

Enrolment and Fees Policies and Regulations

A. Enrolment Regulations

1.
 - (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.

- ii. Final date for enrolment (ENR status) is the end of the first day of the official course start date. Students wishing 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 enrolment fee of \$102.50 per course (maximum of \$205). 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.

Note: For official course start dates, refer to page 5 of the Enrolment Handbook.

- 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 2011;
 - b. Whole Year courses: 30 June 2011;
 - c.

discontinuation and course changes:

- i. Final date for an Application to Enrol:

a. \$ -
 (excluding College of Education students) 10 December 2010.

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. \$ - -
 must Apply for Programme Entry by 3 weeks prior to the official course start date and then Apply to Enrol no later than 7 days prior to the official course start date.

c. \$ \$.7 days
 prior to the official course start date.

d. \$ \$.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 declined.

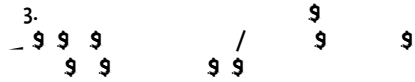
f. Students may appeal a declined Application to Enrol by writing to the Assistant Vice-Chancellor (Academic).

- 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: six 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.

Notes:

1. There is a full list of course dates, semester indicators and refund dates on page 5 of the Enrolment Handbook.
 2. See also the Fees Regulations for information regarding liability for fees and eligibility for refunds; and General Course and Examination Regulations, 1 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 1. above, of this regulation, 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 to Section B Fees Regulations, Regulation 8 for fee refund policies).



Some programmes and courses have a limitation of entry and/or require a special application for admission in addition to the application to enrol. Such courses are listed in the Admission Regulations, 1 G Limitation of Entry, Schedule to the Regulations for Limitation of Entry/Special Application (pp 18-23). Students should note that where indicated, prior to applying to enrol, application for admission to the particular course must be made by the date shown (see also pages 12-15 of the Enrolment Handbook).

4. 9
- (a) A student's choice of programme and courses will be reviewed by staff in the appropriate colleges, schools and/or departments who will mark them as either:
 - i. Approved;
 - ii. Pending (a reason will be given; usually waiting for NCEA or university results, limitation of entry or transferring credits);
 - iii. Declined (a reason will be given).
- (b) Within 10 days after lodging an application, students will be able to check the status of their application online.

Note: In the case of limited entry course applications, although the automated prerequisite check may indicate 'Course Approval', the decision on admission to the course lies with the School or Department concerned.
- (c) Students will receive an email if further documentation is required to support their application.
- (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:

- i. check that the courses and site codes listed are correct;
- ii. formally accept the Enrolment Offer;
- iii. agree to the enrolment declaration; and
- 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 details at this time, the student should contact the Contact Centre.
 3. Once the student accepts the Enrolment Offer and is fully enrolled (ENR status) all contact will be through the UC email and web portal. It is a condition of the student's enrolment, as per the student declaration, that all students must read information on their UC Student email/web portal at least once per week. Any changes to an email and postal address at this time must be submitted online.
 4. For an exemption, students must apply to and be approved by the PVC (International/Student Services).
 5. Enrolled University of Canterbury students should change their current and permanent/emergency addresses online through UC Student Web.
- (g) If a student wishes to change any details in the Enrolment Offer 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.

- (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.
Note: This regulation must be read subject to Admission Regulations A General and G Limitation of Entry/Special Application 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,

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.shtm1

3-

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

- (a) In person (cash, 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-

(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 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 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 combination 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-

- (a) 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, the student will be liable for payment of the tuition fees within 14 days.

proved start date, the two week refund date applies from that date. For Master's thesis students with an official approved start date who are re-enrolling, the two week refund date applies from their anniversary date. For Master's thesis students with no official start date, the two-week refund date applies from 1 March or 1 August.

- (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. The administration fee for a refund of tuition fees for full-fee paying international students is \$515 (full refund) or \$205 (partial refund in excess of \$1,000). For international students this replaces the normal administration fee of \$105. Course materials are non-refundable.
 - iii. 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 0 9w95 acmadmic yr 54(d.)30(full-f)22(ee pa)10(ying int)14(ernatio)TJETEMC /Span AMCID 872 >>BDC BT/T1Q 1 Tf0 Tc 8 C

Schedule to the Fees Regulations

Part 1. Tuition Fees: Domestic Students

Note: international student fees are shown in Part 2 of this Schedule.

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.

Engineering Mathematics	5
English	1
Environmental Science	4
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

- (a) If a student is enrolled in a Bachelor of Arts and chooses to take a Physics course outside of the BA Sched-

–	
European Union Studies	1
Film	3
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 Services	1
Information Systems	3
International Law and Politics	12
Italian	1
Japanese	1
Journalism	1
Korean	1
Languages and Cultures	1

	(\$)
Certificate in Foundation Studies	\$19,440
Certificate in English for Tertiary Studies	\$13,325
Certificate in University Preparation	\$19,440
Diploma in Adult Teaching and Learning	\$19,906
Study Abroad (flat fee per semester)	\$11,100
Study Abroad (flat fee per year)	\$22,200
Master of Business Administration (MBA) (15-month programme)	\$46,000*
Master of Business Management (MBM) (2-year programme)	\$38,500**
Master of Engineering in Management (MEM)	\$30,700
Postgraduate Certificate in Anta0 0 7is7 0 0 7 301.i1Q.14nEEM559 >>BDC 10t.69 >>BDC BT/OTEMC /Spa(. w 7 0 0 7 51.M))-10()JJEEMC /Span	

by a formal exchange agreement pay tuition fees to their home university, not to the University of Canterbury.

- (k) 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.

- (l) All international PhD students enrolling/re-enrolling in 2011 pay a fee of \$100 for a PhD

2011-12 Fee of \$100 for a PhD course n<maximum EMC /Span <</MCID 1681 >>BDC BT

made, and if appropriate Aegrotat consideration will be given.

Note: The fee for this Postgraduate Certificate is outside of any capped tuition fees for degree, diploma or certificate courses.

Part 6. Non-tuition fees

. **\$9** (\$)

\$ (2010 -)	
Membership	\$120 (2010)
Membership (early bird rate)	\$99 (2010)
\$ / \$	
Transcript	\$30***
Letter - eligible to graduate	\$30***
Letter - conferment of degree	\$30***
Transcript - additional copies	\$15
Transcript postage (NZ) - Standard post	\$2
Transcript postage (NZ) - Fast post	\$3
Transcript postage (overseas)	\$4
Letter postage (NZ) - Standard post	\$0.55
Letter postage (NZ) - Fast post	\$1.10
Letter postage - overseas	\$3
Replacement of a degree or diploma certificate	\$85
Replacement certificate courier handling charges (NZ)	\$25
Replacement certificate courier handling charges (Australia)	\$55
Replacement certificate courier handling charges (all other countries)	\$85

*Special application required.

**New Zealand Immigration 2010 fee. Subject to government change.

***\$30 maximum fee applies excluding additional copies and postage.

Note: GST is inclusive at the applicable rate.

C. Student Allowances and Loans

Note: The University of Canterbury is not involved with the administration of the Student Allowances and Loans schemes, except to directly confirm to StudyLink a student's study details and, where relevant, fee information.

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: