

# Enrolment and Fees Policies and Regulations

## A. Enrolment Regulations

### 1. Enrolment

- (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;

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): 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: second Monday in January of the year of enrolment.
      - 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 Order is the end of the first day of the official course start date. Students who accept their order 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.
    - 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 Semester 1: 9 March 2014; Semester 2: 10 September 2014; Semester 3: 10 December 2014; Semester 4: 10 March 2015.
- b. Whole Year courses: 4 July 2014;
- c. Semester 2 courses: 5 September 2014;
- d. Cross Year courses: 5 September 2014;
- e. Anytime Start courses and other courses of six weeks duration or more not covered above (excluding summer courses and short courses): six weeks from the official course start date;

- f. Summer Programme courses less than six weeks duration: first Friday after the official course start date;
- g. Summer Programme courses six or more weeks duration: seven weeks after the official course start date;
- v. There is no refund provision for students once they have commenced the field trip component of any summer course or teaching practice.
- vi. Master's thesis students and PhD students may apply for a suspension of their studies; however, suspensions can only start from the first day of the month, will be for a minimum period of one month and will be granted for whole months only (refer to Section B Fees Regulations, Regulation 8 for fee refund policies).

### 3. Programmes and Courses which have a Limitation of Entry and/or Require a Special Application for Admission

#### Notes:

1. There is a full list of course dates, semester indicators and refund dates in the Guide to Enrolment.
  2. See also the Fees Regulations for information regarding liability for fees and eligibility for refunds; and General Course and Examination Regulations, I Academic Progress for details of the academic progress review procedure.
  3. Students who withdraw from a teaching practice must inform the College of Education Academic Manager or relevant Associate Dean.
- (b) Enrolment in a degree programme which is by thesis only and in some postgraduate or graduate courses:
- i. Students enrolling for the first time in a degree programme which is by thesis only (such as the PhD and Master's degrees by thesis alone) may commence studies at any time agreed to mutually by the student and the Head of Department/School, and approved by the Academic Board.
  - ii. Master's research students who first enrol during the first official enrolment period of the academic year or before the second Friday of the first semester will be deemed to have commenced studies on 1 March, and fees will be payable on enrolment for the period 1 March to 28 February. In subsequent years, re-enrolment and payment of fees will be on the basis of the 1 March to 28 February year.
  - iii. In all other cases a specific start date will be registered for each student and fees will be payable for one year from that date.
  - iv. Re-enrolment will be required on or before the anniversary date.
  - v. Most postgraduate degree programmes that consist of, or include, course work have the same enrolment dates as given in Regulation 2(a)(i) above, but some postgraduate or graduate programmes, for example the MBA and GradDipBA, have different start times, and detailed information is available from the relevant department/school.

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

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. If the student needs to change their email or postal address

- 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

and FAQs go to [www.canterbury.ac.nz/enrol/fees/levy.shtml](http://www.canterbury.ac.nz/enrol/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 (State 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 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 immedi-

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.

## 7. Late Application Fee

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.

## 8. 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

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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. are 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.8 These are non-refundable provision for students

ing process by Student Financial Services before the refund can be released. Original payment source will be checked. Refunds will normally be made to the overseas bank account from which the original fees remittance was received, or to another registered New Zealand educational institution. Course materials are non-refundable.

- ii. International Students' tuition fees paid in advance of enrolment will be refunded if the student is unable to complete enrolment and a refund is requested.
- (f) In any academic year, full-fee paying international students who become permanent residents after they enrol may change to domestic fee status 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.
- (g)
- i. The only applications for refund or remission of tuition fees which will be considered after the dates in 8(a)i. above will be those arising from:
    - a. Medical reasons: a medical certificate must be supplied.
    - b. Exceptional circumstances (not of the student's making): independent evidence must be supplied.

requirements of their student visa.

- (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 12 months. Semester 2 BDC /T1\_0 1 Trndent loan until they have lived













