Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

Controlled Document – Refer to NMIT website or intranet for latest version

DISCOUNTED TUITION FEES (STAFF)

Section	People and Organisation Development (POD)		
Approval Date	20.03.2020	**Approved by**	Executive Team
Next Review	13.03.2022	**Responsibility**	Chief Executive
Last Reviewed	13.03.2020	**Key Evaluation Question**	6

PURPOSE

To assist Nelson Marlborough Institute of Technology (NMIT) employees and their families with lifelong learning.

SCOPE

- New Zealand citizens/New Zealand Permanent Residents who are NMIT employees, their partners, and their children (under 25).
- Tertiary Education Commission (TEC) funded course/programme for employees, their partners and their children
- NMIT Research Training Schemes (RES711 Research Principles, Planning and Practice and RES712 Preparing Research for Publication) for contractors

Not in SCOPE:
- Adult and Community Education (ACE) funded courses
- Full Cost Recovery (FCR) courses

DEFINITIONS

Employee	A New Zealand citizen/New Zealand Permanent Resident paid through the NMIT's payroll who is 0.3 proportion or above, whether on a permanent or fixed-term contract. People on contracts for service (ie contractors) are not eligible for fees discounts or professional development activities. As an exception, contractors may apply for a discount for NMIT Research Training Schemes, eg RES711 Research Principles, Planning and Practice and RES712 Preparing Research for Publication for themselves where relevant to their NMIT teaching contracts.
Partner	A New Zealand citizen/New Zealand Permanent Resident partner who is living with an employee in a recognised, stable relationship and who has a legal entitlement to reside in New Zealand.
Child	A New Zealand citizen/New Zealand Permanent Resident child of an employee or their partner's child who is less than 25 years of age at the time of enrolment.
Contractor	A company, partnership or individual (not an employee) that agrees to provide supplies or services in accordance with a valid and legal contract for services agreement.

Discounted fees	A reduction of 90% of a NMIT tuition fee for a TEC funded course or programme, exclusive of other course costs, excluding Student Services Levy, and pro-rated according to the person's Full Time Equivalent (FTE) value. For example an FTE value of 0.5 equates to a discount of 45 per cent (90% x 0.5 = 45%).
Fees-Free	You, or your partner or your child may get one year of tertiary study or two years' training up to the value of $12,000 fees-free: • The equivalent of one year's full-time study fees-free at an institute of technology, polytechnic, private training establishment, university or wananga. • Up to 24 months of an apprenticeship or training fees-free with an employer or industry training organisation. **Fees-free eligibility** You may be eligible for fees-free if you are: • A New Zealand or ordinarily resident in New Zealand and • A recent secondary school leaver or • Not a recent secondary school leaver but have undertaken less than half a year of tertiary study or training **Residency criteria** You must be one of the following: 1. A New Zealand citizen or 2. ordinarily resident in New Zealand and; a. have been living in New Zealand for at least 3 years while holding a residence class visa, or b. a refugee or protected person, or c. sponsored into New Zealand by someone in their family who, at the time of sponsorship, was a refugee or protected person. **Prior study criteria** 1. You must have been enrolled in a school in or after 2017, other than as an adult learner, or 2. You must have not undertaken more than half a year of equivalent full-time tertiary education (0.5 equivalent full-time student (EFTS) or 60 credits) at level 3 or above on the New Zealand Qualifications Framework (NZQF), including tertiary education at an equivalent level undertaken in any country. See the full eligibility criteria here
Manager	A member of the NMIT Executive or Strategy Leadership Team (SLT) which includes Curriculum Managers and Business Support Team Leaders.

RESPONSIBILITY AND PROCEDURE

STEP	Procedure	Responsibility
1	You will need to complete the *Discounted Tuition Fees Application Form*, to apply for a fees discount for yourself, or your partner, or your child, prior to that person's enrolment on an NMIT course(s) or programme. If you, or your child or your partner is eligible for free fees, please do not complete the *Discounted Tuition Fees Application Form*. You will need to provide proof of relationship between employee and potential student. Proof will need to be a certified copy of an original document or the original document, which will be copied and returned. 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. You will need to email Information and Enrolments Team, enrolments@nmit.ac.nz, the: • completed *Discounted Tuition Fees Application Form* • NMIT Application/Enrolment Form of you, or your partner or your child • proof of relationship (if applicable) The Information and Enrolments Team will begin the approval process using the paperless workflow, Flowingly and forwards to Employee's or Contractor's Manager to confirm eligibility and proportion.	Employee or Contractor
2	Confirms eligibility for a tuition fees discount, confirms proportion and forwards to relevant Curriculum Manager responsible for course/programme for approval.	Employee's or Contractor's Manager
3	Approves/does not approve request for a fees discount request course(s) or programme. Please note: • No eligible member of the public (who would pay for a TEC funded course/programme) should be displaced by a person applying for a fees discount. • Fees discounts may not be granted where the Executive Director - Finance, Compliance and Business Intelligence (ED - FCB) has advised that a course(s) or programme is not making a marginal contribution to the income of NMIT. • No fees discount, once granted, may be revoked. • To avoid potential conflict of interest, you will need to refer fees discount applications from your employees who are involved in student selection for their course(s) or programme, or the partner or child of an employee involved in student selection for their course(s) or programme, to the ED - FCB.	Curriculum Manager responsible for course/programme
4	Performs usual application and enrolment processes for employees, or their partner or their child including uploading required documents, and contractors onto the student management system. • If the discount has not been approved, IEC will advise the employee or contractor	Information and Enrolments Team

	• If the discount has been approved, IEC will create and send out the revised invoice. The Employee or Contractor is required to pay the balance per normal terms.	
5	If any issues arise from the Curriculum Manager's decision on the availability of course/s or programmes for discounted fees, please feel free to see the Executive Director - Customer Experience and Excellence.	Employee or Contractor

APPENDIX

Discounted Tuition Fees Application Form

Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

Discounted Tuition Fees Application Form

REFER TO* Discounted Tuition Fees (Staff) policy *BEFORE COMPLETING THIS FORM

1. Employee applying for discount to complete:	
Name	
Curriculum Area / Business Support Team	
Type of Employment	☐ Employee (must be 0.3 or above permanent or part-time) ☐ NMIT Contractor (for RES711 Research Principles, Planning and Practice and RES712 Preparing Research for Publication only)
Proportion (Include all proportions if you work in multiple curriculum areas / business support teams)	☐ Full-time ☐ Proportion (please state) _____
Signature	
Date	
Course(s) / Programme applied for (Please note: Adult and Community Education (ACE) courses and Full Cost Recovery (FCR) courses are not eligible for Employee Tuition Fees Discount)	
Course (s) / Programme start date	
Curriculum Area (where course(s) / programme is based)	
Name of Potential Student (if different to the employee)	
Relationship of Potential Student to Employee (The employee must provide proof of relationship between employee and potential student. Proof must be a certified copy of an original document or the original document, which will be copied and returned. 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.)	

Please email enrolments@nmit.ac.nz, the
☐ Discounted Tuition Fees form
☐ Application/enrolment form and
☐ if required, proof of relationship between potential student to employee

The Enrolments Team will begin the approval process using the paperless workflow, Flowingly and will advise you of the outcome once the process has been completed.