

Enrolment and Fees Policies and Regulations

A. Enrolment Regulations

Academic Year

The academic year is defined as the period of time which begins on the eighth Monday of any year and ends at the end of the following February, however, individual courses may begin and end at any time during the year.

Note: In 2007 the academic year begins on the ninth Monday of the year.

Enrolment

1. All students are required to enrol by completing the prescribed forms and paying the prescribed fees prior to attending classes.
 2. The following categories of students are required to make prior application for admission to classes (apply to enrol), on the prescribed forms:
 - (a) those enrolling for the first time at the University of Canterbury;
 - (b) all other students, except PhD candidates.
 3. All students are required to:
 - (a) ensure the Registry has their current postal address;

Note: Enrolled students can change their addresses on the University website.
 - (b) read information on their UC Student email/web portal at least once per week.
1. *Dates for Enrolment, Discontinuation of Enrolment and Course Changes (adding and discontinuing courses)*
 1. Except as shown in (b) below, the following are the final dates for enrolment, discontinuation and course changes:
 - (a) Final date for enrolment:
 - i. Courses of study of one semester duration or longer (excluding summer courses): the second Friday following the course start date;
 - ii. Summer Programme degree courses of six weeks duration or longer: the Friday following the course start date;
 - iii. Summer Programme degree courses and other short courses of less than six weeks duration, field trips and teaching practices: the course start date.

Enrolment after these dates will be subject to a non-refundable late enrolment application fee of \$100 per course (maximum \$200 per semester) and approval of the Head of Department/School concerned.
 - (b) Final date for addition of courses:
 - i. First semester courses: Second Friday of the first semester;
 - ii. Whole year courses: Second Friday of the first semester;
 - iii. Second semester courses: Second Friday of the second semester.

Addition of courses after this date will be subject to the approval of the relevant Head of Department/School.
 - (c) For final dates for discontinuation of enrolment and courses, with deletion of courses from record, refer to the table on page 56.

Final dates for discontinuation of enrolment and courses with deletion of courses from record

Description	Code	Final date to enrol and withdraw with a full refund	Final date to withdraw (no refund)
Summer Programme and other short courses	SU2/SU1/ various	>6 weeks duration: Fifth day of course <6 weeks duration: Official course start date	Fifth day of course
Whole Year	W	9 March	28 September
Semester 1	S1	9 March	31 May
Semester 2	S2	27 July	28 September
Cross Year	CY	27 July	30 March 2008
Year A First Half	YA1	2 February	31 May
Year B First Half	YB1	2 February	31 May
Full Year A	YA	2 February	28 September
Full Year B	YB	2 February	28 September
Year C First Half	YC1	23 February	31 May
Full Year C	YC	23 February	28 September
Business Studies S1	BS1	2 March	31 May
Year D First Half	YD1	2 March	31 May
Full Year D	YD	2 March	28 September
Year B Second Half	YB2	29 June	28 September
Year C Second Half	YC2	20 July	28 September
Business Studies S2	BS2	27 July	28 September
Year A Second Half	YA2	3 August	28 September

Notes:

- See also the *Fees Regulations* for information regarding liability for fees and eligibility for refund; and *General Course and Examination Regulation I: Academic Progress* for details of the academic progress review procedure.
 - Final date to enrol and withdraw with full refund is the second Friday from the official course start date with the exception of summer courses, short courses, field trips and teaching practices.
 - College of Education semester dates may vary slightly from the dates given (see also 2007 *Enrolment Handbook* pages 328–329 for a list of Other programme dates).
- Enrolment in a degree programme which is by thesis only and in some postgraduate or graduate courses:
 - 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.
 - 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.
 - 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.
 - Re-enrolment will be required on or before the anniversary date.
 - 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 have different start times, as for example the MBA and DipBA, and detailed information is available from the relevant department/school.
 - 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 Regulation C 7 for fee refund policies).

2. Application for Admission

Students seeking admission to the following courses should note that prior to applying to enrol, application for admission to the particular course must be made in the previous year by the date shown below.

Note: See also Admission Regulations, H. Limitation of Entry Regulations, for limited entry details and selection criteria.

Programme/course	Special requirements
Antarctic Studies (GradCertAntaStud, MAntaStud, PGDipAntaStud)	
ANTA 501–504	Special application to Gateway Antarctica by 1 August.
Applied Psychology (MSc)	
Part 1: APSY 601–630	Special application to department by 30 November. Apply to enrol by 12 January.
Part 2: APSY 631–660	Special application to department by 30 November. Apply to enrol by 12 January.
Audiology (MAud)	Special application to department by 1 November. Application forms are available from the Department of Communication Disorders. Apply to enrol by 1 November.
Business Administration (MBA and GradDipBA)	
Applicants who have overseas qualifications and/or have not studied general mathematics at 100-level	Special application to programme by 15 September. Apply to enrol by 12 January.
Applicants who have NZ qualifications and have studied general mathematics at 100-level	Special application to programme by 15 November. Apply to enrol by 12 January.
Child and Family Psychology (MEd)	
EDUC 623, EDUC 624	Special application to school by 20 October. Apply to enrol by 12 January.
Clinical Psychology (PGDip)	Special application to department by 30 September. Apply to enrol by 12 January.
Clinical Teaching (GradCertCT, PGCertCT)	
EDCT 701–705	Special application to college due two weeks prior to the commencement of programme. Apply to enrol from 3 October.
EDCT 801–805	Special application to college due two weeks prior to the commencement of programme. Apply to enrol from 3 October.
Communication Disorders (BSLT)	
CMDS 200-level	Special application to department by 1 November. Application forms are available from the Department of Communication Disorders. Apply to enrol by 12 January.
CMDS 490	Apply to enrol by 12 January. Special criterion: Selection will be based on high academic performance and an interview.
Counselling (MEd)	
EDUC 658, EDUC 662	Special application to school by 1 October. Apply to enrol by 12 January.
Early Childhood Teacher Education (DipTchLn, BTchLn, GradDipTchLn)	Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first). Apply to Enrol from 3 October. Enrolments will be taken until programme is full.

