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## FEES, CHARGES and REFUNDS (INTERNATIONAL STUDENTS)

<b>Section</b>	Finance		
<b>Approval Date</b>	21.03.2016	<b>Approved by</b>	Directorate
<b>Next Review</b>	28.08.2019	<b>Responsibility</b>	Executive Director – Finance, Compliance and Business Intelligence
<b>Last Reviewed</b>	28.08.2018	<b>Key Evaluation Question</b>	6

### PURPOSE

To describe Nelson Marlborough Institute of Technology (NMIT)'s International Student Fees, Charges and Refunds. Fees are reviewed, updated and approved annually. Under the Education Act 1989, NMIT Council delegates the responsibility of setting compulsory student fees to the Chief Executive.

### DEFINITIONS

A list of academic terminology and the glossary of Māori terms – Kupu - are located in [Section 2 of the NMIT Academic Statute](#).

The definitions of additional specialist terms relevant to this policy are listed below:

<p><b>Compulsory Fees</b></p> <p>(Regulated by Fee Maxima rules <a href="http://www.tec.govt.nz/">http://www.tec.govt.nz/</a> and the Ministerial Directive on Compulsory Student Services Fees for 2012).</p>	<p>This covers:</p> <ul style="list-style-type: none"> <li>• <b>Enrolment Fee.</b> Fee charged to students for 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>
<p><b>Course-Related Costs</b></p> <p>NMIT may need to confirm these amounts to StudyLink to support loan applications.</p>	<p>The cost of items necessary for a course and supplied by students such as textbooks, a camera or art materials; charges for photocopying or paper for computer printers beyond a reasonable amount allowed within course materials. Students are responsible for obtaining or purchasing these items and have</p>

	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>Domestic Student</b>	For definition of a Domestic Student, see <b><i>Fees, Charges and Refunds (Domestic Students)</i></b>
<b>International Student:</b>	Any student not classified as a Domestic student.  NMIT may receive funding from the TEC for 'domestic students' as defined in the New Zealand Education Act 1989, but not for foreign students. Therefore, for TEC funded courses, different enrolment fees apply for international and domestic students.
<b>Student Services Levy</b>	A component of the compulsory fees
<b>TEC</b>	Tertiary Education Commission

## SCOPE

Fees, charges and refunds for all International Students studying on any NMIT programmes or courses.

## INTERNATIONAL STUDENT FEES

International students studying on campus do not generate any New Zealand Ministry of Education funding. Their fees must cover the whole cost of the course, and are not regulated by FCCM (Fee and Course Costs Maxima policy) or AFML (Annual Fee Movement Limit).

International fees have a Tuition Fee, Course Materials and Student Services Levy component only.

## SETTING FEES

The process of setting fees is carried out annually and signed off by the following:

- Executive Director - Finance, Compliance and Business Intelligence
- Executive Director - Strategy, Enterprise and Sustainability
- Executive Director - Customer Experience and Excellence

See [Fees Review Cycle](#) (Forms, Templates and Guidelines).

## PAYMENT OF INTERNATIONAL FEES AND CHARGES

**All fees and charges are in New Zealand dollars unless otherwise stated.**

A completed *Confirmation of Acceptance Form* received by NMIT is a contract from a student to pay the enrolment fees and other applicable fees and charges due for the stated length of the study contract.

Enrolment fees and charges 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**.

No student shall be enrolled unless all approved fees and charges have been paid to NMIT.

Where payment is unable to be made in New Zealand dollars, US dollars will be acceptable as long as the amount remitted after bank charges, is equal to the NZ dollar amount applicable. Bank drafts or telegraphic transfers should be to the credit of NMIT and the student's name should be entered on the document and quoted by the remitting bank.

The total amount paid to NMIT must include any bank fees that may be incurred by NMIT.

**The Institute's bank is the Bank of New Zealand, Nelson branch, account number 02 0704 0190770 003.**

*The following payment instructions are provided to international applicants*

Payment can be made by:

**1. Bank draft or Telegraphic Transfer**

Payment can be made by bank draft or telegraphic transfer to the following account:

Bank of New Zealand  
266 Trafalgar Street, Nelson 7010  
Nelson Marlborough Institute of Technology  
New Zealand  
02 0704 0190770 003  
Swift Code: BKNZNZ22  
Attention: International Enrolments  
Please also put your name as a reference so it is easier to trace.

***If you are paying by telegraphic transfer, please add on NZ\$25.00 for New Zealand bank charges.***

**2. Cheque**

Payment must be in NZ dollars made out to: Nelson Marlborough Institute of Technology

Post to:  
Nelson Marlborough Institute of Technology  
Private Bag 19  
Nelson 7042  
New Zealand

Attention: International Enrolments

Please also put your name and student ID as a reference so it is easier to trace.

***There are no New Zealand bank charges when paying by cheque.***

**3. Credit Card payment**

To make a payment by credit card, please email us a **signed** photocopy of the front and back sides of your credit card. Please make sure the following details are visible.

- Card type
- Number

- Name
- Expiry date

**Email to:** [international@nmit.ac.nz](mailto:international@nmit.ac.nz)

Subject line: FOA International Enrolments Administrator.

