

Enrolment and Fees Policies and Regulations

A. Enrolment Regulations

1. Enrolment

- (a) All students are required to enrol by accepting the enrolment offer and paying the prescribed fees prior to attending classes.
- (b) All students (except PhD candidates) are required to make prior application for admission to classes (apply to enrol), on the prescribed forms.
- (c) All students are required to:
 - i. ensure that Student Services has their current postal address; Note: Enrolled students can change their addresses on the University website.
 - ii. read information on their UC Student email/web portal at least once per week.

2. Dates for Enrolment, Discontinuation of Enrolment and Change of Enrolment (adding and discontinuing courses)

- (a) The following are the final dates for enrolment, discontinuation and course changes:
 - i. Final date for an Application to Enrol:
 - a. **Domestic undergraduate first-year students** (excluding College of Education students): 10 December 2011.
Note: A domestic undergraduate first-year student is defined as a domestic student who has never enrolled at UC before and includes domestic students transferring from other institutions.
 - b. **College of Education first-year students:** must Apply for Programme Entry and Enrolment by 4 weeks prior to the official course start date.
 - c. **Advancing domestic students:** 10 January 2012.
 - d. **All international students:** 7 days prior to the official course start date.
 - e. The closing dates above are final dates. All students must submit their Application to Enrol no later than the dates above. Late applications will be considered on the basis of priority and availability.
 - ii. Final date to accept an Enrolment Offer is the end of the first day of the official course start date. Students who accept their offer after the end of the first day of the official course start date may lose their place in previously approved courses or programmes. Late enrolment is subject to the approval of the Head of Department/School concerned and may be declined. Note: For official course start dates, refer to page 5 of the Guide to Enrolment.
 - iii. Final date to complete change of enrolment and withdraw with a full refund is the second Friday after the official course start date with the exception of summer courses, short courses, field trips and teaching practices.
 - a. The final date to complete change of enrolment and withdraw with a full refund for Summer Programme courses is the first Friday after the official course start date (except for field trips and teaching practices) for a course less than six weeks duration; or the second Friday after the official course start date (except for field trips and teaching practices) for a course of six or more weeks duration.
 - b. The final date to complete change of enrolment and withdraw with a full refund for field trips and teaching practices is the official course start date.
 - c. Addition of courses after these dates will be subject to the approval of the relevant Head of Department/School.
 - iv. Final date for discontinuation of enrolment and courses, with deletion of courses from record (no fees refund):
 - a. Semester 1: 30 April 2012;
 - b.

- o Official course start date;
- g. Summer Programme courses six or more weeks duration: six weeks after the official course start date;

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Notes:

1. Instructions on how to complete this process and the available methods of payment will be included with the Enrolment Offer.
 2. An inward fee authority from StudyLink or an acceptance of the Enrolment Offer indicating 'Loan' as the payment method are deemed to be a suitable arrangement.
 3. If a student indicates payment method as Loan, the University must receive a fee authority from StudyLink. If the University does not receive authority from StudyLink, a cash invoice will be sent to the student. This invoice cannot be changed to loan until a fee authority is received from StudyLink.
- (f) Once a student is enrolled a confirmation email will be sent to the student's personal email address.

Notes:

1. Students are required to ensure that the University has their current address. If the student moves they must inform the University of the change of address.
2. Prior to completing enrolment the University will use the student's personal email address as the main point of contact.

When completing enrolment the University will use the student's personal email address as the main point of contact.

- co-requisite requirements by the commencement of study for such course or courses may at a later date, and if credited with a Certificate of Proficiency, have that course credited to a degree, diploma or certificate.
- iii. A student who does not satisfy all prerequisite and co-requisite requirements by the commencement of study for such course or courses cannot at a later date have such course or courses credited to a degree, diploma or certificate, even if the prerequisite and co-requisite requirements for such course or courses are completed concurrently with or any time after the Certificate of Proficiency has been, except in exceptional circumstances as approved by the Academic Board.
- (d) With the approval of the Academic Board on the recommendation of the Head of Department/School, a student may enrol in any course or courses above 300-level for credit to a Certificate of Proficiency. If credited with a Certificate of Proficiency in such course or courses, the student can at a later date have such courses credited to a degree, diploma or certificate provided the following conditions are satisfied:
- i. that the candidate, at the time of enrolment in the course for credit to a Certificate of Proficiency, was eligible for admission to the degree, diploma or certificate programme and, where appropriate, had satisfied the prerequisites to the course to be credited; and
 - ii. that the enrolment in the course for credit to a Certificate of Proficiency and the completion of the requirements of the degree, diploma or certificate are within the time limit set down for that qualification.
- (e) A student who successfully completes a course or courses for a degree, diploma or certificate of this University and who subsequently decides not to credit that course to a degree, diploma or certificate may retrospectively request a Certificate of Proficiency in that course.

