

# Fees and Fines Regulations

## 1. Version

- (a) These Regulations came into force on 1 February 2018.
- (b) The previous version came into force on 1 October 2017.

## 2. Authority

The Tumu Whakarae | Vice-Chancellor holds authority for these Regulations and in exceptional circumstances, on evidence provided, may alter the fees or fines levied on an individual student or vary the fees for a group of students as delegated by the Kaunihera | University Council.

## 3. Enrolment Fees

- (a) A student must pay tuition fees on the basis of each and every course they enrol in, except when enrolling in a Special Fees Programme where an overall fee is levied.
- (b) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.
- (c) Tuition fees cover the enrolment period; from the official start date of the course until the end of the examination period for taught courses.
- (d) A student becomes liable for all fees upon accepting an Enrolment Agreement.
- (e) Tuition fees are due at the beginning of the enrolment period. If the fees are not paid, or suitable payment arrangements made, by the due date noted in the invoice for payment then a default in payment will be registered.
- (f) Where a student has not accepted their Enrolment Agreement on or before the first official course start date, a late enrolment fee will be applied.
- (g) Where a pre-enrolled or enrolled student makes an addition to their programme of study then they become liable for the additional fees when the change of enrolment application is approved.
- (h) Where a student withdraws from a course during the Change of Enrolment period they may become eligible for a full refund of the tuition fees for that course when the change of enrolment application is approved.
- (i) A student must pay the non-tuition fees for specific courses as set out in *Schedule 2: Compulsory Course Costs*, to these Regulations.
- (j) A student must also meet any other expenses necessary to attend a class, including excursions and fieldwork or similar activity, or expenses necessary to complete an assessment.
- (k) The non-tuition fees and other course related expenses are non-refundable.

## 4. Tuition Fees and Related Expenses for Research Courses

- (a) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.
- (b) The tuition period ends on the last day of the month in which the thesis is submitted or the student withdraws from the course. A student is eligible for a full refund of the remaining portion of their tuition fee for the thesis course in whole months only.
- (c) A student is eligible for a full refund for any whole month periods when on an approved suspension of their studies. Application must be made in advance, eligibility for a fee refund for retrospective suspension is not permitted unless applied for within the current calendar year and for exceptional circumstances.
- (d) Students who are approved part-time study for Doctoral, Masters and Dissertation research will be charged at a rate of 65 per cent or 35 per cent of the full-time equivalent fee.

## 5. International Student Fees

- (a) All students of international status must pay tuition fees at the international rate, as specified in the Schedule to these Regulations, except:
  - i. where a student is on an approved reciprocal exchange programme covered by a formal exchange agreement, then they will pay tuition fees to their home university, not to Te Whare Wānanga o Waitaha | University of Canterbury; or
  - ii. where they are a PhD student resident in Aotearoa New Zealand, then they will pay the domestic rate for the Research Course.

- (b) A full-fee international student who qualifies for classification as a domestic student, will become eligible for domestic fees from the beginning of their next teaching period or semester (whichever is shorter). A student must:
- i. provide evidence of their changed status prior to the start of the next teaching period or semester (whichever is shorter); or
  - ii. in the case of a research course this will be before the end of any month.
- Any potential refund in the difference in fees (international to domestic) will only be considered:
- a. once the actual Resident Visa is presented to Student Services; and
  - b. will only apply to teaching periods/courses yet to commence.

## 6. Student Service Levy

A student will pay the compulsory Student Services Levy as set out in Schedule 3: Services Fees, to these Regulations. All Student Services Levy collected is used to directly benefit students.

Students pay an amount per point of study which is capped at 150 points per annum. Distance, Extramural and Offshore students are charged at 20% of the full levy fee.

## 7. Other Fees

A student must pay all other fees as set out in *Schedule 3: Service Fees* to these Regulations on a user pays basis for any other goods or services.

## 8. Fines

- (a) All fines are set out in *Schedule 4: Fines*, to these Regulations.
- (b) If the fees are not paid, or suitable payment arrangements made, by the last due date noted in the invoice for payment then a default in payment will be registered.

## 9. Default in Payment of Fees or Fines

- (a) Any default, delay or failure to pay fees (other than tuition fees) or fines by the due date will result in all of the following actions:
  - i. examination results will not be released;
  - ii. conferment of qualifications will be withheld;
  - iii. transfers to other institutions will not be actioned;
  - iv. re-enrolment will not be permitted;
  - v. StudyLink will be advised for student allowance/loan purposes;
  - vi. Immigration NZ will be advised for international students.
- (b) Any default, delay or failure to pay tuition fees by the due date will result in the sanctions list in (a) and also:
  - i. cancellation of enrolment;
  - ii. cancellation of Canterbury Card;
  - iii. stopping of IT access;
  - iv. stopping of Library services.
- (c) Failure to pay includes:
  - i. where no transaction to pay is made or completed;
  - ii. where a transaction to pay is reversed or dishonoured;
  - iii. where StudyLink declines or fails to pay within ten working days from enrolling in courses.
- (d) Subsequent payment of outstanding debt does not guarantee entry into previously approved courses.

