

Student Services Levy Policy

Last Modified	November 2023
Review Date	November 2024
Mana Whakaae Approval Authority	Executive Director, Planning, Finance and Digital Services
Contact Officer	Senior Finance Business Partner, Financial Services

Kupu Whakataki | Introduction

Students, both domestic and international, pay two types of compulsory University fees tuition and non-tuition. This policy document relates to the non-tuition Student Services Levy which is a compulsory student services fee.

Kaupapa Here | Policy Statement

From 2024 the Student Services Fees are included as Paragraph 106 114 of the Determination of Design of Funding Mechanism: Delivery at Level 7 (Degree) and above on the NZ Qualification and Credentials Framework issued by the Minister of Education Delivery-at-Level-7-degree-and-above-on-the-New-Zealand-Qualifications-and-Credentials-Framework-DQ7+-funding-services fee must comply with the requirements set out in paragraphs 108 114. The objective is to ensure:

- a. accountability to students in the use of fees for student services;
- b. involvement of students in decisions in the charging and use of fees for student services; and
- c. fair arrangements for students in different tertiary education settings (for example, work-based students or students in fees-free foundation education programmes)

The University (UC)

UCPL

- i. Medical/Special refund if a student completely discontinues and has approval for a 50% medical refund then a 50% rebate of the Student Services Levy will apply. **No rebate application is required.**
- ii. Postgraduate Thesis suspension if a postgraduate student receives approval for a retrospective suspension no rebate will apply. However, if a postgraduate student receives approval in advance for a suspension a rebate will be applied on a pro-rata monthly basis for the period of the suspension. **No rebate application is required.**

Tautuhinga | Definitions (b)4(th)-5(-3(d)-3(e)ci)4(ae(t)-sit 123*nBT/F4 12 Tf1 01 505 36.2

Campus Enhancement Fund is an annual allocation of up to \$100,000 from the Student Space Capital Fund which is used to support initiatives designed to enhance and improve the on-campus student experience. Initiatives funded by the Campus Enhancement Fund are co-designed by staff and students through the Student Life and Services Advisory Board (SLAB).

Distance student site codes

- D: Distance
- N: Nelson
- R: Rotorua
- T: Tauranga

Student a person who is currently enrolled as a student at the University, either directly or through official arrangements with another organisation.

Student Levy Advisory Board (SLAB) is the primary body that manages the partnership between the University and the (UCSA) being made up of an equal number of representatives from UC and the UCSA.

Student Services Levy (SSL) means the Compulsory Student Services Fee that is paid by all students to help fund the costs of delivering services and facilities that support students and enhance their academic experience.

Student Space Capital Fund is the capital charge collected within the levy to support the development of UC owned student buildings and facilities.

6.00	Scheduled review by Contact Officer to update new financial year charges. Charge for 20% (distance students) added so the charge is stated explicitly.	Executive Director, Student Services and Communications	Sep 2018
6.01	Hyperlinks to the Appendix corrected	Policy Unit	Jan 2019
7.00	Major review of m0 (en-A.(m)3)6(e)-3(n)		