7. Cultural Enrolment (Personal Interest Enrolment)

- (a) Subject to the following conditions, enrolled students, members of staff and other persons may be permitted to attend lectures in courses offered by the University for cultural reasons; that is, for purposes other than credit towards a degree, diploma, certificate or professional qualification.
- (b) Cultural enrolment in courses is subject to places being available and the approval of the relevant department/school. If approved, cultural enrolment allows students to sit in on lectures only. Cultural students may not submit any work or receive any grades.
- (c) Cultural enrolment is not available for international students.
- (d) There is a fee of \$322 per course for cultural enrolment (2012). Cultural-only enrolment does not permit students to have a Canterbury Card, Library or IT (computer) access. If cultural students wish to join the Library, they may do so at the Library and will pay the normal joining fee. Cultural students are not entitled to IT (computer) access. Cultural-only enrolment students are exempt from the Student Services Levy.
- (e) After the tuition fee refund dates, students may not change the degree code of a course to Cultural. In these cases we advise students to discontinue the course and attend as Cultural without this being recorded in the system.
- (f) No exemption or credit shall be conferred under these regulations if the course taken is subsequently taken for credit towards a degree, diploma, certificate or professional qualification.

B. Fees Regulations

1. Payment of Tuition Fees

- (a) All students of the University shall pay tuition and other fees as are set out in the Schedule to the Fees Regulations.
- (b) Students of any department/school of the University may be required to attend at their own cost such field-work or excursions as may be found necessary in connection with their University studies. Students failing to comply with this requirement shall be ineligible to obtain examination credit for such studies.

2. Fees Payable at Enrolment

- (a) A student is not enrolled until their tuition fees are paid or suitable payment arrangements have been made. An inward fee authority to StudyLink is deemed to be a suitable arrangement. There is no provision for payment by instalments.
- (b) Students must also pay the compulsory non-tuition fees (refer to the Schedule to the Fees Regulations, Part 6. Non-tuition fees). For the full policy, rebate, lifetime cap, distance students rebate form, map, Vice-Chancellor's statement and FAQs go to www.canterbury.ac.nz/erol/fees/levy.shtml

3. Fee Payment methods

Students may pay their fees by one of the following methods:

- (a) In person (cheque, credit card or EFTPOS)
- (b) By post (cheque)
- (c) Online (Visa/Mastercard only)
- (d) Other agent (Student fee waiver, TIA, Scholarship, Sponsorship)
- (e) Full payment student loan
- (f) Part student loan/part other payment method.

Note: StudyLink is a payment option. The student is liable for fees if StudyLink declines payment. It is the student's responsibility to check with StudyLink on eligibility for a student loan.

4. Fees Payable for a Change of Enrolment

- (a) **Discontinuations:** Tuition Fee refunds will be processed using the date that the discontinuation on the Application for Change of Enrolment was submitted. Discontinuations will not be accepted after the final discontinuation dates (refer to 2. Dates for Enrolment, Discontinuation of Enrolment and Change of Enrolment (adding and discontinuing courses) above).
- (b) **Additions:** Once the addition has been approved the student becomes liable for the tuition fee

relating to the additional course on the Application for Change of Enrolment.

- (c) Students who paid by cash at enrolment must pay within 14 days of receiving a notification of change, however, if a student wishes to change to payment by Student Loan, the University must receive a StudyLink fee authority before the student makes their change of enrolment. Please note any student loan authority from StudyLink will automatically override the cash system.
- (d) Students who paid by student loan at enrolment will have any additional fees automatically deducted from their student loan account, however, if a student wishes to:
 - i. discontinue a course, they should immediately advise StudyLink of any change that will affect their full-time status and check with a Finance Student Loan Officer.
 - ii. change to payment by cash for additional Change of Enrolment fees, they must notify Student Finance staff before making their course change.

5. Tuition fees policy

Tuition fees are charged on the basis of the fee band to which the course has been assigned.

