

## DISCOUNTED TUITION FEES (STAFF)

<b>Section</b>	Human Resources		
<b>Approval Date</b>	25.08.2008	<b>Approved by</b>	Directorate
<b>Next Review</b>	16.06.2018	<b>Responsibility</b>	Chief Executive
<b>Last Reviewed</b>	16.06.2016	<b>Key Evaluation Question</b>	6

### PURPOSE

To assist NMIT employees and their families with lifelong learning.

### SCOPE

NZ residents who are employees and their partners or children.

### DEFINITIONS

<b>Employee</b>	Any person paid through the Nelson Marlborough Institute of Technology's payroll who is 0.3 proportion or above, whether on a tenured or limited tenure contract. People on contracts for service are not eligible for fees discounts or professional development activities.
<b>Partner</b>	Someone who is living with an employee in a recognised, stable relationship and who has a legal entitlement to reside in New Zealand.
<b>Child</b>	A child of an employee or his/her partner who is less than 25 years of age at the time of enrolment.
<b>Discounted fees</b>	<p>A reduction of 90 per cent of a Nelson Marlborough Institute of Technology tuition fee for a Ministry of Education funded course or programme, exclusive of other course costs, and pro-rated according to the person's Full Time Equivalent (FTE) value.</p> <p>For example an FTE value of 0.5 equates to a discount of 45 per cent (<math>90\% \times 0.5 = 45\%</math>).</p>
<b>Manager</b>	A member of the Nelson Marlborough Institute of Technology Senior Management Team, Institute Leadership Team, Head of Department or Business Support Team Leader.

## RESPONSIBILITY

<b>Managers</b>	<ul style="list-style-type: none"> <li>• Approving fees discount applications once eligibility has been confirmed by the Manager, People and Organisation Development, bearing in mind that: <ul style="list-style-type: none"> <li>○ No eligible member of the public (who would pay NZ Domestic Student tuition fees and charges) should be displaced by a person applying for a fees discount.</li> <li>○ Fees discounts may not be granted where the Director of Finance and Business Improvement has advised that a course or programme is not making a marginal contribution to the income of NMIT.</li> <li>○ No fees discount, once granted, may be revoked.</li> </ul> </li> <li>• Referring fees discount applications from their own employees who are involved in student selection for a particular course or are the partner or child of an employee involved in student selection for a particular course, to the Curriculum and Quality Manager.</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Applying for a fees discount for themselves, or their partner, or their child, prior to that person's enrolment in a NMIT course or programme.</li> <li>• Providing evidence of eligibility for a fees discount for their partner or child.</li> <li>• Enrolling via normal admission and enrolment channels.</li> </ul>
<b>People and Organisation Development</b>	<ul style="list-style-type: none"> <li>• Providing application forms for fees discounts.</li> <li>• Confirming eligibility for fees discounts.</li> <li>• Referring any People and Organisation Development Team applications for fees discounts to the Director of Finance and Business Improvement.</li> <li>• Keeping records of fees discount applications and any supporting information confirming eligibility.</li> </ul>
<b>Director of Finance and Business Improvement</b>	<ul style="list-style-type: none"> <li>• Confirming eligibility for a fees discount for People and Organisation Development Team employees.</li> <li>• Resolving disputes relating to the Manager, People and Organisation Development's decision regarding eligibility for a discount.</li> <li>• Advising managers of courses and programmes that are not available for discounted fees purposes.</li> </ul>
<b>Director of Academic and Quality</b>	<ul style="list-style-type: none"> <li>• Dealing with any disputes relating to the Head of Department's decision on the availability of courses for discounted fees.</li> </ul>

## PROCEDURE

		Responsibility
1	Complete the <i>Employee Discounted Tuition Fees Application Form</i> (available from the People and Organisation Development Team), supplying evidence of eligibility for partners or children who are applying to study at NMIT.	Employee
2	Confirm eligibility for a fees discount and calculate the percentage amount of the discount.  Sign the <i>Employee Discounted Tuition Fees Application Form</i> .  Take a copy of the <i>Employee Discounted Tuition Fees Application Form</i> and any supporting evidence to be kept on a Fees Discount file.	People and Organisation Development Team Member
3	Return the <i>Employee Discounted Tuition Fees Application Form</i> to the employee making the application.	People and Organisation Development Team Member
4	Give the <i>Employee Discounted Tuition Fees Application Form</i> to the Head of Department or Manager responsible for the programme.	Employee
4	Confirm that a fees discount is available on the course(s) or programme applied for and, if so, sign the <i>Employee Discounted Tuition Fees Application Form</i> and return it to the applicant employee.	Manager or Head of Department
5	Enrol on the course(s) or programme following usual application and enrolment procedures, presenting the <i>Employee Discounted Tuition Fees Application Form</i> .  Ensure the <i>Employee Discounted Tuition Fees Application Form</i> has been signed by the People and Organisation Development Team Member and the Head of Department or Manager of the programme area running the course(s) or programme.	Employee or employee's family member
6	Produce a monthly report on the dollar amount of discounts granted to employees.	Manager, People and Organisation Development

## APPENDIX

Employee Discounted Tuition Fees Application Form

## REFERENCES

### INTERNAL

NMIT Academic Statute

# Employee Discounted Tuition Fees Application Form

FOR HELP IN COMPLETING THIS FORM REFER TO [DISCOUNTED TUITION FEES POLICY](#)

<b>1. Employee applying for discount to complete:</b>			
Name		Date	
Programme Area / Business Support Team		Proportion	
Signature			
Course(s) / Programme applied for		Prog/course Start Date	
Programme Area (where course(s) / programme is based)			
Name of potential student (if different to the employee)			
Relationship of potential student to employee			
<p><i>Employee applying for discount to present form and proof of relationship between employee and potential student to People and Organisation Development team. Proof must be a certified copy of an original document or the original document, which will be copied and returned.</i></p> <p>NB: Only children of an employee or his/her partner who are less than 25 years of age at the time of enrolment are eligible for a discount.</p>			
<b>2. People and Organisation Development to complete:</b>			
Proportion		x 90% of tuition fee = discount percentage	
<i>For example: an FTE value of 0.5 equates to a discount of 45% (90% x 0.5 = 45%)</i>			
<b>Evidence of eligibility (and residency, if applicable) sighted by People and Organisation Development Team Member and proportion confirmed:</b>			
People and Organisation Development signature:		Date:	
<i>Form and evidence of relationship to employee applying for discount (if applicable) copied for file</i>			
<b>3. Head of Department to complete:</b>			
a) Is the course available for discount? (refer Director of Finance and Business Improvement)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b) Enrolment levels justify granting discount	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c) Is the applicant from your own programme area? <i>If "yes" forward form to Director of Academic and Quality for approval</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Head of Department or Director of Academic and Quality confirms fees discount is available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Head of Department or Director of Academic and Quality signature:		Date:	
<i>Return to employee applying for fees discount</i>			
<b>4. Employee applying for discount:</b>			
<b>Attach this signed form to the enrolment form. Forward to the Information and Enrolments Centre.</b>			
<b>5. Information and Enrolments Centre:</b>			
Process discounted fee enrolment			
Information and Enrolments signature:		Date:	