Programme/course	Special requirements
English (BA)	
ENGL 220	Special application: Folio of work to programme by 31 May. Apply to enrol by 1 July.
ENGL 231	Special application: Folio of work to programme by 31 October. Apply to enrol by 12 January.
ENGL 233	Special application: Folio of work to programme by 31 October. Apply to enrol by 12 January.
ENGL 350	Special application: Folio of work to programme by 31 May. Apply to enrol by 1 July.
Fine Arts (BFA, BFA(Hons), MFA)	
Bachelor of Fine Arts Intermediate	
FINT 103	Special application to the School of Music by 8 December. Apply to enrol by 12 January.
Bachelor of Fine Arts Part 2 (Years 2–4)	
Graphic Design (DESI 201, DESI 301, DESI 401) Film (FILM 201, FILM 301, FILM 401) Painting (PAIN 201, PAIN 301, PAIN 401) Photography (PHOT 201, PHOT 301, PHOT 401) Printmaking (PRIN 201, PRIN 301, PRIN 401) Sculpture (SCUL 201, SCUL 301, SCUL 401)	Special application to the School of Music by the third Friday in October. Apply to enrol by 12 January.
Bachelor of Fine Arts with Honours	Special application to the School of Music by 1 November. Apply to enrol by 12 January.
Master of Fine Arts	Special application to school by 20 October. Apply to enrol by 12 January.
Journalism (GradDip)	
JOUR 503–507	Special application to programme by 15 November. Apply to enrol by 12 January.
Law (LLB)	
LAWS 202, LAWS 203, LAWS 204, LAWS 205, LAWS 206	Special application to School of Law by 8 December. Apply to enrol by 8 December.
LAWS 339	Must contact course supervisor by 30 September. Apply to enrol by 8 December.
LAWS 359	Special application to School of Law by 8 December. Apply to enrol by 8 December.
LAWS 382	Must contact course supervisor by 1 June. Apply to enrol by 1 June.
Management (BCom)	
MGMT 313	Special application to department by 23 July.
MGMT 339	Special application to department by 4 May.
Music (MusB)	
Performance: MUSI 141, 241, 341	Special application to school by 15 September. Apply to enrol by 12 January.

Programme/course	Special requirements
Physical Education (BEd/ GradDipTchLn)	Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first). Apply to Enrol from 3 October. Enrolments will be taken until programme is full.
Primary Teacher Education (BTchLn, GradDipTchLn)	Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first). Apply to Enrol from 3 October. Enrolments will be taken until programme is full.
Psychology	
Qualifying courses for the Postgraduate Diploma in Clinical Psychology	
PSYC 404, PSYC 428, PSYC 436, PSYC 437 , PSYC 641, PSYC 642, PSYC 643	Special application to department by 30 September. Apply to enrol by 12 January.
Secondary Teacher Education (GradDipTchLn)	Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first). Apply to Enrol from 3 October. Enrolments will be taken until programme is full.
Social Work (BSW, GradDipSocWork, MSW(App))	
Group 1	
BSW: SOWK 301, SOWK 308 GradDipSocWork: SOWK 514, SOWK 515 MSW(App): SOWK 614, SOWK 615	Special application to department by 30 September. Apply to enrol by 12 January.
Group 2	
BSW: SOWK 451, SOWK 471, SOWK 472	Special application to department by 30 September. Apply to enrol by 12 January.
GradDipSocWork: SOWK 525, SOWK 571, SOWK 572	Special application to department by 30 September. Apply to enrol by 12 January.
MSW(App): SOWK 625, SOWK 671, SOWK 672	Special application to department by 30 September. Apply to enrol by 12 January.
Sport Coaching (BSpC)	Special application to college. Applications close two weeks prior to the commencement of programme or when places are filled (whichever comes first). Apply to Enrol from 3 October. Enrolments will be taken until programme is full.
Theatre and Film Studies (BA)	
TAFS 301	Apply to enrol by 12 January. Special application to programme by 1 February. Application forms are available from the Departmental Administrator. Applicants will be interviewed.

