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INTERNATIONAL STUDENT FEES, CHARGES AND REFUNDS

Section	Finance		
Approval Date	21.03.2016	Approved by	Directorate
Next Review	9.12.2017	Responsibility	Director of Finance and Business Improvement
This Review	9.12.2016	Key Evaluation Question	6

PURPOSE

To describe Nelson Marlborough Institute of Technology (NMIT)'s International Student Fees, Charges and Refunds. Fees are reviewed, updated and approved annually. Under the Education Act 1989, NMIT Council delegates the responsibility of setting compulsory student fees to the Chief Executive.

DEFINITIONS

Compulsory Student Services Levy	This compulsory fee 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-related Costs	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.
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 SACNC/020: TEO to confirm that each student is a valid domestic 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 (refer to StudyLink for further details).</p>
Enrolment Fee	Fee charged to international students for course or programme, (this includes course materials and tuition fees).
Exam Fee	Component of enrolment fee payable to external bodies for exams or assessments
Head of Department	Person responsible for the academic delivery for a group of programmes. The HoD reports directly to the Director of Learning and Teaching.
International Student	<p>Any student not classified as a Domestic student.</p> <p>NMIT may receive funding from the TEC for 'domestic students' as defined in the New Zealand Education Act 1989, but not for foreign students. Therefore, for TEC funded courses, different enrolment fees apply for international and domestic students.</p>
SAC	TEC Student Achievement Component funding (for domestic students only).
SACNC	Student Achievement Component Non Competitive
TEC	Tertiary Education Commission of New Zealand
TEO	Tertiary Education Organisations

SCOPE

Fees, charges and refunds for all International Students studying on any NMIT programmes or courses.

INTERNATIONAL STUDENT FEES

International students 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

The process of setting fees is carried out annually and signed off by Director of Finance and Business Improvement, the Director of Marketing and International Development and the Chief Operating Officer.

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 a student 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 student 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 student's 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.

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

The following payment instructions are provided to international applicants

Payment can be made by:

1. Telegraphic Transfer

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

Bank of New Zealand
266 Trafalgar Street, Nelson 7010
Nelson Marlborough Institute of Technology
New Zealand
02 0704 0190770 003
Swift Code: BKNZNZ22
Attention: International Enrolments.

Please also put your name as a 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/Bank Draft

Payment must be in NZ dollars made out to: Nelson Marlborough Institute of Technology

Post to:
Nelson Marlborough Institute of Technology
Private Bag 19
Nelson 7042
New Zealand

Attention: International Enrolments
Please also put your name and student ID as a reference so it is easier to trace.

There are no New Zealand bank charges when paying by bank draft.

3. Credit Card payment

Another option is to pay by credit card (Visa or MasterCard).

To make a payment by credit card, please email us a **signed** photocopy of the front and back sides of your card. Please make sure the following details are visible.

- Card type
- Number
- Name
- Expiry date

Email to: international@nmit.ac.nz, for the attention of International Enrolments Administrator.

NB: If we do not receive an email with a photocopy of your actual credit card, along with your signature, we cannot process the payment.

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.

INTERNATIONAL STUDENT CHARGES

DESCRIPTION	CHARGE (NZ\$)
Charges made by external bodies e.g. NZQA, professional organisations	Advised by each Programme Area for individual programmes
Copies of examination scripts	\$10
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 – 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
Internship Withdrawal Charge The internship charge will be refunded, less bank fees and a NZ\$350 administration charge, if the student decides not to continue with the internship after NMIT has received the <i>Confirmation of Acceptance Form</i> from the student, and up to 3 weeks before the internship is scheduled to begin. If there is less than 3 weeks before the start of the internship, there will be no refund.	\$350 and bank fees
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.
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000

DESCRIPTION	CHARGE (NZ\$)
Re-enrolment of excluded student	Determined for individual cases
Re-mark	\$25 (refunded if there is a changed outcome)
Replacement Award	\$50 (plus international postage charges where applicable)
Replacement library items	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
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 in conjunction with the Director of Finance and Business Improvement.
Results Notification	No charge
Student Academic Transcript	\$25
Student Visa Application Renewal	\$277 for manual application \$150 for online application Specific criteria applies for student visas to be renewed online – please check with the International Enrolments Administrators
Programme / course Transfer Charge - Non-refundable A transfer from one programme or course (including the English Language Programme) to another programme or course must be approved by the Manager of the programme that the student wishes to transfer to. A transfer to another programme will not be considered after the programme start date except in exceptional circumstances at the discretion of the Information and Enrolments Centre Manager. Course transfer applications will be considered on a case-by-case basis.	\$100 transfer to another programme \$50 transfer to another course

DESCRIPTION	CHARGE (NZ\$)
Students will need to complete visa documentation to change to another programme. Students 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 approved and in some circumstances could result in original visa being cancelled by INZ.	

REFUNDS

APPLICATION FOR REFUNDS

Reasons for requesting a refund and eligibility for refund of enrolment fees are described in the **International Student Refund Eligibility Table**.

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

Application for a refund in exceptional circumstances should be in writing to the Manager.

INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS

A student who gains permanent residency after enrolling and establishing a study contract with NMIT will not be eligible for a refund for that study contract. After permanent residency has been gained, the fees and charges applicable to domestic students will apply for any further study contracts.

PAYMENT OF REFUNDS

Refunds will be in NZ dollars minus any administration charges and bank fees by Direct credit (internet banking); and may be paid to:

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

INTERNATIONAL STUDENT REFUND ELIGIBILITY TABLE

Reason for requesting a refund	Documentation student 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 a student or student's agent.	No documentation required	At any time	NMIT reserves the right to retain the fees and charges paid.	\$150
Student visa is not granted by Immigration New Zealand (INZ)	Withdrawal notification in writing. Written confirmation from INZ of rejection of 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
Extension to student visa is not granted by INZ	Withdrawal Form must be completed before departure from NMIT. Written confirmation from INZ of rejection of application to extend visa.	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

Reason for requesting a refund	Documentation student must provide	Timing	Refund	Charge (NZ\$)
		After programme start date (for example: INZ rejection reason: breach of visa conditions from previous visa)	No refund	Nil
Student no longer wishes to study at NMIT (for students who have been issued with an NMIT Student 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	\$350
		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)	Documentation supporting an application for a refund. Documentation stipulated by the Programme Manager.	At any time	The amount and approval of any refund is at the discretion of the Director of Finance and Business Improvement in consultation with the Programme Manager.	\$350

* Or by reason of individual contract exception.

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

FEE PROTECTION POLICY FOR INTERNATIONAL STUDENTS

1. All monies received from an International Student 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 students 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 International Students.

MEDICAL AND TRAVEL INSURANCE

The New Zealand Ministry of Education, through the Code of Practice for the Pastoral Care of International Students, requires that all International Students 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.

NMIT will automatically arrange insurance coverage for all students.

Students can choose their own insurance company. However, it must comply with the minimum standards required by the Code of Practice for the Pastoral Care of International students. If students 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 Code of Practice for Pastoral Care, the policy taken out by NMIT on behalf of the student will be cancelled and the fees refunded to the student (if insurance fees have been paid).

Please be aware that if students 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 International Students. 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

INTERNAL

NMIT Academic Statute
Delegations to the Chief Executive
Domestic Student Fees, Charges and Refunds
Domestic and International Fees Timeline
Withdrawal from NMIT Programmes and Courses – Appendix 2: At-a-glance Time Frames

EXTERNAL

Education (Pastoral Care of International Students) Code of Practice 2016
New Zealand Education Act 1989
Ministerial Direction on Setting Compulsory student services fees: education.govt.nz