- (a) Tuition fees cover the period of enrolment for:
 - i. undergraduate and most postgraduate students enrolled in a programme that involves coursework or a combination of coursework and dissertation, project, or thesis;
 - ii. Master's students enrolled in a programme that involves research only for a thesis, and who first enrol during the period from the beginning of enrolment to the second Friday of the first semester;
 - iii. students in graduate and postgraduate programmes where enrolment may be required before the first official enrolment period of the academic year.

Notes:

1. A student who does not complete or has failed a course by the end of the period for which fees are payable, as given in (a) above, and who wishes to re-enrol in the course, is required to pay tuition fees for the course for each fees period in which he or she is enrolled in the course.
2. A postgraduate student who is enrolled in a programme that involves research only, or who has finished all the coursework but not the research in a programme involving a combina-

tion of research and coursework, should refer to regulations 5(b) and 5(c) below.

3. The basis on which fees are to be paid may differ from the above in cases where studies have been interrupted by suspension or where the student has been granted an extension.
- (b) A postgraduate student who has completed the minimum period of enrolment required for the degree and any required course work and is completing written work may request enrolment for three months if the student and his/her supervisor consider that the written work will be completed within that period.
- (c) The Vice-Chancellor shall have power to make special provision in individual cases of hardship arising from (a) of these regulations.

6. Default in Payment of Tuition Fees

- (a) Any default, delay or failure to pay tuition fees within the due date will result in the cancellation of the student's enrolment and stopping of all services to the student such as Canterbury Card, IT and Library services. The restrictions will apply until the fee is paid.
- (b) Subsequent payment of fees under these circumstances does not guarantee entry into previously approved courses.
- (c) Failure to pay includes:
 - i. If a student accepts their Enrolment Offer indicating 'Loan' and StudyLink declines or fails to pay the student's tuition fees within 14 days from the date of enrolment/course change.
 - ii. If a student who accepted their Enrolment Offer indicating 'Loan' and used a student loan to pay for all or part of their fees, discontinues from all study, or cancels the student loan with StudyLink but does not pay to pay includes:
 - i.

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- (d) Master's thesis and PhD students who apply in advance for a suspension of their studies, will be refunded for any whole month's paid tuition fees. A retrospective suspension, if granted, is for academic purposes only. No refund will be given.

Notes:

1. For PhD students who withdraw from their studies prior to submitting their PhD registration (six months past enrolment) or who do not have their PhD registration approved, will be reimbursed the balance of the tuition fees paid in advance, from the date of withdrawal/termination. For PhD students re-enrolling, the two week refund date applies from their anniversary date.
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- (e) Students who apply for a student visa in their home country are normally required to provide the New Zealand Immigration Service with evidence that the tuition fee has been paid. The New Zealand Immigration Service will be notified if, due to course change or withdrawal, the student's course no longer meets the requirements of their student visa.
- (f) International students must enrol for a full-time programme of study as a condition of their student permit and remain full-time, ie, a total course weighting for the year of 0.8 EFTS (or 0.4 EFTS for single semester Study Abroad students only). Students must not drop to part-time when completing a change of enrolment. The University is obliged to notify the New Zealand Immigration Service if a student drops to part-time or completely discontinues.
- (g) Degree students must enrol for the full year. Completion of a degree is the only circumstance under which degree students may enrol and pay only for Semester 1 courses. A special dispensation from the Immigration Service will be required.
- (h) Students commencing study at the start of Semester 2 (S2), and Study Abroad students enrolling in any semester, pay fees for that semester only.
- (i) Approved reciprocal exchange students covered by a formal exchange agreement pay tuition fees to their home university, not to the University of Canterbury.
- (j) Australian citizens and permanent residents are entitled to domestic tuition fees as long as they are residing in New Zealand during their studies. Australian citizens cannot access a StudyLink student loan until they have lived in New Zealand for two years. Permanent residents cannot access a StudyLink student loan until they have had PR status and lived in New Zealand for two years.
- (k) All international PhD students enrolling/re-enrolling in 2011 will pay domestic fees for their PhD thesis only. Students must be residing within New Zealand and be on a New Zealand Immigration student visa.
- (l) US Financial Aid is available to USA students in the form of the Federal Stafford Loan. The University's School Code is G22253.
- (m) In any academic year, full-fee international students who become permanent residents after they enrol may change to domestic status (fees provided they produce evidence of their permanent residency permit by the last day of lectures for the programme of study that they are currently enrolled in.
- (n) For further information on international tuition fees contact Admissions and Enrolment, Student Service Centre, phone +64 3 364 2555 or email enrol@canterbury.ac.nz

Schedule to the Fees Regulations

Part 1. Tuition Fees: Domestic Students

Note: All fees are 2012 and differ from those published in the 2012 Calendar.