The attention of prospective degree and diploma students is drawn to the following regulations, in particular, with regard to the selection and pursuit of their courses:

- (a) Enrolment and Fees Policies and Regulations, B: Supervisor of Studies: The assignment of students to Supervisors of Studies.
- (b) General Course and Examination Regulations, C: Work and Assessment (3).
- (c) Department/School policy on the relative importance of the year's work in the final grading.
- (d) General Course and Examination Regulations, A: Enrolment in Courses: The availability of optional courses.

3. Change of Enrolment

- (a) The University of Canterbury does not operate a course 'swap' system, only additions and deletions.
- (b) **Discontinuations:** A student will be officially discontinued from a course once an Application for Change of Enrolment is submitted. Discontinuations will not be accepted after the final discontinuation dates.
- (c) **Additions:** 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.
- (d) Students should always check if the course change will result in additional fees (refer to Regulation C 2 on page 64).
- (e) Students who wish to completely withdraw from their programme of study must do so officially either by submitting a change of enrolment or by completing and submitting a Complete Discontinuation form. A concise, signed letter is also acceptable. The date of discontinuation will be the date the change is submitted. Students cannot discontinue courses after the final discontinuation dates listed under Regulation A, 1(c).

4. Enrolment for Certificate of Proficiency

- (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 H: Limitation of Entry 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 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 have such course or courses credited to a degree, diploma or certificate, even if the prerequisite and co-requisite requirements for such course or courses are completed concurrently with or any time after the Certificate of Proficiency has been, except in exceptional circumstances as approved by the Academic Board.
- (d) With the approval of the Academic Board on the recommendation of the Head of Department/School, a student may enrol in any course or courses above 300-level for credit to a Certificate of Proficiency. If credited with a Certificate of Proficiency in such course or courses, the student can at a later date have such courses credited to a degree or diploma provided the following conditions are satisfied:
- i. that the candidate, at the time of enrolment in the course for credit to a Certificate of Proficiency, was eligible for admission to the degree or diploma programme and, where appropriate, had satisfied the prerequisites to the course to be credited; and
- ii. that the enrolment in the course for credit to a Certificate of Proficiency and the completion of the requirements of the degree or diploma are within the time limit set down for that qualification.
- (e) A student who successfully completes a course or courses for a degree, diploma or certificate of this University and who subsequently decides not to credit that course to a degree, diploma or certificate may retrospectively request a Certificate of Proficiency in that course.

5. Cultural Enrolment (Personal Interest Enrolment)

- (a) Subject to the following conditions, enrolled students, members of staff and other persons may be permitted to attend lectures in courses offered by the University for cultural reasons; that is, for purposes other than credit towards a degree,

- diploma, certificate or professional qualification.
- (b) Cultural enrolment in courses is subject to places being available and the approval of the relevant department/school. If approved, cultural enrolment allows students to sit in on lectures only. Cultural students may not submit any work or receive any grades.
 - (c) Cultural enrolment is not available for International Students.
 - (d) There is a fee of \$150 per course for cultural enrolment, plus an extra optional fee for IT (computer) access. If cultural students wish to join the Library, they may do so at the Library and will pay the normal joining fee. If delivery of a course is electronic, cultural students are also liable for the costs of IT (computer) access.
 - (e) After the tuition refund dates, students may not change the degree code of a course to cultural. In these cases, students are advised to discontinue the course and attend as cultural without this being recorded in the system.
 - (f) No exemption or credit shall be conferred under these regulations if the course taken is subsequently taken for credit towards a degree, diploma, certificate or professional qualification.
- in a course at this University may be permitted to enrol in that course or its equivalent as an extramural student.
- (b) A candidate applying for permission to enrol extramurally shall produce such evidence as the Academic Board may require that he or she is prevented from attending classes in the course concerned.
 - (c) Except in the case of extramural enrolment for a postgraduate degree programme involving the writing of a thesis or an Engineering Faculty Master's project, permission to enrol extramurally shall have effect only in the year for which such permission is granted.

Restrictions

Extramural enrolment shall not be permitted:

- (a) in the courses listed in the Schedule to these regulations except under the conditions indicated in the notes to the Schedule;
- (b) to a candidate prevented from attending classes by timetable clashes.

Extramural Enrolment with Tuition by Correspondence at Massey University

- (a) Any candidate who is granted permission for extramural enrolment in a course for which Massey University offers extramurally a paper or papers equivalent to that course, may enrol extramurally only by registering at Massey University for extramural tuition.
- (b) A candidate seeking to enrol extramurally with tuition at Massey University for credit to a qualification of the University of Canterbury shall make prior application for permission to the Academic Board of the University of Canterbury which shall determine the acceptability of that course to the proposed degree and the credit to be granted when the course is completed.
- (c) Application for registration for extramural enrolment with tuition shall be made to Massey University in accordance with the Extramural Regulations of Massey University.
- (d) A candidate registered for tuition at Massey University shall sit such formal examinations and perform such oral, written, practical and other work as may be required by the Academic Board of Massey University.
- (e) The candidate shall be required to pay the prescribed registration fee to the University of Canterbury in addition to any fees paid to Massey University.

6. Extramural Enrolment Regulations

Note: Regulations currently under review, please refer to the UC Policy Library for the latest version.

