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## FEES STATUTE 2011

### Finance Policy Group

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#### 1 Purpose

The Fees Statute establishes the basis for fee charging and related policies at Victoria University of Wellington (“The University”). This version of the Fees Statute applies to all enrolments for the 2011 academic year, except where expressly excluded from this provision.

#### 2 Organisational Scope

This is a University-wide statute and applies to all students enrolled at Victoria University of Wellington. The University may from time to time enrol students under a contract with another organisation in which case some or all of the provisions in this statute will apply, in accordance with that contract. The provisions of this statute apply to all students enrolled in courses taught by the University in conjunction with partner institutions. Any variation from the fees statute provisions will be specified in a Fees Schedule that lists the unique provisions that will apply to that particular course or programme.

#### 3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

SAS:	Student Academic Services
Distance Course:	Courses which provide content and support services to students who rarely, if ever, attend for face-to-face tuition or for on-campus access to educational facilities.
Distance Student:	A student whose entire programme for the academic year is made up of distance courses.

**Domestic Student:** A person who is a citizen or permanent resident of New Zealand, Australia, Cook Islands, Niue, Tokelau Islands, or a citizen of other countries who is resident in New Zealand as a consequence of assignment to a diplomatic or consular post, and their immediate dependants (a new letter issued by the Ministry of Foreign Affairs and Trade's Protocol Division confirming this entitlement to domestic student status, must be presented to the Enrolment Office for every year of enrolment).

*Note: New Zealand permanent residents and citizens of Australia who study extramurally while living outside of New Zealand will be treated as international students for the purposes of charging fees. This is a requirement of the Ministry of Education.*

*Note: Citizens of France and Germany enrolled after 5 June 2009 in a Masters level Programme will not qualify for domestic status with regard to fees. Those currently enrolled will remain at domestic status until they graduate from their Masters Programme or until the second anniversary of their enrolment in a Masters Programme (whichever comes first).*

**Internal Student:** A student who undertakes some or all of their study on campus.

**International Student:** A student who is not defined as a domestic student.

**VUWSA:** Victoria University of Wellington Students Association.

## 4 Statute Content and Guidelines

### 4.1 Basis for Charging Fees

Students are charged fees based on:

- (a) The student's status as a domestic or international student.
- (b) The student's status as an internal or distance student.
- (c) The courses and programmes being undertaken.
- (d) The services provided.

*Note: All fees are inclusive of GST, unless otherwise stated.*

### 4.2 Notification of Fees Charged

The University will provide notice of fees, levies and charges to a student when a charge is made.

### 4.3 Liability for Payment of Fees

- (a) A student is deemed to be enrolled and liable for payment of fees upon signing an Offer of Study (including on-line acceptance), Change of Course or other documents by which acceptance into a course or courses is formally agreed.
- (b) Students who do not attend a course in which they have formally accepted a place will be liable for payment of the fees for that course unless the withdrawal procedures as detailed in section 4.12 are followed.

#### 4.4 Fee Components

The fees charged to a student will include but are not limited to the Fees, Levies and Charges detailed in this section and associated Appendices.

##### 4.4.1 Tuition fees

- (a) Every person enrolling at the University shall pay the prescribed tuition fee for each course in which they are enrolled.
- (b) Tuition fees are calculated based on the number of points assigned to each course. The charge per point for each course is listed in Appendix A (Domestic Students) and Appendix B (International Students).

##### 4.4.2 Student Assistance Levy

This levy is a contribution towards assisting students in financial difficulty who would otherwise be unable to continue their studies.

- (a) Every person enrolling at the University as an internal student, or NZ based distance student, excluding incoming exchange students, shall each year at enrolment pay the prescribed Student Assistance Levy.
- (b) The Student Assistance levy is shown in Appendix C.
- (c) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website <http://www.nzsm.ac.nz>

##### 4.4.3 Student Services Levy

All students studying at Victoria University of Wellington are required to pay a Student Services Levy, which is a contribution towards student support services delivered by and through VUW to support and facilitate the best academic outcomes for all students. Refer to the [Student Services Levy Policy](#) for a full list of services.

