

Student Services Levy Policy

Nōnahea i Whakarerekē Last Modified	October 2022
Rā Arotake Review Date	October 2023
Mana Whakaae Approval Authority	Executive Director – Planning, Finance and Digital Services
Āpiha Whakapā 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

Compulsory student services fees have a specific [Ministerial Direction on Compulsory Student Services Fees \(PDF, 173KB\) \(Tertiary Education Commission website\)](#). The object of this direction is to ensure accountability in the use of compulsory fees for student services. The University is mandated to establish adequate arrangements for decisions to be made jointly or in consultation with the students enrolled, or their representatives, on the following matters:

- the maximum fee that students will pay (this includes the amount charged to different categories of students, for example, international students, part-time or distance students);
- the types of services that will be delivered within the specified categories (see categories of student services below)
- the procurement and method for authorising expenditure on these services.

The University (UC) has a formal partnership with the University of Canterbury Student's Association (UCSA) through the Student Levy Advisory Board (SLAB). The primary function of SLAB is to

- provide oversight and guidance on the allocation of the Student Services Levy; and
- make recommendations to the Vice-Chancellor on

- the level of the SSL to be charged; and
- the annual disbursement of funds raised by the SSL, including disbursement of the Student Capital Fund monies to relevant student-related services, infrastructure, and building capital projects; and
- approve any adjustments to committed funds in the current year.

A UCSA/UC Partnerships Committee meets monthly to plan and manage the delivery of student services related to the student experience which are delivered jointly by UC and the UCSA. The membership of the committee consists of equal numbers of representatives from UC and UCSA. The committee escalates issues to SLAB, where necessary, and makes recommendations to SLAB on how levy funds may be best spent to maximise value for the students with UCSA representing the student body and providing insights on their behalf. This committee also focusses on the maintenance of the day-to-day UC/UCSA relationship, and is a forum to which operational issues can be escalated.

UCSA are contracted to provide services on behalf of UC and receive levy funds to deliver those specified support services.

The University is able to charge compulsory student service fees to support the delivery of the following categories of services:

- a. advocacy and legal advice;
- b. career information, advice and guidance;
- c. counselling services;
- d. employment information;
- e. financial support and advice;
- f. health services;
- g. media;
- h. childcare services;
- i. clubs and societies; and
- j. sports, recreation and cultural activities.

Within the Student Services Levy is a capital component which supports the development of student buildings and facilities. Annually, the balance of student services fees not allocated to services is transferred to the Student Space Capital Fund. The amount transferred annually may fluctuate and is determined by considering the demand for fundable services, the cost of delivering those services, and the projected and actual number of students enrolling with the University and eligible to pay a levy. Currently reserves are being built up to fund the building of a new recreation facility on campus.

Included within this capital component is an annual Campus Enhancement Fund (minor capital works) of \$100,000 which can be 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 UCSA/UC

Partnership Committee and when agreed are approved under financial delegation, by Executive Director – People, Culture & Campus Life (Committee Co-Chair).

Levy Calculations

From 1 January 2023 the Student Service Levy will be \$8.27 per academic point of study inclusive of GST capped at a maximum amount of 150 points of on-campus study per academic year. For 2023 the maximum amount payable by any student will be \$1,240.50.

Points	SSL inc GST
15	\$124.05
30	\$248.10
45	\$372.15
60	\$496.20
75	\$620.25
90	\$744.30
105	\$868.35
120	\$992.40
135	\$1,116.45
150	\$1,240.50
165	\$1,240.50
180	\$1,240.50

This includes students who enrol prior to 1 January 2023 for courses starting on or after 1 January 2023.

The fee is collected at the same time that tuition fees are billed.

The Student Services Levy, for first year students whose tuition fees are being covered under the [Fees Free government policy \(New Zealand Government Fees Free website\)](#) is also covered by the Fees Free policy for the first year of your study.

Students who are able to access [Student Loan for tuition and course fees \(New Zealand Government Ministry of Social Development website\)](#) are also able to pay the Student Services Levy by Student Loan.

Exceptions:

- 1. Maximum charge/cap** – students studying on campus will pay a maximum charge equivalent to 150 points of study in the academic year (\$1,240.50).