Definitions

- (a) A student who is extramurally enrolled for courses for credit at Canterbury attends no classes in those courses but may obtain credit for them by passing the examinations and other required work.
- (b) Extramural enrolment is of four kinds:
 - i. extramural enrolment with tuition at the University of Canterbury for a postgraduate degree programme involving the writing of a thesis or an Engineering Faculty Master's project;
 - ii. extramural enrolment with tuition at the University of Canterbury for the Master of Fine Arts Degree;
 - iii. extramural enrolment without tuition at the University of Canterbury;
 - iv. extramural enrolment with tuition by correspondence.

Eligibility

- (a) A candidate for a qualification of the University of Canterbury who is unable to attend classes

Extramural Enrolment with Tuition at the University of Canterbury

With the approval of the Dean of Postgraduate Studies, on the recommendation of the Head of Department/School, a candidate may enrol extramurally for postgraduate degree programmes involving research for a thesis or an Engineering Faculty Master's project. Approval will not be granted unless the department/school can show that adequate supervision can be provided, and that the necessary resources are available or can be made available to the candidate.

Extramural Enrolment without Tuition

- Any candidate who is granted permission for extramural enrolment in a course for which Massey University does not offer extramurally a paper or papers equivalent to that course, may be permitted to enrol in that course extramurally without tuition at the University of Canterbury.
- Applications for extramural enrolment without tuition shall be accompanied by the prescribed fee.
- Applications shall be made by the date by which internal students are required to apply to enrol (pre-enrol). Late applications may be received up to 31 March provided they are accompanied by a late fee and provided the reasons given for the late application are satisfactory to the Academic Board of the University of Canterbury. Note: For the late fee see the Schedule of Fees; for the dates for application to enrol (pre-enrolment) see the Internal Enrolment Regulations.
- A candidate enrolled extramurally without tuition shall perform such oral, written, practical and other work and shall sit such formal examination as may be required by the Academic Board of the University of Canterbury.

Concessions

In appropriate cases, the Academic Board of the University of Canterbury may approve exceptions to the conditions of Regulations 3, 4, or 5 above.

Application of University Statutes and Regulations

Except as otherwise expressly provided by these Regulations an extramural student shall be subject to all the Statutes and Regulations of the University. (Students are especially referred to General Course and Examination Regulations B7 and 8).

Schedule to the Extramural Regulations

Extramural enrolment is not permitted in the following degrees, diplomas and courses except as indicated with the notes to the Schedule.

Bachelor of:

- Arts with Honours
- Commerce with Honours
- Music with Honours
- Science with Honours
- Sport Coaching
- Teaching and Learning with Honours

Master of:

- Arts
- Business Administration*
- Commerce
- Engineering
- Forestry Science
- Laws
- Music
- Science
- Teaching and Learning

Diplomas in:

- All initial teacher education diplomas
- Business Administration*
- Journalism
- Clinical Psychology
- Science
- Forestry
- Social Work
- Maori and Indigenous Studies
- Te Reo Maori

Any courses at any level:

- Accountancy, Finance and Information Systems*
- American Studies
- Art History
- Astronomy
- Biochemistry
- Biological Sciences
- Chemical Process Technology
- Computer Science*
- Engineering
- Fine Arts#
- Geological Sciences
- German
- History c w*
- Japanese c
- Maori and Indigenous Studies¹
- Mathematics c
- Music
- Philosophy c w*
- Physics

Political Science
 Religious Studies c
 Russian*
 Soil Science
 Statistics c
 Theatre and Film Studies
 Te Reo Maori

Any courses at 200-level:

Chemistry
 Forestry
 Psychology*

Any courses at 300-level:

Management*
 Mathematics
 Chemistry
 Forestry
 Geography*
 Psychology
 Sociology
 Statistics

Other Courses:

ENGL 123, 226, 326
 Geography courses at 100 and 200-level c w*
 LAWS 101*, 202*, 203*, 204*, 205*, 206*, 339,
 401, 451
 LING 101, 202, 203, 206, 207, 301, 302, 303, 304,
 PHIL 251

Notes:

- c *extramural enrolment may be permitted by correspondence through Massey University*
 w *extramural enrolment without tuition may be permitted*
 * *extramural enrolment may be permitted in special circumstances*
 1 *extramural enrolment may be permitted by correspondence through Massey University in literature and culture courses but not in language courses.*
 # *extramural enrolment with tuition is permitted for the Master of Fine Arts Degree*

B. Supervisor of Studies

Every student enrolled for a degree, diploma or professional qualification shall have a member of the academic staff as Supervisor of Studies who will be either:

- (a) the Head (or nominee) of the Department/School in which the student is pursuing the proposed major subject; or

- (b) in the case of a student enrolled for an Intermediate Examination (other than Engineering, Fine Arts or Forestry), a member of staff assigned by the Dean of the respective Faculty; or
 (c) in the case of a student enrolled for an Engineering or Forestry Intermediate the Dean of the respective Faculty; or
 (d) in the case of a student enrolled for the Fine Arts Intermediate, the Head of the School of Fine Arts; or
 (e) for initial teacher education qualifications the Associate Dean for that qualification; or
 (f) for students enrolled in the Master of Teaching and Learning, Postgraduate Diploma in Teaching and Learning, Postgraduate Diploma in Educational Leadership, Postgraduate Certificate in Clinical Teaching, the Academic Advisor for that programme; or
 (g) for a student not covered by (a), (b), (c), (d) or (e) above, or in exceptional circumstances, a member of staff assigned by the Dean of the Faculty concerned.