**NB:** If we do not receive an email with a photocopy of your actual credit card, along with your signature, we cannot process the payment.

**NB:** 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 credit card payments. The current charge is 1.5% of the value of the transaction. This is subject to change, as per the bank charges.

## INTERNATIONAL STUDENT CHARGES

DESCRIPTION	CHARGE (NZ\$)
Charges made by external bodies e.g. NZQA, professional organisations	Advised by each Programme Area for individual programmes
Copies of examination scripts	\$10
Courier fees for transcripts/awards	\$7 Nationwide \$40 International
Credit card merchant fees	NMIT accepts MasterCard and Visa credit cards for all payments; credit card transactions incur a merchant service charge. 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.
Credit Transfer	No charge
Cross Credit – listed on Cross Credit Schedule	No charge
Cross Credit – not listed on Cross Credit Schedule	\$50 application fee plus \$50 per hour to a maximum of \$1,000
<p>Internship Withdrawal Charge</p> <p>The internship charge will be refunded, less bank fees and a NZ\$350 administration charge, if the student decides not to continue with the internship after NMIT has received the <i>Confirmation of Acceptance Form</i> from the student, and up to 3 weeks before the internship is scheduled to begin.</p> <p>If there is less than 3 weeks before the start of the internship, there will be no refund.</p>	\$350 and bank fees
Late Payment Charge - Non-refundable	\$100

DESCRIPTION	CHARGE (NZ\$)
NMIT property not returned	Replacement cost plus \$15 administration fee per item. The administration fee is non-refundable even upon return of items.
Recognition of Prior Learning	\$50 application fee, plus \$50 per hour to a maximum of \$1,000
Re-enrolment of excluded student	Determined for individual cases
Re-mark	\$25 (refunded if there is a changed outcome)
Replacement Award	\$50 plus courier fees (if student 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 registration/library card	\$15
Re-sit Fee (For re-sits additional to those specified in the Programme Regulations)	Cost + \$100 Administration Fee  To be determined by the Head of Department in conjunction with the Director of Finance and Business Improvement.
Results Notification	No charge
Student Academic Transcript (replacement)	\$25 plus courier fees (if student requests this service)
Student Visa Application Renewal	\$277 for manual application  \$150 for online application  Specific criteria applies for student visas to be renewed online – please check with the International Enrolments Administrators

DESCRIPTION	CHARGE (NZ\$)
<p>Transfer Charge – Programme / course Non-refundable</p> <p>A transfer from one programme or course (including the English Language Programme) to another programme or course must be approved by the Head of Department of the programme that the student wishes to transfer to. A transfer to another programme will not be considered after the programme start date except in exceptional circumstances at the discretion of the Information and Enrolments Centre Manager. Course transfer applications will be considered on a case-by-case basis.</p> <p>Students will need to complete visa documentation to change to another programme. Students will not be able to start their studies on the new programme until the student visa label has been issued. Change of visa may take up to 25 working days to be processed by Immigration New Zealand (INZ) and there is no guarantee that the change of visa will be approved and in some circumstances could result in original visa being cancelled by INZ.</p>	<p>\$100 transfer to another programme</p> <p>\$50 transfer to another course</p>

## REFUNDS

### APPLICATION FOR REFUNDS

Reasons for requesting a refund and eligibility for refund of enrolment fees are described in the [International Student Refund Eligibility Table](#).

All applications should be in writing to the Information and Enrolment Centre Manager, with any supporting documentation as stipulated by the Information and Enrolment Centre Manager.

Application for a refund in exceptional circumstances should be made in writing to the Manager.

### INTERNATIONAL STUDENTS WHO OBTAIN PERMANENT RESIDENT STATUS

A student who gains permanent residency after enrolling and establishing a study contract with NMIT will not be eligible for a refund for that study contract. After permanent residency has been gained, the fees and charges applicable to domestic students will apply for any further study contracts.

### PAYMENT OF REFUNDS

Refunds will be in NZ dollars minus any administration charges and bank fees by Direct credit (internet banking); and may be paid to:

- The agent who referred the student; or

- Another NZ education institution; or
- The student's bank account in New Zealand or offshore

An international student is entitled to a full refund of any fees that have been paid in excess of the total fees requested by NMIT on the offer of place. This refund will be granted provided the student holds a current visa and current Medical and Travel insurance for the period of study. The refund will be paid directly to a New Zealand bank account.

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

NOTE: The minimum amount that will be paid to an overseas bank account, including bank charges, is NZD\$30.00.



