

Enrolment and Fees Policies and Regulations

A. Enrolment Regulations

1.1.1.1.1

- (a) All students are required to enrol by accepting the Enrolment Order 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;
 - : E-mail: student.services@uc.edu
 - ii. read information on their UC Student email/web page (S-O.1led) or 0(J)01 Tc 1.4perteeK D2(e0)/()Ttudents aormation on their UC Student email/

iv. pay the requisite fees, or make a suitable payment arrangement.

1. A student who is enrolled in a course and wishes to discontinue that course should complete an Application for Discontinuation of Enrolment (see Appendix 1) and submit it to the Registrar.
2. A student who is enrolled in a course and wishes to change to another course should complete an Application for Change of Enrolment (see Appendix 2) and submit it to the Registrar.
3. A student who is enrolled in a course and wishes to re-enrol in the same course should complete an Application for Re-enrolment (see Appendix 3) and submit it to the Registrar.

(f) Once a student is enrolled a confirmation email will be sent to the student's personal email address.

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2. A student who is enrolled in a course and wishes to change to another course should complete an Application for Change of Enrolment (see Appendix 2) and submit it to the Registrar.
3. A student who is enrolled in a course and wishes to re-enrol in the same course should complete an Application for Re-enrolment (see Appendix 3) and submit it to the Registrar.
4. A student who is enrolled in a course and wishes to discontinue that course and re-enrol in a different course should complete an Application for Discontinuation of Enrolment (see Appendix 1) and an Application for Change of Enrolment (see Appendix 2) and submit them to the Registrar.
5. A student who is enrolled in a course and wishes to discontinue that course and re-enrol in the same course should complete an Application for Discontinuation of Enrolment (see Appendix 1) and an Application for Re-enrolment (see Appendix 3) and submit them to the Registrar.

(g) If a student wishes to change any details in the Enrolment Order they should contact the University. Students who no longer wish to attend the University of Canterbury must follow the instructions given describing how to decline their offer.

5. Discontinuation of Enrolment

- (a) A student will be officially discontinued from a course once a Change of Enrolment is submitted. Tuition fee refunds will be processed using the date that the discontinuation on the Change of Enrolment was submitted. Discontinuations will not be accepted after the final discontinuation dates.
- (b) A student will be officially enrolled in an additional course once an Application for Change of Enrolment has been approved. 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 wish to completely withdraw from their programme of study must follow the online change of enrolment procedure. In extreme circumstances a concise, signed letter is also acceptable. The date of discontinuation will be the official receipt date of the letter. Students cannot discontinue courses after the final discontinuation dates listed under 2. Dates for Enrolment, Discontinuation of Enrolment and Change of Enrolment (adding and discontinuing courses) above.

(a) With the approval of the Head of Department/School, a student may enrol in any course or courses for which he or she does not seek credit to a degree, diploma or certificate of this University and may receive a Certificate of Proficiency for each course in which the examiners are satisfied that a pass has been obtained, subject to the provisions of the following regulations:

- (b) A student enrolled for a Certificate of Proficiency in a course shall attend such lectures, sit such examinations and do such other work as is required of students enrolled in the course for a degree, diploma or certificate, and shall pay such tuition, Students' Association and other fees as are set out in the Schedule to the Fees Regulations.
- (c) i. A student may enrol in any course or courses at 100, 200 or 300-level from any degree, diploma or certificate for credit to a Certificate of Proficiency either with or without having satisfied all prerequisite and co-requisite requirements for that course or courses.

- ii. A student who satisfies all prerequisite and 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

and FAQs go to www.canterbury.ac.nz/enrol/fees/levy.shtml

3. Fees and 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.

4. Fees and Payment Methods - Change of Enrolment

- (a) 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) 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 in person 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 in person for additional Change of Enrolment fees, they must notify Student Finance staff before making their course change.

5. Tuition Fees and Fee Bands

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

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 before StudyLink has paid fees to the University of Canterbury.
 - iii. If a student pays the tuition fee by a cheque which is subsequently dishonoured.
- (d) Existing sanctions for debt, including Default in Payment of Tuition Fees, will remain and will have the following consequences for the student:
 - i. Liability for the debt will be noted on the student's record;
 - ii. examination results will not be released;
 - iii. conferment of degree or diploma will be withheld;
 - iv. transfers to other institutions will not be actioned;
 - v. re-enrolment will not be permitted;
 - vi. StudyLink will be advised for student allowance/loan purposes;
 - vii. Immigration NZ will be advised for international students.

These restrictions will apply until the outstanding debt is paid.

3.1.4 Late application fees

Students wishing to apply to enrol after the end of the first day of the official course start date are required to pay in advance a non-refundable late application fee of \$100. This does not guarantee acceptance into either the course(s) or programme of study. The fee can not be paid by Student Loan. Late enrolment is subject to the approval of the Head of Department/School concerned and may be declined.

3.1.5 Tuition fee refunds

- (a) i. A refund is available for students who:
 - a. withdraw from a complete programme of study or change to a reduced programme by the second Friday from the official course start date (except for summer courses and other short courses, field trips and teaching practices - see below); or

- b. withdraw from a Summer Programme course by the first Friday from the official course start date (except for field trips and teaching practices - see below); or
- c. complete writing a thesis and withdraw from a complete course of study or change to a reduced programme by the second Friday from the course start date.