C. Fees Regulations

Payment of Tuition Fees

- (a) All students of the University shall pay tuition and other fees as are set out in the Schedule to the Fees Regulations.
 (b) Students of any department/school of the University may be required to attend at their own cost such field-work or excursions as may be found necessary in connection with their University studies. Students failing to comply with this requirement shall be ineligible to obtain examination credit for such studies.

1. Fees Payable at Enrolment

- (a) A student is not enrolled until their tuition fees are paid or suitable payment arrangements have been made. An inward fee authority to StudyLink is deemed to be a suitable arrangement. There is no provision for payment by instalments.
 (b) The tuition fees calculated at enrolment are provisional and subject to change.
 (c) Students must also pay the compulsory non-tuition fees (refer to the Schedule to the Fees Regulations, Regulation 6: Non-tuition fees).

2. Fees Payable for a Change of Enrolment

- (a) **Discontinuations:** 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 Regulation A 1).
- (b) **Additions:** 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:
- 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.
 - change to payment by cash for additional Change of Enrolment fees, they must notify Student Finance staff before making their course change.

3. Fee Payment methods

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

- In person/By Mail (Cash, Cheque, Credit Card, or EFTPOS)
- Online (Visa/Mastercard only)
- Other Agent (eg, Staff fee waiver, TIA, Scholarship, Sponsorship)
- Full payment student loan
- Part student loan/Part other payment method

4. Tuition fees policy

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

- Tuition fees cover the period ending 28 February in the following year for:
 - undergraduate and most postgraduate students enrolled in a programme that involves coursework or a combination of coursework and dissertation, project, or

thesis;

- 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;
- students in graduate and postgraduate programmes where enrolment may be required before the first official enrolment period of the academic year.

Notes:

- 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.*
 - 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 Regulation C 4(b) and 7(c) below.*
 - 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.

5. Default in Payment of Tuition Fees

- If StudyLink declines or fails to pay a 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.
- If a student enrolled on payment methods 3(d) or (e), discontinues from all study, or cancels the student loan with StudyLink before StudyLink has paid fees to the University of Canterbury, the student will be liable for payment of the tuition fees within 14 days. If a student discontinues within the full tuition fee refund dates they will be invoiced for the \$100 administration fee, \$25 non-refundable Canterbury Card fee, and any

- levies, and are liable for the payment of that invoice within 14 days.
- (c) Any default or delay in payment of tuition fees will result in the stopping of all services to the student, such as Canterbury Card, IT and Library services. The restrictions will apply until the fee is paid.
- (d) If a student fails to pay any tuition fee invoice within the due date, the student's enrolment will be cancelled. The student will remain liable for the debt.
- (e) If a student pays the tuition fee by a cheque which is subsequently dishonoured the student's enrolment will be cancelled. The student will remain liable for the debt. Cancellation of enrolment will have the following consequences for the student:
- i. Liability for the debt will be noted on the student file;
 - ii. Examination results will not be released;
 - iii. Conferment of degree or diploma will be withheld;
 - iv. Transfers to other institutions will not be actioned;
 - v. Re-enrolment will not be permitted;
 - vi. StudyLink will be advised for Student Allowance/Loan purposes.
 - vii. Immigration NZ will be advised for international students
- These restrictions will apply until the fee is paid.
- d. withdraw from a College of Education programme by 5pm on the second Friday of the course;
- e. withdraw from a Summer Programme course of more than six weeks duration by 5pm on the fifth day of the course;
- f. withdraw from a Summer Programme course or other short course of less than six weeks duration before the official start date of the course;
- g. are writing a thesis and withdraw from a complete course of study or change to a reduced programme by the second Friday from the course start date.
- ii. There is no refund provision for students once they have commenced the field trip component of any summer course or teaching practice. The days are taken from the official listed start date of the course.
 - iii. An administration fee of \$100 will be charged to domestic students who completely withdraw, including students who completely withdraw from Summer Programme study.
- (b) Refund of tuition fees for all students who had authorised automatic payment from their Student Loan must be paid back to the student's loan account at StudyLink.
- (c) Students who submit a thesis and who have completed the minimum required period of enrolment will be eligible for a partial refund of fees from the end of the month in which the thesis is submitted. A refund is available for students writing a thesis who withdraw from a complete course of study or change to a reduced programme by the second Friday from their course start date.
- (d) Master's thesis and PhD students who apply in advance for a suspension of their studies, will be refunded for any whole month's paid tuition fees. A \$100 administration fee will be charged for all approved refunds. A retrospective suspension, if granted, is for academic purposes only. No refund will be given.

6. Late Fee After Enrolment

Enrolment consists of enrolment week and the following two weeks during which enrolment is permitted (subject to limitation regulations). Students wishing to enrol after that date are required to pay in advance a non-refundable late enrolment application fee of \$100. Late enrolment is subject to the approval of the Head of Department/School concerned.