A. Fee Bands

European Languages and Cultures	1
European Studies	1
European Union Studies	1
Film	3
Finance	2
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5
Forestry	5
Forest Engineering	5
French	1
Gender Studies	1
Geography	3
Geology	4
German	1
Graphic Design	3
Hazard and Disaster Management	4
Health Sciences	4
Higher Education	1
History	1
History and Philosophy of Science	1
Human Interface Technology*	5
Human Services	1
Information Systems	6
International Law and Politics	2
Italian	1
Japanese	1
Journalism	1
Korean	1
Languages and Cultures	1
Law	2
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Maori	1
Mathematical Physics	4
Mathematics	9
Mathematics and Philosophy	3

Mechanical Engineering	5
Mechatronics Engineering	5
Media and Communication	1
Medical Physics	4
Medical Physics (Clinical)	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Pacific Studies	1
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physical Education	1
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Psychology	3
Religious Studies	1
Russian	1
Science and Entrepreneurship	2
Sculpture	3
Seafood Sector: Management and Science	5
Social Work	1
Sociology	1
Soil Science	4
South Asia Studies	1
Spanish	1
Sport Coaching	1
Statistics	9
Teacher Education	1
Te Reo Maori	1
Tertiary Teaching	1
Theatre and Film Studies	3
Transportation Engineering	5
Zoology	4

Notes:

1. There is no flat fee or fee cap at either undergraduate or postgraduate level. Students pay for exactly the courses they choose to take, whether that is less or more than 1.0 EFTS.
2. Fees are not charged by cm3

- (b) If a student is enrolled in a Bachelor of Science and chooses to take a Pacific Studies course from the BA Schedule, they will pay proportionally less for that course because Pacific Studies is in a lower band.

Part 2. Tuition Fees: International Students

Note: All fees are 2012 and differ from those published in the 2012 Calendar.

A. Fee Bands

Fee Band	Cost for 1.0 EFTS (2012)	
	Undergraduate courses (\$NZ)	Postgraduate courses (\$NZ)
1	21,500	24,400
2	23,100	24,600
3	25,600	28,700
4	26,800	31,000
5	35,000	31,900
7	31,000	31,000
10	22,900	24,400
11	31,000	31,000
12	25,100	28,400

B. Subject Placements

Subject	Fee Band
Accountancy	2
American Studies	1
Antarctic Studies	4
Anthropology	1
Applied Psychology	3
Art Curatorship	3
Art History	1
Art History and Theory	1
Art Theory	1
Astronomy	4
Audiology	7
Biochemistry	4
Bioengineering	5
Biological Sciences	4
Biosecurity	1
Biotechnology	4
Business Administration	2
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemistry	4
Child and Family Psychology	7
Chinese	1
Cinema Studies	1

Civil Engineering	5
Classics	1
Communication Disorders	7
Computational and Applied Mathematics	3
Computer Engineering	5
Computer Science	3
Construction Management	5
Cultural Studies	1
Development Studies	1
Diplomacy and International Relations	1
Ecology	11
Economics	2
Education (Bachelor of Arts)	1
Education (excluding Teacher Education)	10
Electrical and Electronic Engineering	5
Engineering	5
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
Environmental Science	4

Finance	2
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5
Forestry	11
Forest Engineering	5
French	1
Gender Studies	1
Geography	3
Geology	4
German	1
Graphic Design	3
Hazard and Disaster Management	4
Health Sciences	4
Higher Education	1
History	1
History and Philosophy of Science	1
Human Interface Technology*	5
Human Service	
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General Regulations and Policies

C. Special Programmes: International fees

Note: All fees are 2012 and differ from those published in the 2012 Calendar.

Programme	Cost \$NZ (2012)
Certificate in Foundation Studies	\$19,950
Certificate in English for Tertiary Studies	\$13,860
Certificate in University Preparation	\$19,950
Diploma in Adult Teaching and Learning	\$20,700
Study Abroad (flat fee per semester)	\$11,550
Study Abroad (flat fee per year)	\$23,100
Master of Business Administration (MBA)	

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