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# NMIT FEES, CHARGES and REFUNDS (ĀKONGA NŌ AOTEAROA – DOMESTIC LEARNERS)

<b>Section</b>	Finance		
<b>Approval Date</b>	11.12.2024	<b>Approved by</b>	Senior Leadership Team
<b>Next Review</b>	26.08.2025	<b>Responsibility</b>	Director Transition and Support Services
<b>Last Reviewed</b>	26.08.2024	<b>Key Evaluation Question</b>	6

This policy is supplemental to [Te Kawa Maiooro, Te Pūkenga Educational Regulatory Framework](#). Te Kawa Maiooro sets out the overarching regulations that apply to learning and delivery (teaching, assessment, rangahau and research, and support activities) at Te Pūkenga. As and when finalised, Te Pūkenga will publish policies and procedures that are intended to sit underneath Te Kawa Maiooro and prescribe detailed requirements.

In the meantime, pursuant to Te Pūkenga Grandparenting Policy, the regulations, policies, and procedures of the former subsidiaries apply unless there is a national regulation or policy in place. Accordingly, where a specific matter is not addressed within Te Kawa Maiooro, this policy is intended to prescribe the requirements that are specific to the NMIT business division.

To the extent that there is any conflict or inconsistency between any of NMIT's policies or procedures and Te Kawa Maiooro, Te Kawa Maiooro shall prevail and have priority.

## PURPOSE

To describe **Te Pūkenga trading as Nelson Marlborough of Technology's (NMIT)** policy on ākonga nō aotearoa (domestic learners) fees, charges and refunds.

The Te Pūkenga delegated authority holder or Committee of Council hold responsibility for setting compulsory ākonga fees.

Ākonga fees are reviewed and updated annually.

## DEFINITIONS

Definitions of specialist terms relevant to this policy are listed below:

<b>Ākonga nō Aotearoa</b> (domestic learners)	<p>For the purposes of Student Achievement Component funding the following ākonga have ākonga nō Aotearoa (domestic learner) 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 ākonga nō tāwāhi (international learners). <a href="#">Ministry of Education - Definition of domestic student</a></p>
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	<p>“Domestic learner” status does not automatically imply eligibility for student loans and allowances, special eligibility conditions apply to permanent residents and Australian citizens.</p> <p>If ākonga 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="#">Studylink Residency Requirements</a></p>
<b>Ākonga nō tāwāhi (international learners)</b>	For definition, see <a href="#">NMIT Fees, Charges and Refunds (Ākonga nō tāwāhi – International Learners)</a>
<b>Compulsory Fees</b> (Regulated by Fee Maxima rules <a href="http://www.tec.govt.nz/">http://www.tec.govt.nz/</a> )	<p>This covers:</p> <ul style="list-style-type: none"> <li>• <b>Enrolment Fee.</b> Fee charged to ākonga for a 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 amounts to StudyLink to support loan applications.	The cost of items necessary for a course and supplied by ākonga such as textbooks, a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Ākonga 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>DQ1-2</b>	Delivery on the New Zealand Qualifications and Credentials Framework at Levels 1 and 2 Fund
<b>DQ3-7</b>	Non-degree Delivery at Levels 3-7 on the New Zealand Qualifications and Credentials Framework and all Industry Training Fund (Delivery and Learner Components of the Unified Funding System)
<b>DQ7+</b>	Delivery on the New Zealand Qualifications and Credentials Framework at Levels 7 (degree) and above Fund
<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 ākonga nō Aotearoa (domestic learners).

### COMPULSORY STUDENT FEES

These apply to ākonga on degree or undergraduate courses which receive DQ3-7 and DQ7+ funding from TEC. The maximum annual percentage increase that can be applied to fees is regulated by the Minister of Education under the Education and Training Act 2020.

Refer to TEC website [www.tec.govt.nz](http://www.tec.govt.nz) for latest regulations.

### OTHER FEES

There are several types of other fees, including:

- a. Tertiary Pathways contracts
- b. Sub-contractor agreements (formerly known as Joint Ventures)
- c. Full Cost Recovery (FCR) courses
- d. Adult and Community Education (ACE) courses

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

## SETTING FEES

See [Fee-setting Policy](#)

## PAYMENT OF FEES

An acceptance of place online or a completed *Secure Your Enrolment* form received by NMIT is a contract from an ākonga 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 ākonga shall be enrolled unless all approved fees have been paid to NMIT.