7. Fee Refunds

- (a) i. A refund is available for students who:
- a. withdraw from a complete programme of study or change to a reduced programme by the second Friday from the official course start date (except for summer courses and other short courses, field trips and teaching practices – see below);
 - b. withdraw from a first semester course by 9 March 2007;
 - c. withdraw from a second semester course by 27 July 2007;

Notes:

1. For PhD students starting during the year, the two week refund date applies from their official approved start date. For PhD students re-enrolling, the two week refund date applies from 1 January.
2. For Master's thesis students with an official approved 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 1 January. For Master's Thesis students with no official start date, the two week refund date applies from 1 March.

- (e) i. Tuition fee refunds for International Students must be counter-signed by one of the International Admissions Officers and Enrolment and Fees Senior Staff (Level 1, Registry), before being processed. 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.
- ii. The International Tuition Fee Refund fee for all International Full Fee Paying students who qualify for a full refund of tuition fees will be \$500.
- iii. The International Tuition Fee Refund fee for all International Full Fee Paying students who qualify for a partial refund in excess of \$1,000 will be \$200. (For International Students this will replace the normal Administration Fee of \$100.)
- iv. 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 any academic year, International Full Fee Paying students who become permanent residents after they enrol may change to domestic fee status 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.
- (g) i. The only applications for refund or remission of tuition fees which will be considered after the dates in Regulation C 7(a)j. above will be those arising from:
- Medical reasons: A medical certificate must be supplied.
 - Exceptional circumstances (not of the student's making): Independent evidence must be supplied.
- ii. Applications will not normally be approved where the student remains in a full-time course of study or reduced programme. Normally such an application would be for complete withdrawal only.
- iii. Applications for refund or remission of tuition fees after the refund date made under either category a. or b. above must be made in writing, in the first instance, to the Supervisor, Enrolment, Fees and Course Changes, Level 1, Registry.
- iv. Applications must be lodged within the calendar year of the relevant study.
- v. If a Medical/Special refund is approved, the maximum amount is 50 percent of the non-refundable portion of the tuition fee. Backdating of course withdrawal by Departments/Schools is for academic purposes only and, if approved, does not constitute a tuition fee refund.

Notes:

- The dates for refunds of fees for the MBA and Diploma of Business Administration differ from those in Regulation C 7 above. Students need to refer to the MBA and Diploma of Business Administration regulations in this Calendar.*
- Dates for refunds of fees for Summer Programmes will be widely advertised.*

Schedule to the Fees Regulations

Note: These fees include the Goods and Services Tax (GST).

Part 1. Tuition Fees: Domestic Students

Note: International Student Fees are shown in Part 2 of this Schedule.

A. Fee Bands

Tuition fees are charged in nine bands, inclusive of GST, as set out below. Further details of fees for individual courses are available from the Fees Office in the University Registry.

Fee Band	Cost for 1 EFTS 2007
1	\$3,934
2	\$4,164
3	\$4,395
4	\$4,580
5	\$4,857
6	\$4,238
7	\$4,825
8	\$4,660
9	\$4,204

B. Subject Placements

Subject	Fee Band
Accountancy and Finance*	2
American Studies	1
Antarctic Studies	TBA
Anthropology	1
Applied Psychology	3
Art Curatorship	9
Art History	1
Art History and Theory	1
Art Theory	1
Astronomy	4
Audiology	7
Biochemistry	4
Bioengineering	5
Biological Sciences	4
Biosecurity	1
Biotechnology	4
Business Administration	2
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemistry	4
Chinese	1

* Excludes Information Systems – see separate listing.

Subject	Fee Band
Civil Engineering	5
Classics	1
Communication Disorders	7
Computational and Applied Mathematics	3
Computer Engineering	5
Computer Science	3
Cultural Studies	1
Development Studies	1
Diplomacy and International Relations	1
Ecology/Conservation	8
Ecology (Other)	5
Economics	2
Education (including Teaching)	1**
Electrical and Electronic Engineering	5
Electronics	4
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
Environmental Science	4
European Studies	1
European Union Studies	1
Film	3
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

** Domestic students who were enrolled at the Christchurch College of Education in 2006 and who will be continuing with the same programme of study at the University of Canterbury in 2007 will be subject to an increase in fees of no more than 10% per annum.

Subject	Fee Band
Health Studies	9
Higher Education	1
History	1
History and Philosophy of Science	1
Human Services	1
Information Systems	6
International Law and Politics	2
Italian	1
Japanese	1
Journalism	1
Korean	1
Law	2
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Mass Communication	1
Mathematical Physics	4
Mathematics	9
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Medical Physics	4
Medical Physics (Clinical)	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Pacific Studies	1

Subject	Fee Band
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Psychology	3
Religious Studies	1
Russian	1
Sculpture	3
Social Work	1
Sociology	1
Soil Science	4
Spanish	1
Sport Coaching	1**
Statistics	9
Tertiary Teaching	1
Te Reo Maori	1
Theatre and Film Studies	3
Transportation Engineering	5
Zoology	4

** Domestic students who were enrolled at the Christchurch College of Education in 2006 and who will be continuing with the same programme of study at the University of Canterbury in 2007 will be subject to an increase in fees of no more than 10% per annum.