2. **Distance study** – limited access to student services due to being enrolled in courses not delivered from the University campus:
 - a) Students enrolling on a course with a site code of 'D', 'N', or 'R' will be charged \$1.65 per academic point (20% of the full charge).
 - b) Students outside of New Zealand and enrolled in online courses will be charged \$1.65 per academic point (20% of the full charge).
3. **University partnerships** – students enrolling from approved University partnership organisations in designated courses:
 - a) Canterbury Tertiary Alliance (CTA) Staff with an approved CTA form 50%
 - b) Reciprocal waivers as per other institution
4. **Micro-credentials** – students enrolling in a UC micro-credential exempt
5. **Other considerations**
 - a) STAR students exempt (applied automatically)
 - b) Incoming reciprocal exchange students exempt
 - c) University Staff with a formally approved University waiver¹ exempt
University staff undertaking study where staff waiver not applicable must pay the levy
 - d) Medical/special refund See Refunds below
 - e) Post-graduate Thesis suspension See Refunds below
 - f) Post-graduate students approved for extramural research outside of Christchurch exempt
 - g) If payment of the Student Services Levy has been paid by a Student Loan, any rebate must be paid back to that account at Study Link.

Refunds

Refunds related to the Student Services Levy align with the tuition fee policy of the course enrolled onto and to which the academic points used to determine the level of the levy charge are derived from. For more information about tuition fee refunds see the [Tuition fee refunds webpage \(University Fees and Funding website\)](#) and the University [Regulations \(University Regulations website\)](#).

For medical/special circumstances and Postgraduate Thesis suspension, the following apply:

¹ University staff with a formally approved tuition fee waiver are exempt from paying the levy and are not entitled to any student benefits or discounted rates for services provided under the levy

- 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

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's site codes –

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

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

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.

He kōrero anō | Related Documents and Information

Te Pae Tukutuku me te Ipurangiroto o UC | UC Website and Intranet

- [myUC \(University website\)](#)
- [Non-tuition fees web page \(University Get Started website\)](#)
- [Regulations \(University Regulations website\)](#)
- [Tuition fee refunds webpage \(University Fees and Funding website\)](#)
- [University Calendar \(University Regulations website\)](#)

Mōwaho | External

- [Fees Free government policy \(New Zealand Government Fees Free website\)](#)
- [Ministerial Direction on Compulsory Student Services Fees \(PDF, 173KB\) \(Tertiary Education Commission website\)](#)
- [Student Loan \(New Zealand Government Ministry of Social Development website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Major review of document, updating of 'Exceptions' and conversion onto new template.	Director, Student Services and Communications	Oct 2013
1.01	Amendment made to 'Exception 5. Special Approved Courses' (5.1 and 5.2).	Business and Administration Manager	Dec 2013
1.02	Review date pushed out.	Policy Unit	Sep 2014
1.03	Contact Officer review.	Policy Unit	Dec 2014
2.00	Scheduled review by Contact Officer.	Director, Student Services and Communications.	Oct 2015
2.01	Minor amendments for stylistic consistency.	Policy Unit	Oct 2015
3.00	Contact Officer Review.	Executive Director, Student Services and Communications.	Sep 2016
3.01	Updated AA and CO titles.	Policy Unit.	Oct 2016
4.01	Annual update to reflect new financial year pricing and amendment to reflect the change in level of rebate to be applied to distance students	Finance Business Partner, Financial Services	Oct 2017
5.00	Scheduled review by Contact Officer, minor changes to percentage calculation, changes to format and layout of content.	Executive Director, Student Services and Communications	Oct 2017
5.01	Unscheduled review, change of bullet points to letters for ease of operational use.	Policy Unit	Oct 2017
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 document, updating the basis of the charge, "Exceptions" and supporting Policy Notes.	Executive Director, Student Services and Communications	Oct 2019

8.00	Scheduled review by Contact Officer to update new financial year charges. Micro-credentials added to the list of exemptions.	Executive Director, Student Services and Communications	Oct 2020
9.00	Scheduled review by Contact Officer to update new financial year charges. Additional content added to cover the Capital Fund, Fees Free and Student Loan	Executive Director, Finance, Planning & ITS	Oct 2021
9.01	Unscheduled review to reflect the changes to SLAB, the introduction of UC/UCSA Partnership monthly meeting, confirmation of the authority of the EDPCC to approve annual minor capital works under UC Financial Delegations and update site code definitions.	Executive Director, Finance, Planning & ITS	Feb 2022
9:02	Correction of Code within <i>Distance student's site codes</i> definition	Policy Unit	Feb 2022
10.00	Scheduled review by Contact Officer to update new financial year charges. Students studying online overseas to be charged 20% (same as domestic)	Executive Director, Planning, Finance and Digital Services	Oct 2022

This policy remains in force until it is updated