Additional payment may be required to access some goods, services or amenities.

- (a) The Student Services Levy is set according to the Student Services Levy Policy. The Student Services Levy is shown in Appendix C.
- (b) Certain categories of students may be exempt from the Student Services Levy or may be entitled to apply for specified rebates, for example:
  - (i) students studying less than 25 points per year;
  - (ii) students learning by distance;
  - (iii) students enrolled solely in the summer trimester; and
  - (iv) students enrolled in specific programmes.
- (c) See the [Student Service Levy Policy](#) for more information, including how to apply for any applicable rebate.
- (d) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website <http://www.nzsm.ac.nz>

##### 4.4.4 Victoria University Students' Association (VUWSA) Subscription Fee

- (a) The University acts to collect fees on behalf of VUWSA. The University does not set the subscription fee and is not responsible for the underlying policies. A full copy of the

VUWSA constitution is available on request from VUWSA's Kelburn Office and at <http://www.vuwsa.org.nz>.

(b) The subscription fee for membership of VUWSA is shown in Appendix C.

(c) The following details are included here for information only:

Every person enrolling at the University shall each year at enrolment pay the prescribed VUWSA subscription fee. The following exceptions apply:

- (i) A student who is a full-time member of the staff of the University shall be exempt from the Students' Association fee;
- (ii) Special conditions may apply in the case of New Zealand School of Music students. Please refer to the NZSM website <http://www.nzsm.ac.nz>.

#### **4.4.5 Administration Fees**

The University reserves the right to charge the administration fees as shown in Appendix D to students who apply for the relevant service.

#### **4.4.6 Course Material Charges**

Some courses include compulsory course materials charges to cover the provision of items such as study materials, equipment or field trips. These charges are detailed in the relevant course prospectus.

#### **4.4.7 Courses Requiring an Overseas Travel Component**

- (a) A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered at overseas destinations, the costs of travel will not be included in the fees for the course. Students are responsible for their own travel (including insurance and accommodation) arrangements; however the School will arrange a group booking through a travel agent, which will be available to all students.
- (b) Details of the travel arrangements will be documented in the course description, along with an estimate of the cost based upon the cost of the trip if it was run in the previous year. The actual costs will be determined by the Travel Agent based upon airfares, destination costs and exchange rates prevailing at the time of booking. Unfortunately travel costs for these courses do not qualify for student loans.

#### **4.4.8 Higher Doctorate Application Fee**

Refer to Appendix D for Higher Doctorate application fees.

### **4.5 Exchange Students**

- (a) Students enrolled in an exchange programme approved by the University will be liable to pay fees at their home institution.
- (b) Incoming exchange students will be liable only for course material charges and administration fees at VUW.
- (c) Victoria University students undertaking an exchange programme approved by the University will be charged fees by the University on the following basis:
  - (i) 120 points for a full year exchange programme
  - (ii) 60 points for a single semester or trimester exchange programme
  - (iii) the charge per point for tuition will be set according to the subject and will be one of the rates listed in Appendix A or Appendix B

- (iv) Ancillary fees will be calculated as for an internal student

*Note: NZSM Massey exchange or study abroad students should contact Massey directly.*

#### **4.6 Research Students**

- (a) Research Thesis students are charged fees based on the points value of their course, as set forth in Appendices A and B.
- (b) The fees for Research Thesis students are based on the minimum time allowed for the thesis enrolment period. There is no reduction or refund for early completion.
- (c) If a student has been granted permission to extend his/her enrolment, they will be charged a fee calculated by the points value of the additional months agreed upon and the per point charges set forth in Appendices A and B. The points value for part-time study is half of the points value of an equivalent full-time period of enrolment.
- (d) Fees for extended enrolment are charged in advance for the entire mutually agreed period.
- (e) Research Thesis students required by supervisors to enrol in supplementary courses may do so without paying fees in addition to those imposed above.