Notes:

1. There is no flat fee or fee cap at either undergraduate or postgraduate level. Students pay for exactly the courses they choose to take, whether that is less or more than 1.0 EFTS.
2. Fees are not charged by degree code, but by subject band. For example:
 - (a) If a student is enrolled in a Bachelor of Arts and chooses to take a Physics outside of the BA Schedule, they will pay proportionally more for that course because Physics is in a higher band.
 - (b) If a student is enrolled in a Bachelor of Science and chooses to take a Pacific Studies course from the BA Schedule, they will pay proportionally less for that course because Pacific Studies is in a lower band.

Part 2. Tuition Fees: International Students

A. Fee Bands

Fee Band	Cost for 1.0 EFTS 2007		
	Undergraduate Papers (\$NZ)	Postgraduate Papers (\$NZ)	Postgraduate Thesis (\$NZ)
1	16,000	20,300	18,700
2	17,000	20,300	18,700
3	18,700	23,500	21,900
4	20,300	25,700	24,000
5	23,000	25,700	24,000

B. Subject Placements

Subject	Fee Band
Accountancy, Finance and Information Systems	2
American Studies	1
Antarctic Studies	TBA
Anthropology	1
Applied Psychology	3
Arabic	1
Art Curatorship	3
Art History	1
Art History and Theory	1
Art Theory	1
Astronomy	4
Audiology	5
Biochemistry	4
Bioengineering	5
Biological Sciences	4
Biosecurity	1
Biotechnology	4
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemistry	4
Chinese	1
Civil Engineering	5
Classics	1
Communication Disorders	5
Computational and Applied Mathematics	3
Computer Engineering	5
Computer Science	3
Cultural Studies	1
Development Studies	1
Diplomacy and International Relations	1
Ecology	5

Subject	Fee Band
Economics	2
Education	1
Electrical and Electronic Engineering	5
Electronics	4
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
Environmental Science	4
European Studies	1
European Union Studies	1
Film	3
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
Health Studies	3
Higher Education	1
History	1
History and Philosophy of Science	1
Human Services	1
International Law and Politics	1
Italian	1
Japanese	1
Journalism	1

Subject	Fee Band
Korean	1
Law (undergraduate)	3
Law (postgraduate)	2
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Mass Communication	1
Mathematical Physics	4
Mathematics	3
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Medical Physics	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Pacific Studies	1
Painting	3
Peace Studies	1

Subject	Fee Band
Philosophy	1
Photography	3
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Psychology	3
Religious Studies	1
Russian	1
Sculpture	3
Social Work	1
Sociology	1
Soil Science	4
Spanish	1
Sport Coaching	1
Statistics	3
Te Reo Maori	3
Theatre and Film Studies	3
Transportation Engineering	5
Zoology	4

Notes:

1. There is no flat fee or fee cap at either undergraduate or postgraduate level. Students pay for exactly the courses they choose to take, whether that is less or more than 1.0 EFTS.
2. Fees are not charged by degree code, but by subject band. For example:
 - (a) If a student is enrolled in a Bachelor of Arts and chooses to take a Physics outside of the BA Schedule, they will pay proportionally more for that course because Physics is in a higher band.
 - (b) If a student is enrolled in a Bachelor of Science and chooses to take a Pacific Studies course from the BA Schedule, they will pay proportionally less for that course because Pacific Studies is in a lower band.

C. Special Programmes fees (\$NZ)

Certificate in Foundation Studies	\$15,900
Certificate in English for Tertiary Studies	\$11,200
Bachelor of Teaching and Learning	\$17,200
Bachelor of Sport Coaching	\$17,200
Graduate Diploma in Teaching and Learning (Secondary)	\$17,200
Graduate Diploma in Teaching and Learning (Primary)	\$17,200 pa (\$21,500 for 15 months)
Master of Business Administration fee (full programme)	\$39,400
Master of Teaching and Learning	\$20,300
Doctor of Philosophy (PhD)	Refer to domestic fees*
Study Abroad (flat fee per semester)	\$9,300
Study Abroad (flat fee per year)	\$18,600

*Applies only to new students or students who first enrolled after 19 April 2005.

D. International fees policy

1. The fees quoted are for the 2007 academic year and are reviewed annually.
2. All fees include New Zealand Goods and Services Tax.
3. Tuition fees must be paid in full for the year at or before enrolment.
4. Students who apply for a student visa in their home country are normally required to provide the New Zealand Immigration Service with evidence that the tuition fee has been paid.
5. International Students must enrol for a full-time programme of studies as a condition of their student permit, i.e. a total course weighting for the year of at least 0.8 EFTS, or at least 0.4 EFTS for single semester Study Abroad students only.
6. Degree students will normally enrol for the full year. Completion of a degree is the only circumstance under which degree students may enrol and pay only for Semester 1 courses. A special dispensation from the New Zealand Immigration Service may be required.
7. Students commencing study at the start of Semester 2, and Study Abroad students enrolling in any semester, pay fees for that semester only.
8. The New Zealand Immigration Service will be notified if, due to course change or withdrawal, the student's course no longer meets the requirements of their student visa.
9. Reciprocal Exchange students covered by a formal exchange agreement pay tuition fees to their home university, not to the University of Canterbury.
10. Australian students admitted at any level, and French and German students admitted to postgraduate programmes, are permitted to pay New Zealand domestic fees, under arrangements between their governments and the government of New Zealand.
11. US Financial Aid is available to USA students in the form of the Federal Stafford Loan. The University's School code is G22253.
12. The International Tuition Fee for Whole Year and Semester 1 and Semester 2 courses does not include the fee for any Summer Programme courses. If International Students wish to take Summer Programme Courses they will pay additional tuition fees for the course(s) they choose to take.
13. 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. See the University website for details (www.canterbury.ac.nz/intstud/).
14. All International Students should also read the general Tuition Fee policy, C: Fees Regulations, regarding payment of fees, course changes, default in payment of fees, late enrolment fee and refunds.
15. For further information on International Tuition Fees, contact Enrolment, Fees and Course Changes, Level 1, Registry.

