

POLICY

DOMESTIC STUDENT FEES

(03.017)

POLICY

This policy provides for the establishment, management, refund and administration of student fees owing to the Northland Polytechnic, trading as NorthTec, as set out in the policy subsections below. It seeks to ensure that Northland Polytechnic remains in a financially viable position while providing quality education and training for the future growth of the region. It applies to Ministry of Education funded programmes, and non-Government funded programmes.

The provisions of the Credit Contracts and Consumer Finance Act 2003 apply to this Policy where student fees are payable under an extended payment plan. Such agreements shall be administered in compliance with the Act.

PURPOSE

The purposes of this policy are to:

1. Establish rules and guidelines to be adopted when setting student fees that shall comply with statutory requirements where applicable.
2. Establish the conditions and requirements for student refunds on withdrawal from programmes, including Ministry of Education funded programmes.
3. Establish the administration fee deductible from approved fee refunds.

APPLICATION AND SCOPE

This policy applies to all student fees and any refunds that become payable in compliance with this policy.

DEFINITIONS

- *Fees*
The price/cost payable by students to enter into study programmes at Northland Polytechnic
- *Refunds*
Paid fees that become refundable to students in compliance with this policy

COMPLIANCE OBLIGATIONS

- *The Education Act 1989*
- *Credit Contracts and Consumer Finance Act 2003*

Responsibility	Director Corporate Services
Approval dates	January 2009
Next Review	January 2012

OTHER RELATED DOCUMENTS

- Policy: Debtors (03.018)
- Policy: Budget Forecast - Financial Statements (03.023)
- International Student Fees (TBA)

PROCEDURES AND GUIDELINES

1.0 GENERAL

- 1.1 The fee setting process shall be carried out in accordance with the Budget policy and Section 2 of this Policy.

2.0 SETTING STUDENT FEES

- 2.1 Northland Polytechnic shall consider the quality of educational services provided for students in a fee paying, client driven environment. The setting of fees shall take into account the educational, social, cultural and economic climate of the community set against the requirement of Northland Polytechnic to meet external quality management requirements in a market driven educational environment.
- 2.2 In order to meet strategic priorities and Ministry of Education deadlines the Management Team shall establish the strategic priorities and objectives in July of the preceding year.
- 2.3 When setting its fees North Tec must take into account:
 - 2.3.1 the need to maintain North Tec as a viable financial entity, capable of meeting all planned commitments and developments;
 - 2.3.2 student and stakeholder requirements;
 - 2.3.3 the competitive environment;
 - 2.3.4 the need to provide a quality service that is generally affordable for students;
 - 2.3.5 the special needs of sectors of the community;
 - 2.3.6 the external requirements set by Governments and its agencies;
 - 2.3.7 any reductions in income generated from the Ministry of Education changes in policy and other sources.
- 2.4 When determining whether to increase fees, the following shall be considered:
 - 2.4.1 The level of the fee maxima set by the Ministry of Education compared with the level of current fees;
 - 2.4.2 The overall costs of discounted fees that limit future increases;
 - 2.4.3 Whether an increase in fees is likely to reduce student numbers.
- 2.5 The Director Education Services shall be required to ensure that the views of students are taken into account when fees are being set.
- 2.6 Any material impact on fees shall be communicated to students and other stakeholders at the time EFTS bids are made to the principal funding sources.

- 2.7 The Business Directors shall recommend fee levels to the Director Corporate Services who shall recommend to Council in June each year. Subject to approval, the Director Corporate Services and Finance Manager shall translate this to a global budget and a provisional fees structure during July/August.
- 2.8 Fees set in accordance with this policy shall comply with Sections 159, 159L, 227, 228 and 228A of the Education Act 1989 and the fee maxima set by Regulations and published in the Gazette.

3.0 FEE REFUNDS

- 3.1 When a course or programme is cancelled by Northland Polytechnic after paid enrolments have been received, students shall be entitled to automatic refund of all fees, course costs and health levies, without incurring an administration fee.
- 3.2 Refund of fees shall only be given if the student formally withdraws within the first 2 weeks of the programme/course start date.
- 3.3 Formal withdrawal is the completion and return of the Programme/Course Withdrawal Form. The Student Advisor and the Programme Leader shall have been communicated with and signed off the form for the withdrawal to proceed.
- 3.4 No Shows, students who have never attended class based on an audit of attendance, shall automatically be treated as a withdrawal with refund.
- 3.5 All approved withdrawals from courses shall incur an administration fee. The fees are shown on the Schedule of Refund Fees attached.
- 3.6 Where a student has had his/her fees paid by an agency or benefactor, any refund shall be made to that agency or benefactor.
- 3.7 Transfer from one course or programme to another within Northland Polytechnic can be carried out provided that there are no negative financial consequences for Northland Polytechnic and notification of the written request to transfer is received within the first two weeks of the course start date. Where there are financial consequences, the transfer is to be treated as a course withdrawal and a new study application. Administration fees apply.
- 3.8 Paid fees shall not be transferred from one calendar year to another. Paid fees cannot be transferred to another Tertiary Institution.
- 3.9 All refunds shall comply with the Schedule of Refund Fees unless exceptional circumstances have been approved by the Finance Manager.
- 3.10 Where a full-time programme is deemed to be semester based for enrolment (and hence refund purposes) calculation of any refund shall be taken from the first day of tuition in the semester for the programme of study.

4.0 CALCULATING FEE REFUNDS

- 4.1 For students who enrol on a part time basis, the start date of the individual course shall be used to calculate the refund, where the withdrawal occurs within the first two weeks of the course.
- 4.2 Generally, the proportion of student fee refunds and the deductible administration fees shall be as set out in Appendix 1.

KEYWORDS

Domestic
International
Refunds

SIGNED: P Binney **Date:** January 2011
Chief Executive
Te Ahurei

**SCHEDULE OF FEE REFUNDS AND DEDUCTIBLE ADMINISTRATION FEES
(effective January 2012)**

Programme Length	Timing	Tuition Fee Refund Due	Administration Fee *
Full-time (0.8 EFTS load per year / 0.4 EFTS per semester)	Within first 2 weeks of programme	Full	\$100.00
	After 1 st day of week 3 of the course.	Nil	
Part-time enrolments in one or more papers/ courses but not a full time programme	Within first 2 weeks of programme	Full	\$50.00
	After 1 st day of week 3 of the programme	Nil	
Short course (Less than 20 hours)	Before 20% of the programme completed.	Full	\$25.00
	After 20% of the programme completed.	Nil	
All enrolments	Cancelled prior to commencement by Northland Polytechnic	Full	Nil
All enrolments (Instalment Administration fee)	When an instalment arrangement is agreed on	No refund	\$50.00
All enrolments Write off of credit balances	When fees have been paid in full	No refund	\$10.00
International Students, all courses (see below)	After start of programme	No refund	Nil

* Sums deductible from approved fee refunds.