#### **4.7 Concessionary Fees**

- (a) This provision is only available to domestic students who wish to attend lectures for reasons other than working towards a University examination or a professional qualification. Students enrolling on this basis cannot attend practical classes, tutorials, workshops, laboratories or studios, submit coursework or sit examinations. No grade or credit will be given to graduates enrolled in courses under this provision. Enrolment on this basis may be denied if this would preclude the enrolment of full-fee paying students.

*Note: Such enrolment is only permitted under the Access Victoria programme. Enquiries should be made to the [Community Continuing Education](#).*

- (b) Secondary school students enrolled at VUW under the STAR (Secondary Tertiary Alignment Resource) agreement will receive a one third reduction to the advertised tuition fee and levies for that year. Such students are exempt from being charged for the VUWSA subscription.

#### **4.8 Payment of Fees**

Payment of all fees is due at the time liability for these is incurred as per section 4.3 or by the payment due date shown on the Fees Assessment or Invoice, whichever is the latest. This includes arrangement for payment by Student Loan as per section 4.9 or instalments as per section 4.10. A late payment penalty will apply where fees are not paid by the due date (refer to Appendix D).

#### **4.9 Student Loans**

Student Loans are provided to domestic students by StudyLink. The University acts in accordance with policies and practices promulgated by the New Zealand Government. Any domestic student who applies for a student loan remains responsible to take all necessary steps to ensure that payment is made promptly. For further information please refer to StudyLink's website <http://www.studylink.govt.nz>.

#### **4.10 Payment of Fees by Instalment**

- (a) Any domestic student enrolled in a programme of study longer than one trimester may elect to pay their fees by instalments.

- (b) The number of instalments, amounts and payment dates will be set by the University. The number of instalments will not normally exceed one per trimester of enrolment.
- (c) Payment cannot be made by instalments where fees are to be paid by Student Loan.
- (d) International students cannot pay their fees by instalments.

#### **4.11 Failure to Pay in Full**

- (a) Any student who fails to pay all fees and charges detailed in this Statute and Appendices, Student Assistance scheme loan advances and any other charges due and payable to the University may lose entitlement:
  - (i) To be issued with an ID card or to have an ID card endorsed;
  - (ii) To attend lectures, laboratories, tutorials, or use the University Library, ITS Student Computing Services and Student Services;
  - (iii) To have a degree conferred, receive grades, receive a transcript or academic certificate;
  - (iv) To enrol in any other University course.
- (b) The University reserves the right to place fees debts with its appointed debt recovery agency for collection from the student. The University also reserves the right to recover any additional costs in relation to this debt collection from the student.
- (c) The University reserves the right to cancel a student's enrolment in the event of outstanding fees without affecting the student's liability for payment of the outstanding fees.
- (d) The University reserves the right to refuse to re-activate enrolment or to decline an application for enrolment in a subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid.

#### **4.12 Withdrawals from Courses**

- (a) A student who completes a withdrawal online or by way of written application through their Faculty Office, on or before the dates shown in Appendix E, will no longer be liable for the fees associated with that course, except as noted below.
- (b) Non-payment of fees, ceasing to attend, or verbally advising a member of staff will not be accepted as notice of withdrawal.
- (c) Only in exceptional circumstances will fees be reconsidered if notification of withdrawal reaches the appropriate Faculty office after the dates shown in Appendix E. In such cases, applications will need to be supported by suitable documentary evidence.
- (d) Authority to approve these applications is determined by Deans of Faculties and then counter-signed by SAS. Deans of Faculties have the authority to delegate approval to the relevant Manager, Student & Academic Services, or equivalent. The Director, SAS has authority to delegate approval to the Associate Director (Management and Administration) and Manager Student Fee Services. SAS will advise students the final outcome of all Faculty-approved fee reconsideration applications. Fee reconsideration applications must be submitted in the same academic year it relates to. In the case of a summer trimester course, the application must be lodged within two months of the course end date.
- (e) If a decision is made that a student is not eligible for a fee reconsideration the student may appeal that decision. The appeal must be lodged within one month of the initial

decision. Where the authority to approve the fee reconsideration has been delegated in the first instance, appeals should be made to the appropriate Dean and/or Director, SAS. Where the initial decision has been made by the Dean and the Director, SAS the appeal process should be to the Deputy Vice-Chancellor (Academic).