Part 3. Master of Business Administration: Special Tuition Fee and Application Fee

- (a) An applicant for the Degree of Master of Business Administration or the Graduate Diploma in Business Administration will be charged a non-refundable application fee of \$55 (GST inclusive) payable with the submitted application form.
- (b) An applicant for the Degree of Master of Business Administration or the Graduate Diploma in Business Administration will be charged a non-refundable acceptance fee of \$500 (GST inclusive) payable within 30 days after such applicant has been notified that he/she has been awarded a place in the Degree of Master of Business Administration or the Graduate Diploma in Business Administration Programme.
- (c) A student enrolled in the Degree of Master of Business Administration or the Graduate Diploma in Business Administration will be charged an additional special tuition fee of \$580 (GST inclusive) per course or equivalent.

Part 4. Master of Engineering in Management (MEM): Special Tuition Fee

A student enrolled in the Degree of Master of Engineering in Management will be charged an additional fee of \$1,688 (including GST) for the Programme.

Part 5. Graduate Certificate in Antarctic Studies: Special Tuition Fees

- (a) A student offered a place on the Graduate Certificate course is required to confirm acceptance of their offer of place. The full fee is required by 1 November in the year of the commencement of the programme.
Note: If a student who has paid the fee subsequently fails the medical requirements, he/she will receive a full refund of the tuition fees.
- (b) The fee for the Graduate Certificate in Antarctic Studies is \$5,250 for New Zealand citizens and permanent residents who pay fees at the domestic rate. The fee for an International Student enrolment is \$9,350, plus an additional

fee for the fieldwork component (fee yet to be confirmed). The fee covers all course and tuition costs including field work expenses and travel costs between Christchurch and Scott Base. Should a student be prevented from attending the Scott Base component for unforeseen reasons acceptable to the Academic Board a pro-rata refund may be made, and if appropriate Aegrotat consideration will be given.

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

Part 6. Non-tuition fees

A. Compulsory fees (\$NZ)

Canterbury Card	\$25
Student Health Levy	\$50

B. Other fees and charges (\$NZ)

Copying

Copies of final exam scripts	\$50
Thesis binding – hard binding	\$25

Enrolment

Admission Ad Eundem Statum	\$100
Discretionary Entry/Special Admission	\$60
Late enrolment fee (per course – maximum \$200 per semester)	\$100
Instalment payment, deferred or delayed payment fee*	\$100
Course re-instatement fee	\$100
Refund administration fee – domestic (including Summer Programme)	\$100
International refund (full refund)	\$500
International refund (partial if >\$1000)	\$200
Transfer of Credit	\$60
Cultural enrolments irrespective of other enrolments (per course)	\$150
E-permit administration fee	\$55
Replacement Canterbury Card	\$30
Writing and Study Skills (WASS)/ English Language Support Programme (ELSP)	\$30

*special application required

Examinations

Reconsideration of grades (per subject)	\$50
Examinations sat in NZ but out of home city (one exam per venue)	\$80
Examinations sat outside of NZ (one exam per venue)	\$100
Special exam supervision (per day)	\$40
Special exam supervision (per hour)	\$15

International students

Electronic student permit renewal	\$125
Medical and travel insurance (international students)	varies

Miscellaneous

Accommodation database – To Let listing (landlord)	\$30
Communication Disorders clinician's card	\$5
Diary advertising	\$7

Parking/Security

Key deposits/returns	\$30
Parking permits	\$60
Parking permits (per semester)	\$35
Parking fines – wheel clamp	\$20/ \$50

Student Services

Recreation Centre membership	\$110
Recreation Centre membership (prior to 9/3/07)	\$90

Transcripts/Certificates

Transcript	\$25
Transcript – additional copies	\$10
Transcript postage – NZ	\$0.90
Transcript postage – Overseas	\$3
Certificate – eligible to graduate	\$25
Certificate – conferment of degree	\$25
Certificate postage – NZ	\$0.45
Certificate postage – overseas	\$2
Replacement of a degree or diploma certificate	\$60
Replacement certificate courier handling charges – NZ	\$20
Replacement certificate courier handling charges – Australia	\$50
Replacement certificate courier handling charges – all other countries	\$80

D. 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: 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) and (b) above.