

## Policy on Student Fees

Criteria for Performance Excellence		1 - Governance	
Key Evaluative Question/s	6	Policy Number	1.10
Approval Date	May 2016	Approval Body	Polytechnic Council
Next Review	October 2017	Policy Manager	Chief Financial Officer

*Controlled document - refer to the online QMS for latest version*

### PURPOSE

To establish policy for the setting of student fees (including fee refunds and fee defaults) for SAC-funded programmes, other programmes, and for international students enrolment on programmes.

### SCOPE

This policy applies to student fees for SAC-funded programmes, other programmes, and for international student enrolments on programmes.

### POLICY

#### 1. Setting Student Fees:

- 1.1. The Polytechnic Council is responsible for approving all tuition fees and other fees relating to students studying at TPP.
- 1.2. All fees will be set in accordance with relevant legislation and regulations.
- 1.3. A fee schedule will be published annually:
  - 1.3.1. international fees will be set by May for the following calendar year.
  - 1.3.2. domestic fees will be set by August or as soon as the relevant regulations have been published for the following year. No programme (or course) may run unless it has an approved fee listed on the fee schedule or any update to that schedule during the year.
- 1.4. Fees will be set at the course level but may be published at a programme level.
- 1.5. A course (particularly when made up of a single unit standard) may have different fees in different programmes. However, courses from different programmes which are taught concurrently at the same campus should have the same fees whenever practicable.
- 1.6. Courses within a programme may or may not have the same fee per credit.

#### 2. Payment of Fees

##### 2.1. Domestic students

- 2.1.1. A student must pay a non-refundable \$50.00 enrolment fee on acceptance into any mainstream programme. Once the enrolment has been finalised, the enrolment fee will be credited to the student's programme fee.
- 2.1.2. Once a student has signed an enrolment form, the student is legally liable for the payment of all fees regardless of whether he or she continues to attend classes or not, unless the student is deemed to qualify for a refund or credit as specified below.

2.2. Students are expected to complete all enrolment requirements, including payment of all fees, before any change of enrolment request will be processed. Students who pay fees by instalment are liable for all fees.

2.3. **International Students** must pay fees in full at the time of offer and before applying for their visa.

### 3. Student Fee Refunds:

#### 3.1. Domestic Students

3.1.1. Domestic students must withdraw in writing.

3.1.2. In general, refunds will not be available. For full-time programmes, once 10% of the programme/course has been completed, no credit transfer or refund is available to students. Refunds may be granted in exceptional circumstances.

3.1.3. All fees already paid by the students will be refunded in full to the student if the programme/course is cancelled by the Polytechnic.

3.1.4. A case for compassionate consideration for a refund can be made to the Chief Executive.

#### 3.2. International Students

3.2.1. International students must withdraw in writing.

3.2.2. **Refund Matrix**

Reason for requesting a refund	Documents to be submitted by student	Refund amount (tuition fees)
TPP withdraws offer of place or cancels a programme of study	None	Full refund
A student visa is not granted by Immigration NZ	Official notification from Immigration NZ and written request to withdraw (email or in writing)	Full refund
Student withdraws prior to the start date of the programme	Completed withdrawal form and written request to withdraw (email or in writing)	Full refund
Student withdraws in the first seven calendar days of study	Completed withdrawal form and written request to withdraw (email or in writing)	80% of tuition fees paid (20% of tuition fees will be deducted)
Student withdraws after the 7 <sup>th</sup> calendar day of study	Completed withdrawal form and written request to withdraw (email or in writing)	No refund
Compassionate consideration - when circumstances are beyond the students control	Documentation to support the special circumstances	Will be decided by the CE. A pro-rata refund if approved

- 3.2.3 In the event that TPP ceases to be a signatory to the Code of Practice, or ceases to be a provider, then TPP must deal with fees paid for services not delivered or the unused portion of fees paid by either:
- by refunding the amount in question to the student, **or**
  - if directed by the student or the Code Administrator, transfer the amount to another signatory as agreed with the student.

#### 4. Domestic Student Fee Defaults

- 4.1. Students who have not paid full fees at the completion of the programme/course may have their examination results/certificates withheld until such time as their fees are paid in full.
  - 4.2. Students who have had previous outstanding debts to Tai Poutini Polytechnic will be refused further enrolment until the debt is cleared.
  - 4.3. Defaulting debtors will be referred to an official debt collector.
  - 4.4. Section 227(2) of the Education Act 1989 provides that no domestic student shall be, or continue to be, enrolled in a course of study or training unless the student's fees have been paid or an arrangement for payment has been made.
5. The Chief Executive will publish implementation plans as required.

## DEFINITIONS

Course costs	Compulsory administration charges, examination fees, material charges, field trips (including any accommodation cost integral to the trip) and any compulsory purchase of equipment or books through the Polytechnic.
Domestic student	NZ or Australian citizens, or someone possessing permanent NZ residency (see TEC website). Note: "domestic student" 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.
Fees	money charged to students when they are accepted into a programme and enrolled in courses. This includes tuition fees, course costs and course-related costs.

## RELATIONSHIPS

### External:

- Education Act 1989
- [Tertiary Education Commission: Domestic Student Status](#)
- [Tertiary Education Commission: Annual Maximum Fee Movement policy](#)
- [StudyLink](#)