- (f) A student enrolled in a PhD or Masters by Thesis for six or twelve months, who gives written notice of withdrawal from enrolment within four weeks of having been enrolled, shall cease to be liable for the fees associated with that course.
- (g) A student who gives written notice of withdrawal from a supervised individual research paper/project, practicum, dissertation or similar course within four weeks of the start date for that course shall cease to be liable for the fees of that course.
- (h) A student enrolled in the CertEnglProf, who gives written notice of withdrawal within two weeks of commencement of the programme, will be liable only for one-third of total fees.

#### **4.13 Refunds**

- (a) Refunds of fee payments derived from the Student Loan scheme will be credited to StudyLink. Where fee payment has been derived only in part from the Student Loan scheme, refunds will be credited back to StudyLink to the value of the Student Loan payment and any balance then refunded to the student.
- (b) Refunds of fee payments derived from a Contract will be credited back to the organisation that has set up the contract with the University.
- (c) Refunds will not be made to students if there are fees remaining to be paid for their current academic year or if they have an outstanding debt to the University.

#### **4.14 Additional Information for International Students**

- (a) A student enrolled in a trimester based programme who obtains a residency permit during the course of their study will be considered an international student for the trimester in which residency is granted, unless the residency is granted within the dates prescribed in Appendix E of this Statute. The Student will be treated as a domestic student from the following trimester.
- (b) A student who is not enrolled in a trimester based programme and who obtains a residency permit will be given a refund (pro rata) from the week after the date on which residency is granted, as shown in their passport.
- (c) An International Student, who withdraws from the University and transfers to another institution, must inform Victoria International and their Student Fee Advisor in writing and provide copies of their new Offer documents. The refund of fees will be sent directly to the relevant institution less an International Transfer fee (refer Appendix D).
- (d) An international student is entitled to a full refund of all money that remains in their account after enrolment. This refund will be granted provided the student has paid their fees in full and holds a valid student visa for the period of study. The monies will be paid directly to the student.
- (e) Subject to subsections (a), (c) and (d) of this section, all refunds will be paid by cheque or bank transfer (upon production of appropriate photo ID).
- (f) Full refunds will be made pursuant to the relevant clauses of this Statute and in the following circumstances:
  - (i) The student is unable to take up the offer of admission;

- (ii) New Zealand Immigration Service has refused a student a visa for study in New Zealand;
  - (iii) A student's application for a visa extension is refused by the New Zealand Immigration Service;
  - (iv) Victoria University of Wellington is unable to proceed with the course offered.
- (g) Should a student completely withdraw or temporarily cease studying with VUW and seek a refund, they will be required to provide proof that they are no longer on the VUW student visa prior to their refund being actioned.
- (h) Students receiving Federal Loans from the US Government for payment of their study at Victoria University of Wellington are subject to special withdrawal and refund procedures and policies. Specifics are available from [Victoria International](#).

## 5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation guiding this statute is the:

[Victoria University of Wellington Act 1961](#)

## 6 References

[New Zealand School of Music](#)

[StudyLink](#)

[Victoria International](#)

[Fees Statute 2010](#)

## 7 Appendices

[Appendix A: Domestic Tuition Fee Rates](#)

[Appendix B: International Tuition Fee Rates](#)

[Appendix C: Other Fees](#)

[Appendix D Administration Charges](#)

[Appendix E Withdrawal Dates](#)

## 8 Approval Agency

University Council

## 9 Approval Dates

This statute was originally approved on:	not specified
This version was approved on:	20 September 2010
This version takes effect from:	20 September 2010
This statute will be reviewed by:	October 2011

**10 Statute Sponsor**

Director, Student Academic Services

**11 Contact Person**

The following person may be approached on a routine basis in relation to this statute:

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