

## DISCOUNTED TUITION FEES (STAFF)

<b>Section</b>	People and Organisation Development (POD)		
<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>	22.01.2018	<b>Key Evaluation Question</b>	6

### PURPOSE

To assist NMIT employees and their families with lifelong learning.

### SCOPE

NZ residents who are NMIT employees, their partners, and their children (under 25).

### 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 permanent or fixed-term 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 their partner's child who is less than 25 years of age at the time of enrolment.
<b>Discounted fees</b>	<p>A reduction of 90% of a NMIT 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 NMIT Directorate or Institute Leadership Team which includes Heads of Department and Business Support Team Leaders.

## RESPONSIBILITY

<b>Managers</b>	<ul style="list-style-type: none"> <li>• Approving fees discount applications once eligibility has been confirmed by the POD team, 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 Head of Department, Academic and Quality.</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 (POD)</b>	<ul style="list-style-type: none"> <li>• Providing application forms for fees discounts (also available on NMIT intranet)</li> <li>• Confirming eligibility for fees discounts.</li> <li>• Referring any POD team member 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 POD team members.</li> <li>• Resolving disputes relating to the People and Organisation Development Managers' 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>Head of Department, 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

	Procedure	Responsibility
1	<p>Check eligibility for fees free tertiary education (<a href="https://www.feesfree.govt.nz/">https://www.feesfree.govt.nz/</a>).</p> <p>If your child or partner is eligible for free fees, the NMIT discount will not apply. Please only complete the <i>Employee Discounted Tuition Fees form</i> if they are not eligible for fee-free tertiary education.</p>	Employee
2	<p>Complete the <i>Employee Discounted Tuition Fees Application Form</i> (available as <a href="#">Appendix</a>, NMIT intranet or from the POD Team), supplying evidence of eligibility for partners or children who are applying to study at NMIT.</p>	Employee
3	<p>Confirm eligibility for a fees discount and calculate the percentage amount of the discount.</p> <p>Sign the <i>Employee Discounted Tuition Fees Application Form</i>.</p> <p>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.</p>	POD team
4	<p>Return the <i>Employee Discounted Tuition Fees Application Form</i> to the employee making the application.</p>	POD team
5	<p>Give the <i>Employee Discounted Tuition Fees Application Form</i> to the Head of Department or Manager responsible for the programme.</p>	Employee
6	<p>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.</p>	Manager or Head of Department
7	<p>Enrol on the course(s) or programme following usual application and enrolment procedures, presenting the <i>Employee Discounted Tuition Fees Application Form</i>.</p> <p>Ensure the <i>Employee Discounted Tuition Fees Application Form</i> has been signed by the POD team and the Head of Department or Manager of the programme area running the course(s) or programme.</p>	Employee or employee's family member
8	<p>Produce an annual report on the dollar amount of discounts granted to employees.</p>	Finance

## APPENDIX



# 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 (POD) 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 their partners' children 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 (POD) 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 POD team and proportion confirmed:</b>			
POD signature:		Date:	
<i>Form and evidence of relationship to employee applying for discount (if applicable) copied for file</i>			
<b>3. Programme 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 Head of Department, Academic and Quality for approval</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Programme Head of Department or HOD, Academic and Quality confirms fees discount is available:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Programme Head of Department or Head of Department, 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:	