## INTERNATIONAL STUDENT REFUND ELIGIBILITY TABLE

For detailed definitions of Cancellation/Withdrawal from Courses and Programmes, and eligibility for refunds:

REFER [WITHDRAWAL POLICY](#)

For matters relating to Student Misconduct:

REFER: [STUDENT MISCONDUCT PROCEDURE](#)

Reason for requesting a refund	Documentation student must provide	Timing	Refund	Charge (NZ\$)
NMIT withdraws an offer of place or is unable to provide the programme.	No documentation required	Before programme start	Full refund of enrolment fee	Nil
NMIT withdraws an offer of place on the basis of incorrect or incomplete information supplied by a student or student's agent.	No documentation required	At any time	NMIT reserves the right to retain the fees and charges paid.	\$150
Initial visa application for new students is not granted by Immigration New Zealand (INZ)	Withdrawal notification in writing. Written confirmation from INZ declining visa application	Before programme start date	Full refund of enrolment fee	\$150
		After programme start date	Partial refund of enrolment fee at the discretion of NMIT	\$150
Subsequent visa application for returning students is not granted by Immigration New Zealand (INZ)	Withdrawal Form must be completed before departure from NMIT.  Written confirmation from INZ declining visa application (for example: INZ decline reason: breach of visa conditions from previous visa or concerns with funds)	Before programme start date	Full refund of enrolment fee	\$150
		After programme start date	No refund	Nil
Visa is terminated by Immigration New Zealand (INZ)	Student advises NMIT in writing	During the programme	No refund	Nil
Student issued with a Deportation Liability Notice (DLN)	Original copy of the Deportation Liability Notice	During the programme	No refund	Nil

International Student Refund Eligibility Table - Continued Over Next Page

Reason for requesting a refund	Documentation student must provide	Timing	Refund	Charge (NZ\$)
Student is not able to study due to misconduct	NMIT's Misconduct Disciplinary Panel Meeting letter	During the programme	No refund	Nil
Student no longer wishes to study at NMIT (including students who have been issued with an NMIT visa)	Notice of withdrawal in writing	3 or more weeks before programme start date *	Full refund of enrolment fee	\$350
		Less than 3 weeks before programme start date *	60% refund of enrolment fee	\$350
		After programme start date	No refund	Nil
	No notice of withdrawal or deferral in writing	After programme start date	No refund	Nil
Exceptional Circumstances (for example serious illness)  Please note: Visa terminations and Deportation Liability Notices are not exceptional circumstances	Documentation supporting an application for a refund.  Documentation stipulated by the Head of Department.	At any time	The amount and approval of any refund is at the discretion of the Executive Director - Finance, Compliance and Business Intelligence in consultation with the Head of Department.	\$350

\* Or by reason of individual contract exception.

NMIT reserves the right to amend these charges or make other charges.

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## FEE PROTECTION POLICY FOR INTERNATIONAL STUDENTS

1. All monies received from an International Student are banked and recorded against an individual in the Student Management System.
2. Monies for fees are applied on full enrolment.
3. Financial systems and internal controls are audited on an annual basis by Audit New Zealand and the ongoing financial viability of the Institute is also covered in the audit process.
4. NMIT is insured by a Business Interruption policy to cover such events as fire or flood, which would prevent delivery of our programmes. This policy provides for the running of our programmes at an alternative site, or meeting contractual obligations to refund students where NMIT is unable to deliver as a result of this event.
5. In adopting the above measures, the Management of NMIT believes that adequate financial controls are in place to protect the fees of International Students.

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## MEDICAL AND TRAVEL INSURANCE

The New Zealand Ministry of Education, through the Code of Practice for the Pastoral Care of International Students, requires that all International Students must have appropriate medical and travel insurance for the duration of their planned study in New Zealand. For more information please visit [www.minedu.govt.nz](http://www.minedu.govt.nz).

NMIT will automatically arrange insurance coverage for all students.

Students can choose their own insurance company. However, it must comply with the minimum standards required by the Code of Practice for the Pastoral Care of International students. If students arrange their own insurance cover, they must supply their Certificate of Insurance and Schedule of Cover, **in English**, to the Information and Enrolment Centre. Once the insurance policy is evaluated and confirmed as meeting the minimum standards required by the Code of Practice for Pastoral Care, the policy taken out by NMIT on behalf of the student will be cancelled and the fees refunded to the student (if insurance fees have been paid).

Please be aware that if students do not provide a satisfactory insurance policy, they will be required to take out a default policy prior to commencing the study programme.

NMIT has arrangements with Marsh Ltd (in association with Allianz) a New Zealand-based provider who has specific policies for International Students. The policy is called Studentsafe Inbound Learners.

More information about Studentsafe can be found by following this link on the NMIT website at <http://www.nmit.ac.nz/your-nmit/international/helpfuladvice/#insurance>. Please refer to the *Notification of Fees* for the cost of this policy. Once we receive payment of the insurance fee, your insurance will be arranged. The commencement date of your policy will be set to the date you depart for New Zealand.

## REFERENCES

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### INTERNAL

[NMIT Academic Statute, Section 3 Academic Regulations](#)

[Delegations to the Chief Executive](#)

[Fees, Charges and Refunds \(Domestic Students\)](#)

[Fees Review Cycle](#)

[Programme/Course Development and Change Policy](#)

[Students Results and Awards](#)

[Withdrawal Policy](#)

[Withdrawal Procedure](#)

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### EXTERNAL

Education (Pastoral Care of International Students) Code of Practice 2016

New Zealand Education Act 1989

Ministerial Direction on Setting Compulsory student services fees: [education.govt.nz](http://education.govt.nz)