

## 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> | 02.03.2018                                | <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).

Not in SCOPE: Adult and Community Education (ACE) courses

### 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 (90% x 0.5 = 45%).</p> <p>Please note: Adult + Community Education (ACE) courses are not eligible for Employee Discounted Tuition Fees.</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

|                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Managers</b></p>                                     | <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 Academic and Quality.</li> </ul> |
| <p><b>Employees</b></p>                                    | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>People and Organisation Development (POD)</b></p>    | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Director of Finance and Business Improvement</b></p> | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Head of Department, Academic and Quality</b></p>     | <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](#)

# Employee Discounted Tuition Fees Application Form

FOR HELP IN COMPLETING THIS FORM REFER TO [Discounted Tuition Fees \(Staff\) Policy](#)

| 1. Employee applying for discount to complete:                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |                                            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------|--|
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              | Date                                       |  |
| Programme Area / Business Support Team                                                                                                                                                                                                                                                                                                                                                                                                                           |                              | Proportion                                 |  |
| Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                            |  |
| Course(s) / Programme applied for<br><small>(Please note: Adult + Community Education (ACE) courses are not eligible for Employee Discounted Tuition fees)</small>                                                                                                                                                                                                                                                                                               |                              | Prog/course Start Date                     |  |
| Programme Area<br><small>(where course(s) / programme is based)</small>                                                                                                                                                                                                                                                                                                                                                                                          |                              |                                            |  |
| Name of potential student<br><small>(if different to the employee)</small>                                                                                                                                                                                                                                                                                                                                                                                       |                              |                                            |  |
| 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> |                              |                                            |  |
| 2. People and Organisation Development (POD) to complete:                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                                            |  |
| 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>                                                                                                                                                                                                                                                                                                                                                                           |                              |                                            |  |
| Evidence of eligibility (and residency, if applicable) sighted by POD team and proportion confirmed:                                                                                                                                                                                                                                                                                                                                                             |                              |                                            |  |
| POD signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              | Date:                                      |  |
| <i>Form and evidence of relationship to employee applying for discount (if applicable) copied for file</i>                                                                                                                                                                                                                                                                                                                                                       |                              |                                            |  |
| 3. Programme Head of Department to complete:                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                                            |  |
| 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?<br><i>If "yes" forward form to Head of Academic and Quality for approval</i>                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No                |  |
| Programme HOD or Head of 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>                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                                            |  |
| 4. Employee applying for discount:                                                                                                                                                                                                                                                                                                                                                                                                                               |                              |                                            |  |
| Attach this signed form to the enrolment form. <i>Forward to the Information and Enrolments Centre.</i>                                                                                                                                                                                                                                                                                                                                                          |                              |                                            |  |
| 5. Information and Enrolments Centre:                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                                            |  |
| Process discounted fee enrolment                                                                                                                                                                                                                                                                                                                                                                                                                                 |                              |                                            |  |
| Information and Enrolments signature:                                                                                                                                                                                                                                                                                                                                                                                                                            |                              | Date:                                      |  |