## 10. Taxes

All fees and fines listed in the Schedule to these Regulations include New Zealand Goods and Services Tax.

## 11. Right of Appeals

A student may appeal a fines levy decision by following the appeals process outlined in the Regulations used to issue a fine.

## Schedule to the Regulations for Fees and Fines

Effective for 2024. Fees were correct at the time of print and students are advised to consult the website for the latest information.

### Schedule 1: Tuition Fees

#### Part A: Fee Bands: Domestic student fees (per 120 points)

Fee Band	Indicative Subject Area	Undergraduate Courses (\$NZ)	Postgraduate Courses (\$NZ)	Research Courses (\$NZ)
1	Arts, Communication, Criminal Justice, Education, Social Science	6,748	8,184	7,627
2	Accounting, Business, Economics, Law	7,142	8,527	7,983
3	Computational Mathematics, Computer Science, Fine Arts, Music, Non-Bench Science, Theatre and Film	7,535	8,877	8,344
4	Antarctic Studies, Bench Sciences, Health Sciences	7,822	9,157	8,632
5	Engineering, Forestry	8,469	9,572	9,186
6	Information Systems	7,390	8,641	8,209
7	Audiology, Speech and Language Pathology	8,409	9,525	9,135
8	Ecology	8,124	9,277	8,875
9	Art Curatorship, Mathematics, Statistics	6,773	8,590	7,980
17	Foundation Studies	6,748		

#### Part B: Fee Bands: Domestic student fees – Special Programmes

Programme	Undergraduate Programme (\$NZ)	Postgraduate Programme (\$NZ)
Certificate in University Preparation (1 semester)	844 per course	
STAR courses	596.75 per 15-point course	
Postgraduate Certificate in Antarctic Studies (60 Points)		4,579
Postgraduate Diploma in Business (120 points)		8,527
Postgraduate Diploma in Business Administration (120 points)		26,065
Postgraduate Diploma in Business Information Systems (120 points)		8,527
Master of Antarctic Studies (180 points)		13,473
Master of Business Administration (180 points)		39,098
Master of Business Information Systems (180 points)		12,791
Master of Professional Accounting (240 points)		17,054

#### Part C: Fee Bands: International student fees (per 120 points)

Fee Band	Indicative Subject Area	Undergraduate courses (\$NZ)	Postgraduate courses (\$NZ)
1	Arts, Criminal Justice, Education, Social Sciences	31,600	35,400
2	Accountancy, Business	33,600	35,000
3	Fine Arts, Law	37,300	40,600
4	Science, Health Sciences	39,900	42,200
5	Engineering	48,000	48,000
7	Audiology, Speech and Language Pathology, Forestry	43,500	43,500





ENFO204 Forestry Workshop	246
ENFO410 Compulsory Forth Year Field Trip	257
ENGE411 Field Trip	38
ENGE417 Field Trip	204
ENME202 Mechanical Engineering Workshop	545
ENME405 Field Trip	96
FORE141 Field Trip	135
FORE218 Field Trip	542
FORE307 Field Trip	354
FORE419 Field Trip	259
SENG 202 Software Engineering Workshop	166
<b>Te Kaupeka P taiao   Faculty of Science</b>	
ANTA603 Field Trip - International	5,097
ANTA603 Field Trip - Domestic	5,664
BIOL112 Field Trip	23
BIOL212 Field Trip	115
BIOL275 Field Trip	115
BIOL305 Field Trip	156
BIOL375 Field Trip	156
BIOL378 Field Trip	116
BIOL384 Field Trip	156
GEOL101 Field Trip	36
GEOL111 Field Trip	38
GEOL115 Field Trip	38
GEOL240 Field Trip	38
GEOL241 Field Trip	38
GEOL246 Field Trip	38
GEOL351 Field Trip	38
GEOL352 Field Trip	38
GEOL473 Field Trip	38
GEOL478 Field Trip	38
GEOL479 Field Trip	38
GEOL481 Field Trip	38
GEOL483 Field Trip	43
GEOL493 Field Trip	37
SCIM101 Field Trip	38



Printing – A3 colour (double sided per page)	0.24
Parking Permit – Semester	237.50
Parking Permit – Full Year	475
Key deposit	31
Canterbury Card (replacement)	21

\*\* Capped at a maximum of 150 points of on-campus study per academic year.

### Schedule 4: Fines

Description	Fine (\$NZ)	Max Fine (\$NZ)
<b>Behavioural Misconduct and Academic Misconduct</b>		
Examination – Breach of Instruction fines		125
Proctors Fine		500
Misconduct Committee Fine		5,000
<b>Library</b>		
Normal overdue (per day or part thereof) (1 day grace period)	0.31	16
1 Day loan (per day or part thereof)	3.17	32
3 Day loan (per day or part thereof)	3.17	32
1 hour loan (per hour or part thereof) (15 minutes grace)	1.59	32
3 hour loan (per hour or part thereof) (15 minutes grace)	1.59	32
Recall fine rate (per day or part thereof)	3.17	32
Lost item (per item)	Replacement cost	-
<b>Facilities and Estate</b>		
Parking - Clamping (per offence)	53	159