

# Enrolment and Fees Policies and Regulations

## A. Enrolment Regulations

### 1. Enrolment

(a)

- c. Anytime Start courses, excluding the PhD, are calculated to occur when 50% of the course has been completed;
  - d. Summer Programme courses less than or equal to six weeks' duration: first Friday after the official course start date (one week);
  - e. Summer Programme courses greater than 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.

- 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.
- 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 student as well

the Head of Department on the start of suspension) 30 (msuspension) 10 (16 (ons-vw 914 (0 (1)ly 4un)n o)6 (f A4 371.642 Tr

- (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.

- (d) Once an Application to Enrol has been fully approved, students will be emailed an Enrolment Order. This will list the approved programme, courses and site code along with the required fees.
- (e) Before they are officially enrolled, the student must:
- check that the courses and site codes listed are correct;
  - formally accept the Enrolment Order;
  - agree to the enrolment declaration; and
  - pay the requisite fees, or make a suitable payment arrangement.

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

- (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 order.

## 5. Change of Enrolment

- (a) **Discontinuations:** 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) **Additions:** 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.

## 6. Enrolment for Certificate of Proficiency

- (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 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**

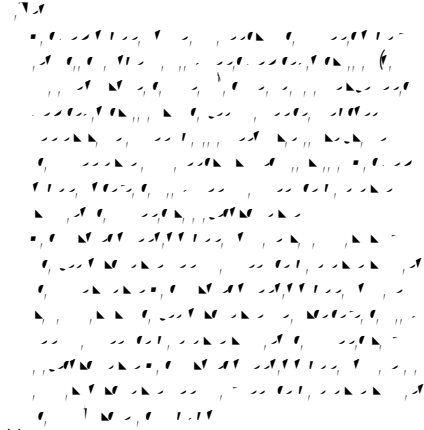
- (a) Any default, delay or failure to pay tuition fees within the due date will result in the cancellation of the student's enrolment and stopping of all services to the student such as Canterbury Card,

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 before StudyLink has paid fees to the University.

continues from the date of the student's default.  
 If a student defaults on their tuition fees, the University will cancel their enrolment and stop all services to the student.

- (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.



- (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 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 las .

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. 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.

- (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 (or three years for study starting on or after 1 January 2014). 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 2017 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) 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

### A. Fee Bands: Domestic student fees

Tuition fees for domestic students for courses that are not special programmes (as listed below in section B) are charged in subject bands inclusive of GST as set out in the table immediately below. Further details of fees for individual courses are available on each course web page through the searchable 'Qualifications and Courses' website at [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses)

In addition to these tuition fees, students may be liable for non-tuition fees – see Part 3.



## B. Special Programmes: Domestic student fees

Tuition fees for domestic students for certain special programmes are set out in the table immediately below. The fees listed include the full cost of the year's programme of study (excluding non-tuition fees) inclusive of GST. Otherwise, the tuition fee bands set out in Part A above apply. Further details of fees for individual courses are available on each course web page through the searchable 'Qualifications and Courses' website at [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses)

In addition to these tuition fees, students may be liable for non-tuition fees – see Part 3.

### A. Fee Bands: International student fees

Tuition fees for international students for courses that are not special programmes (as listed below in section B) are charged in subject bands inclusive of GST as set out in the table immediately below. Further details of fees for individual courses are available on each course web page through the searchable 'Qualifications and Courses' website at [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses)

In addition to these tuition fees, students may be liable for non-tuition fees – see Part 3.

		Cost for 120 points (2017)	
Fee Band	Subject areas	Undergraduate courses (\$NZ)	Postgraduate courses (taught and research) (\$NZ)^
1	Arts, Education, Social Sciences	23,800	27,100
2	Accountancy, Business, Law, Engineering, Health Sciences, Information Systems, Life Sciences, Medicine, Nursing, Pharmacy, Veterinary	25,500	28,800

<b>College of Arts</b>	
Master of European Union Studies	\$29,800
Master of International Law and Politics	\$31,600
Master of International Relations and Diplomacy	\$29,800
Master of Linguistics	\$29,800
Master of Māori and Indigenous Studies (240 points)	\$45,900
Master of Policy and Governance	\$29,800
Master of Social Work (Applied)	\$45,900
Master of Te Reo Māori (240 points)	\$45,900
Postgraduate Diploma in Art Curatorship	\$24,500
Postgraduate Diploma in Arts	\$24,500
Postgraduate Diploma in Journalism	\$27,100
Postgraduate Diploma in Māori and Indigenous Studies	\$23,500
Postgraduate Diploma in Te Reo Māori	\$24,500
<b>College of Business and Law</b>	
Graduate Diploma in Business Administration	\$25,464
Master of Applied Finance and Economics	\$32,600
Master of Business Administration (MBA) (240 points) Plus application and acceptance fee	\$51,800 \$700
Master of Business Information Systems (MBIS)	\$32,600
Master of Business Management (MBM)	\$32,600
Master of Commerce	\$40,700
Master of Professional Accounting (MPA) (240 points)	\$43,500
Postgraduate Diploma in Business	\$22,400
<b>College of Education, Health and Human Development</b>	
Graduate Diploma in Early Childhood Teaching (150 points)	\$24,500
Graduate Diploma in Teaching and Learning (Primary) (165 points)	\$25,500
Graduate Diploma in Teaching and Learning (Secondary) (135 points)	\$24,500
Master of Computer-Assisted Language Learning Students located overseas Students in New Zealand	\$28,000 \$32,200
Master of Health Sciences Professional Practice (Nursing) (180 points)	\$34,200

Master of Speech and Language Pathology	\$61,200
Postgraduate Certificate in Antarctic Studies (including field trip fee (ANTA 603))	\$20,900
Postgraduate Diploma in Geographic Information Science	\$34,200
Postgraduate Diploma in Science (Psychology, Geography, Mathematics)	\$31,000
Postgraduate Diploma in Science (Biology, Chemistry, Physics, Geology)	\$34,200
Postgraduate Diploma in Water Resource Management	\$34,200

Alternative examination arrangement	\$115
O -campus examinations (one fee per venue)	\$115
<b>International students</b>	
Online student visa	\$187**
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 <a href="http://www.canterbury.ac.nz/international/insurance">www.canterbury.ac.nz/international/insurance</a> for more information.	
<b>Parking/Security</b>	
Key deposits/returns	\$30