non Competitive

<b>Student Services Levy</b>	A component of the compulsory fees
<b>TEC</b>	Tertiary Education Commission
<b>Tertiary Pathways</b>	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.

## SCOPE

Note: different rules, regulations and processes apply to different fees for Domestic students

### COMPULSORY STUDENT FEES

These apply to students on degree or undergraduate courses which receive Student Achievement Component (SAC) funding from TEC. These 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](http://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 4%, although special dispensation can be applied for to have an increase/decrease of up to 8% 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
- g. Adult and Community Education (ACE) courses

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

## SETTING FEES

The process of setting fees is carried out annually and signed off by the following:

Executive Director - Finance, Compliance and Business Intelligence  
Executive Director - Strategy, Enterprise and Sustainability  
Executive Director - Customer Experience and Excellence

See [Fees Review Cycle](#) (Forms, Templates and Guidelines).

## PAYMENT OF FEES

A completed *Secure Your Enrolment* 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.

Fees not paid by the due date\* will incur a **Late Payment Charge**<sup>#</sup>.

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

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

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\*the start date of the programme or any earlier date as specified for particular programmes.

<sup>#</sup> In exceptional circumstances, and **only with the prior approval and sign off by the Executive Director - Finance, Compliance and Business Intelligence**, arrangement may be made to pay fees by instalments.

## OVERPAYMENT OF FEES / REFUNDS

A domestic student is entitled to a full refund of any fees that have been paid in excess of the total fees requested by NMIT on the confirmation letter. The refund will be paid directly to a New Zealand bank account.

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

PLEASE NOTE: The minimum amount that will be paid to an overseas bank account, including bank charges, is NZD\$30.00.

## DEFINITIONS FOR CANCELLATION AND WITHDRAWAL FROM COURSES/PROGRAMMES

For detailed definitions of Cancellation/Withdrawal from Courses and Programmes, and eligibility for refunds:  
REFER [WITHDRAWAL POLICY](#)

For matters relating to Student Misconduct:

REFER: [STUDENT MISCONDUCT PROCEDURE](#)

## SCHEDULE OF CHARGES

DESCRIPTION	CHARGE
Charges made by external bodies e.g. NZQA; professional associations	Advised by each Head of Department for individual programmes
Copies of examination scripts	\$10
Courier fees for transcripts/awards	\$7 Nationwide \$40 International
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 1.5% of the value of the transaction. This is subject to change, per the bank.
Credit Transfer	No charge
Cross Credit – listed on Cross Credit Schedule	No charge
Cross Credit – not listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
Dishonoured cheque reinstatement	\$25
Late payment of fees ( <i>unless specific prior arrangements have been made</i> )	\$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
NZQA Record of Learning	Duplicate or replacement: \$15.30
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Re-enrolment of excluded student	Determined for individual cases
Re-mark	\$25 (refunded if there is a changed outcome in favour of the student)
Replacement library books	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Replacement of NMIT Awards	\$50 plus courier fees (if student requests this service)
Replacement registration/library card	\$15
Re-sit Fee (For re-sits <b>additional</b> to those specified in the Programme Regulations)	Cost + \$100 Administration Fee - To be determined by the Head of Department
Results Notification	No charge
Student Academic Transcript (replacement)	\$25 plus courier fees (if student requests this service)
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 3 weeks of a course has been completed.

Transfer to another programme	\$100 plus cost of any resources used. Transfers are not normally approved after 3 or more weeks of a programme have been completed.
Withdrawal / transfer from a programme or course due to exceptional and extenuating circumstances (for example serious illness)	<p>Approval of any charge / refund (including costs of any additional resources* used) is at the discretion of the <b>Executive Director - Finance, Compliance and Business Intelligence</b> in consultation with the Head of Department.</p> <p>*eg. the cost of employment of a tutor to meet the safety ratio requirement (Adventure Tourism programme).</p>

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

## REFERENCES

### INTERNAL

[Delegations to the Chief Executive](#)  
[Discounted Tuition Fees - Staff](#)  
[Fees, Charges and Refunds \(International Students\)](#)  
[Fees Review Cycle](#)  
[Programme/Course Development and Change policy](#)  
[Student Results and Awards](#)  
[Withdrawal Policy](#)  
[Withdrawal Procedure](#)

### EXTERNAL

New Zealand Education Act 1989  
 Ministerial Direction on Setting Compulsory student services fees: [education.govt.nz](http://education.govt.nz)