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DOMESTIC STUDENT FEES, CHARGES AND REFUNDS

Section	Finance		
Approval Date	21.03.2016	Approved by	Directorate
Next Review	7.03.2017	Responsibility	Director of Finance and Business Improvement
This Review	7.03.2016	Key Evaluation Question	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

Compulsory Fees:*	
Student Services Levy	Covers student services such as advocacy and legal advice, careers information advice and guidance, employment opportunities, financial support and advice, pastoral care and counselling.
Course Materials	(Part of Enrolment Fee). Cost of materials necessary and compulsory for the course, e.g. handouts, field trips, NZQA charges.
Enrolment Fee	Fee charged to students for course or programme of study.
Exam Fee	Component of enrolment fee payable to external bodies for exams or assessments.
Tuition Fee	Component of enrolment fee which represents staffing costs and overheads for the course or programme.
*Regulated by Fee Maxima rules http://www.tec.govt.nz/ and the Ministerial Directive on Compulsory Student Services Fees for 2012.	

Course-Related Costs	<p>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 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.</p>
Domestic Student	<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's admission information: http://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/sac-level-3-and-above/enrolment/</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.</p> <p>If students are not a New Zealand citizen they must be ordinarily resident (being ordinarily resident means that they consider New Zealand their home, they normally live here and intend to stay here permanently) in New Zealand and meet one of the following residence requirements:</p> <ul style="list-style-type: none"> • have been entitled to reside indefinitely in New Zealand under the Immigration Act 2009 for at least 3 years and have been living in New Zealand for at least 3 years or • be a refugee or protected person and be entitled to reside indefinitely in New Zealand under the Immigration Act 2009 or • sponsored into New Zealand by a family member who holds refugee status or protected person status.
ITO	Industry Training Organisation
Manager	The Curriculum Manager for a group of Programmes. A Manager reports directly to a Director.

SAC	TEC Student Achievement Component funding (for domestic students only).
SACNC	Student Achievement Component Non Competitive
TEC	Tertiary Education Commission
TEO	Tertiary Education Organisation
Tertiary Pathways	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.

NB: Refer to Appendix One - Student Fee Components

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 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

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

Refer to the diagram in Appendix One, which shows the relationship between the different components of Compulsory Student Fees.

SETTING FEES

The process of setting fees is complicated and involves many parties. It is vital for the success of the programmes and Institute that it is done properly and in a timely fashion. Regular meetings are required throughout the whole year to ensure every person concerned is aware of their duties and able to fulfill them.

All new courses or redeveloped courses should follow the same process.

Refer to Appendix Two Review Fees Cycle – Check and Approve, which shows the approximate timeline and process for setting student fees. The process is similar for all types of fee. A more detailed timeline is shown in the Gantt chart: *Domestic and International Fees Timeline*. This is only a draft guideline and should not be followed to the exact date.

PAYMENT OF FEES

A completed *Secure Your Enrolment Today* 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**[#].

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.

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

[#] In exceptional circumstances, and **only with the prior approval and sign off by the Director of Finance and Business Improvement**, arrangement may be made to pay fees by instalments.

SCHEDULE OF CHARGES AND REFUND ELIGIBILITY

DESCRIPTION	CHARGE / REFUND
Withdrawal from full programme (or from enrolment on Year 1, 2, 3 etc. if multi-year programme)	<p>Up to 21 days after commencement of programme:</p> <p>Charge - \$100 administration fee (unless withdrawal is for good reasons outside the control of the student, or the programme is 'zero fees')</p> <p>Refund - 100% enrolment fee</p>
	<p>More than 21 days after commencement of programme:</p> <p>Charge – 100% enrolment fee</p> <p>Refund - Nil</p>
Withdrawal from individual courses	<p>Up to 21 days after commencement of course:</p> <p>Charge - \$100 administration fee (unless withdrawal is for good reasons outside the control of the student, or the course is 'zero fees')</p> <p>Refund - 100% enrolment fee</p>
	<p>More than 21 days after commencement of course:</p> <p>Charge – 100% enrolment fee</p> <p>Refund - Nil</p>
Transfer to another programme	<p>\$100 plus cost of any resources used. (Transfers are not normally approved after more than 3 weeks of a programme has been completed)</p>

DESCRIPTION	CHARGE / REFUND
Charges made by external bodies e.g. NZQA; professional associations	Advised by each Manager for individual programmes
Copies of examination scripts	\$10
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

DESCRIPTION	CHARGE / REFUND
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
Replacement registration/library card	\$15
Resit Fee (For resits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee - To be determined by the Manager
Results Notification	No charge
Student Academic Transcript (replacement)	\$25
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.
Withdrawal / transfer from a programme or course due to exceptional and extenuating circumstances (for example serious illness)	Approval of any charge / refund (including costs of any additional resources* used) is at the discretion of the Director of Finance and Business Improvement in consultation with the Programme Manager. *eg. the cost of employment of a tutor to meet the safety ratio requirement (Adventure Tourism programme).

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

REFERENCES

INTERNAL

Delegations to the Chief Executive
Development of New Qualifications and Changed Programmes and Courses
Discounted Tuition Fees
International Student Fees, Charges and Refunds

Domestic and International Fees Timeline
Student Results and Awards

EXTERNAL

Education Act 1989

Ministerial Directive on Student Services Levy Fees for 2012

APPENDICES

Appendix One: Student Fee Components

Appendix Two: Review Fees Cycle – Check and Approve

FEES FOR SAC FUNDED DOMESTIC STUDENTS

Compulsory Fees

1. Enrolment Fees

Include:

Tuition Fees

Course materials

NZQA charges

Items that can only be
purchased through NMIT

Field trips etc

Exam Fees

2. Student Services Levy

Course-Related Costs

Text Books

Other Materials
(discretionary)

Note:

Enrolment Fees and **Student Services Levy** – represent the compulsory fees component for student loans.

Course-Related Costs -NMIT may need to confirm these amounts to StudyLink to support loan applications.

