

# Enrolment and Fees Policies and Regulations

## A. Enrolment Regulations

### 1.1.1.1.1

- (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;
    - : E-mail address: [redacted]
  - ii. read information on their UC Student email/web page (S-O.1led )o 0(J)01 Tc 1.4perteeK D2(e0)/( )Ttudents aormation on their UC Student email/



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

1. A student who is enrolled in a course and wishes to discontinue that course should complete the Change of Enrolment form and submit it to the Registrar.
2. A student who is enrolled in a course and wishes to discontinue that course should complete the Change of Enrolment form and submit it to the Registrar.
3. A student who is enrolled in a course and wishes to discontinue that course should complete the Change of Enrolment form and submit it to the Registrar.

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

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5. A student who is enrolled in a course and wishes to discontinue that course should complete the Change of Enrolment form and submit it to the Registrar.

(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 offer.

### 5. Discontinuation of Enrolment

- (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:

- (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, diploma or certificate for credit to a Certificate of Proficiency either with or without having satisfied all prerequisite and co-requisite requirements for that course or courses.

- ii. A student who satisfies all prerequisite and 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

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

### 3. Fees and 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 (Student fee waiver, TIA, Scholarship, Sponsorship)
- (e) Full payment student loan
- (f) Part student loan/part other payment method.

### 4. Fees and Payment Methods - Tuition Fee Refunds

- (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 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 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 in person for additional Change of Enrolment fees, they must notify Student Finance staff before making their course change.

### 5. Tuition Fees and Fee Bands

Tuition fees are charged on the basis of the fee band to which the course has been assigned.





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. 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 2013 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) US Financial Aid is available to USA students in the form of the Federal Student Loan. The University's School Code is G22253.
- (m) 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

**Table 1.1: Domestic Tuition Fees (2013)**

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.

Table 1.1: Domestic Tuition Fees (2013)			
Fees Band	Tuition Fee (SL)	Tuition Fee (SL)	Tuition Fee (SL)
1	5,152	6,248	5,823
2	5,453	6,512	6,095
3	5,755	6,779	6,371
4	5,973	6,992	6,590
5	6,466	7,309	7,014
6	5,643	6,598	6,267
7	6,421	7,273	6,975
8	6,203	7,083	6,777
9	5,176	6,559	6,093



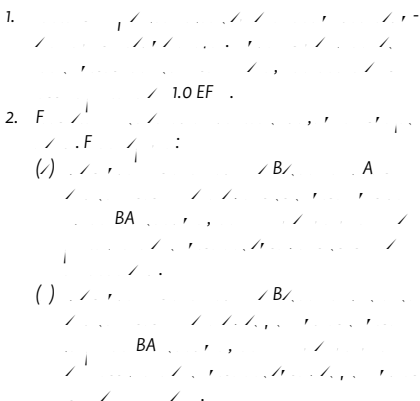
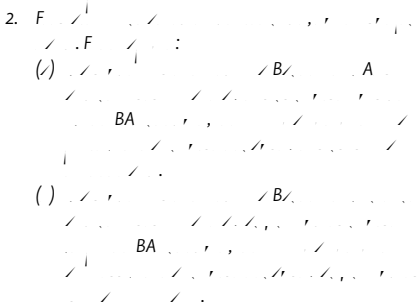






Law	12
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Maori	1
Mathematical Physics	4
Mathematics	3
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Media and Communication	1
Medical Physics	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Pacific Studies	1
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physical Education	10
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Psychology	3
Religious Studies	1
Russian	1
Science and Entrepreneurship	2
Sculpture	3
Seafood Sector: Management and Science	5
Social Work	1
Sociology	1
Soil Science	4
South Asia Studies	1
Spanish	1
Speech and Language Pathology	7
Sport Coaching	10
Statistics	3
Teacher Education	10
Te Reo Maori	3
Tertiary Teaching	1

Theatre and Film Studies	3
Transportation Engineering	5
Water Resource Management	?
Zoology	4

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Program	2013 Fee (\$)
Certificate in Foundation Studies	\$19,950
Certificate in English for University Study (one semester)	\$7,205
Diploma in Adult Teaching and Learning	\$21,530
Study Abroad (flat fee per semester)	\$12,010
Study Abroad (flat fee per year)	\$24,020
Master of Business Administration (MBA) (15-month programme)	\$48,800*
Master of Engineering in Management (MEM)	\$33,200
Postgraduate Certificate in Antarctic Studies (including field trip fee (ANTA 603))	\$27,920
Graduate Diploma in Teaching and Learning (Primary) (15-month programme)	\$33,300
Graduate Diploma in Teaching and Learning (Secondary)	\$23,800
Doctor of Philosophy (PhD)	Refer to domestic fees**

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Fees (2013)	(2013)
International Compliance fee	\$100
Students who enrol in one semester only (eg, S1, S2, SU1/SU2)	\$699
Distance students living within 50km of the greater Christchurch metropolitan area	\$317.50
Distance students living more than 50km outside the greater Christchurch metropolitan area	\$635.00
Distance students with site codes: Nelson, Rotorua or New Plymouth	\$210.00
Postgraduate students who have completed the minimum required period of enrolment and are approved for a further enrolment period of less than 12 months.	\$210.00
	\$52.92 per month

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Fees (2013)	(2013)
Copies of final exam scripts	\$55
Thesis binding - hard binding	\$45
Admission Ad Eundem Statum*	\$100
Discretionary Entry/Special Admission*	\$100
Transfer of Credit	\$100
Late Application fee	\$100
Cultural enrolments irrespective of other enrolments (per course)	\$335
Replacement Canterbury Card	\$35
Reconsideration of grades (per subject)	\$60
Distance examinations sat outside home city (per venue)	\$100
Alternative examination arrangement	\$100
O -campus examinations (1 fee per venue)	\$100
Online student visa	\$95**
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.	
Key deposits/returns	\$35
Parking Permits are available for a single semester or for a full year. Prices are set during the annual budget process and the confirmed prices will be available at <a href="http://www.fm.canterbury.ac.nz/parking/permits.shtml">www.fm.canterbury.ac.nz/parking/permits.shtml</a>	

Transcript	\$35
Letter - eligible to graduate	\$35
Letter - conferment of degree	\$35
Transcript - additional copies	\$15
Replacement of a degree or diploma certificate	\$90

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## C. Student Allowances and Loans

Student Allowances and Loans are administered by Studylink; go to [www.studylink.govt.nz](http://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:

- (a) 0.8 EFTS or more for full-time/full-year study;
- (b) 0.4 EFTS or more for full-time/part-year study (first or second semester).

If a student intends receiving a student allowance or the living portion of the student loan, his or her study must equate to (a) or (b) above.