- ii. There is no refund provision for students once they have commenced a field trip or teaching practice. The days are taken from the official listed start date of the course.
- iii. Course materials are non-refundable.
- (b) Refund of tuition fees for all students who had authorised automatic payment from their Student Loan must be paid back to the student's loan account at StudyLink.
- (c) Students who submit a thesis and who have completed the minimum required period of enrolment will be eligible for a partial refund of fees from the end of the month in which the thesis is submitted.

A refund is available for students writing a thesis who withdraw from a complete course of study or change to a reduced programme by the second Friday from their course start date.

- (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.

- 1. **Refund of fees for students who withdraw from a complete programme of study or change to a reduced programme by the second Friday from the official course start date.**

- 2. **Refund of fees for students who withdraw from a Summer Programme course by the first Friday from the official course start date.**

- (e) i. Tuition fee refunds for international students that exceed \$3,500 will be subject to a checking process by Student Financial Services before the refund can be released. Original payment source will be checked. Refunds

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 been granted PR status and lived in New Zealand for two years.

- (k) All international PhD students enrolling/re-enrolling in 2013 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).

Schedule to the Fees Regulations

Table 1.1: Domestic Tuition Fees (2013)

Tuition fees are charged in nine bands inclusive of GST as set out below. Further details of fees for individual courses are available from Admissions and Enrolment in the Student Services Centre.

Table 1.1: Domestic Tuition Fees (2013)			
Fees Band	Tuition Fee (SL)	Residential Fee (SL)	Health Fee (SL)
1	5,152	6,248	5,823
2	5,453	6,512	6,095
3	5,755	6,779	6,371
4	5,973	6,992	6,590
5	6,466	7,309	7,014
6	5,643	6,598	6,267
7	6,421	7,273	6,975
8	6,203	7,083	6,777
9	5,176	6,559	6,093

Law	12
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Maori	1
Mathematical Physics	4
Mathematics	3
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Media and Communication	1
Medical Physics	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Pacific Studies	1
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physical Education	10
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
Speech and Language Pathology	7
Sport Coaching	10
Statistics	3
Teacher Education	10
Te Reo Maori	3
Tertiary Teaching	1

Theatre and Film Studies	3
Transportation Engineering	5
Water Resource Management	?
Zoology	4

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Program	2013 Fee (\$)
Certificate in Foundation Studies	\$19,950
Certificate in English for University Study (one semester)	\$7,205
Diploma in Adult Teaching and Learning	\$21,530
Study Abroad (flat fee per semester)	\$12,010
Study Abroad (flat fee per year)	\$24,020
Master of Business Administration (MBA) (15-month programme)	\$48,800*
Master of Engineering in Management (MEM)	\$33,200
Postgraduate Certificate in Antarctic Studies (including field trip fee (ANTA 603))	\$27,920
Graduate Diploma in Teaching and Learning (Primary) (15-month programme)	\$33,300
Graduate Diploma in Teaching and Learning (Secondary)	\$23,800
Doctor of Philosophy (PhD)	Refer to domestic fees**

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Fees (2013)	(2013)
International Compliance fee	\$100
Students who enrol in one semester only (eg, S1, S2, SU1/SU2)	\$699
Distance students living within 50km of the greater Christchurch metropolitan area	\$317.50
Distance students living more than 50km outside the greater Christchurch metropolitan area	\$635.00
Distance students with site codes: Nelson, Rotorua or New Plymouth	\$210.00
Postgraduate students who have completed the minimum required period of enrolment and are approved for a further enrolment period of less than 12 months.	\$210.00
	\$52.92 per month

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Fees (2013)	(2013)
Copies of final exam scripts	\$55
Thesis binding - hard binding	\$45
Admission Ad Eundem Statum*	\$100
Discretionary Entry/Special Admission*	\$100
Transfer of Credit	\$100
Late Application fee	\$100
Cultural enrolments irrespective of other enrolments (per course)	\$335
Replacement Canterbury Card	\$35
Reconsideration of grades (per subject)	\$60
Distance examinations sat outside home city (per venue)	\$100
Alternative examination arrangement	\$100
O -campus examinations (1 fee per venue)	\$100
Online student visa	\$95**
Medical and travel insurance (international students)	varies
It is compulsory for all international students to have full medical insurance, the terms of which are laid down by the New Zealand Ministry of Education. Cost-effective and compliant travel and medical insurance can be purchased from the University at the time of enrolment. Other options are also possible - go to www.canterbury.ac.nz/international/insurance/ for more information.	
Key deposits/returns	\$35
Parking Permits are available for a single semester or for a full year. Prices are set during the annual budget process and the confirmed prices will be available at www.fm.canterbury.ac.nz/parking/permits.shtml	

Transcript	\$35
Letter - eligible to graduate	\$35
Letter - conferment of degree	\$35
Transcript - additional copies	\$15
Replacement of a degree or diploma certificate	\$90

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C. Student Allowances and Loans

Student Allowances and Loans are administered by Studylink; go to www.studylink.govt.nz or call 0800 88 99 00 with any questions.

The definition of full-time study for Student Allowances and Student Loans purposes is:

- (a) 0.8 EFTS or more for full-time/full-year study;
- (b) 0.4 EFTS or more for full-time/part-year study (first or second semester).

If a student intends receiving a student allowance or the living portion of the student loan, his or her study must equate to (a) or (b) above.