NMIT's bank is Westpac New Zealand Ltd, Head Office, account number 030826 0168934 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 and Operations**, arrangement may be made to pay fees by instalments.

## OVERDUE/NON-PAYMENT OF FEES

Should an ākonga fail to pay any invoice(s) by the due date then they shall pay all costs and expenses whatsoever (including legal costs and debt collection agent fees) which may be incurred in the recovery or attempted recovery of the overdue amounts. Under these circumstances NMIT may give (or obtain) information about the ākonga's personal or commercial credit arrangements to (or from) a third-party.

## OVERPAYMENT OF FEES / REFUNDS

Ākonga nō Aotearoa (domestic learners) are 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 or returned to the payee (eg StudyLink).

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

PLEASE NOTE: The minimum amount that will be paid to an overseas bank account, excluding bank charges, is NZD\$20.00.

## DEFINITIONS FOR CANCELLATION AND WITHDRAWAL FROM COURSES/PROGRAMMES

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

For matters relating to Student Misconduct:

REFER: [NMIT Ākonga Misconduct Procedure](#)

## SCHEDULE OF CHARGES

DESCRIPTION	CHARGE (NZ\$)	
Assessment charges	Examination Re-sits (for undergraduate business programmes only)	\$500 Within 3 weeks* \$150 Next course intake *Curriculum Area Manager approval required
	Reassessment	\$300 Per course
	Re-mark	\$50 (refunded if there is a changed outcome in favour of the ākonga)
	Resubmissions (for business programmes only)	<i>15 credit course:</i> \$150 Level 8 or 9 <i>30 credit course:</i> \$150 Level 7 \$600 Level 9 <i>60 credit course:</i> \$800 Level 9
	Re-sit Fee (for re-sits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee To be determined by the Curriculum Area Manager in consultation with the Executive Director Finance and Operations.
Charges made by external bodies e.g. NZQA; professional associations	Advised by each Curriculum Area Manager for individual programmes	
Copies of examination scripts	\$10	
Courier fees for transcripts/awards	\$10 Nationwide (within New Zealand) Please email <a href="mailto:enrolments@nmit.ac.nz">enrolments@nmit.ac.nz</a> with your full address details to receive the costs to courier your transcript/award internationally (outside New Zealand).	
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 – internal (within Te Pūkenga)	No charge	
Cross Credit – external to Te Pūkenga, and listed on Cross Credit Schedule	No charge	

DESCRIPTION	CHARGE (NZ\$)
Cross Credit – external to Te Pūkenga, and <b>not</b> listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
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 [ākonga must apply directly to NZQA]
NZQA Record of Achievement	Replacement: \$15.30 [ākonga must apply directly to NZQA]
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Replacement Award	\$50 (plus courier fees if ākonga requests this service)
Replacement library items	Purchase cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Replacement Student Academic Transcript	\$25 plus courier fees (if ākonga requests this service)
Replacement Student ID card	\$15
Results Notification	No charge
Student Services Levy (Compulsory)	\$2.05 per NMIT credit
Transfer to another course within the same programme	<p>\$50 plus cost of any resources used.</p> <p>Transfers are not normally approved after more than 10 working days of a course, or 10 per cent of the course duration (whichever is the lesser), has been completed.</p>
Transfer to another programme	<p>\$100 plus cost of any resources used.</p> <p>Transfers are not normally approved after more than 10 working days of a programme, or 10 per cent of the programme duration (whichever is the lesser), has been completed.</p>
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 and Operations</b> in consultation with the relevant Curriculum Area Manager.</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

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### INTERNAL

[Discounted Tuition Fees - Staff](#)

[Fee-setting Policy](#)

[NMIT Ākonga Misconduct Procedure](#)

[NMIT Fees, Charges and Refunds \(Ākonga nō tāwāhi – International Learners\)](#)

[NMIT Withdrawal Policy](#)

[NMIT Withdrawal Procedure](#)

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EXTERNAL

Education and Training Act 2020

[The Education \(Pastoral Care of Tertiary and International learners\) Code of Practice 2021](#)

Ministerial Direction on Setting Compulsory Student Services Fees: [education.govt.nz](https://www.education.govt.nz)

[Te Pūkenga Operational & Financial Parameters](#)