Enrolment and Fees Policies and Regulations

A. Enrolment Regulations

1. Enrolment

(a) All students are required to enrol by completing the prescribed forms 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. Applications to enrol are due one week prior to the official course start date.

Note: Some programmes have earlier application dates – see pages 12–15 of the Enrolment Handbook.

(c) All students are required to:

i. ensure the Registry has their current postal address;
Note: Enrolled students can change their addresses on the University website.

ii. read information on their UC Student email/web portal at least once per week.

2. Dates for Enrolment, Discontinuation of Enrolment and Change of Enrolment (adding and discontinuing courses)

(a) The following are the final dates for enrolment, discontinuation and course changes:

i. Final date for enrolment (all courses): the course start date.

Enrolment after this date 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.

ii. The final date to complete change of enrolment and withdraw with a 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.

The final date to complete change of enrolment and withdraw with a full refund for Summer Programme courses is the first Friday from the official course start date.

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.

Addition of courses after these dates will be subject to the approval of the relevant Head of Department/School.

iii. Final date for discontinuation of enrolment and courses, with deletion of courses from record (no fees refund):

- Semester 1 and Whole Year courses: 30 April 2008;
- Semester 2 courses: 31 August 2008;
- Cross Year courses, Anytime Start courses and other courses of six weeks duration or more not covered above (excluding summer courses and short courses): six weeks from the official course start date;
- Summer Programme courses and short courses of six weeks or more: the second Friday after the official course start date;
- Summer Programme courses and short courses of less than six weeks: the first Friday after the official course start date;
- Teaching practices and field trips: official course start date.

Notes:

1. *There is a full list of semester indicator and refund dates on page 5 of the 2008 Enrolment Handbook.*
2. *See also the Fees Regulations for information regarding liability for fees and eligibility for refunds; and General Course and Examination Regulations, I 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 7 for fee refund policies).

3. Programmes and Courses which have a Limitation of Entry and/or Require a Special Application for Admission

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, G Limitation of Entry/Special Application Regulations, Schedule to the Regulations for Limitation of Entry/Special Application (pp 48–53). 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. Completion of Enrolment

(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 and the student can follow this decision up with the relevant person).

(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 or posted an Enrolment Offer. 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 home 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 are 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 Director, Student Administration.*
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 on how to decline their offer.

5. Change of Enrolment

(a) **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.

(b) **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.

(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.

6. 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 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 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.

7. 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. If cultural students wish to join the Library, they may do so at the Library and will pay the normal joining fee. Cultural students are not entitled to IT (computer) access.

(e) After the tuition refund dates, students may not change the degree code of a course to cultural.

(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.

B. 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) Students must also pay the compulsory non-tuition fees (refer to the Schedule to the Fees Regulations, Part 6. Non-tuition fees).

2. Fee Payment methods

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

(a) In person/By Mail (Cash, Cheque, Credit Card, or EFTPOS);

(b) Online (Visa/Mastercard only);

(c) Other Agent (eg, Staff fee waiver, TIA, Scholarship, Sponsorship);

(d) Full payment student loan;

(e) Part student loan/Part other payment method.

3. 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 2. Dates for Enrolment, Discontinuation of Enrolment and Change of Enrolment (adding and discontinuing courses) above).

(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:

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.

4. Tuition fees policy

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

(a) Tuition fees cover the period ending 28 February in the following year 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 4(b) and 4(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.

5. Default in Payment of Tuition Fees

(a) If a student accepts an Enrolment Offer indicating payment method 2(d) or (e) above and 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.

(b) If a student enrolled on payment methods 2(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, $60 Health Levy and any relevant course costs, 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.

6. Late Fee After Enrolment

Students wishing to enrol after the official course start date are required to pay in advance a non-refundable late enrolment application fee of $100 per course up to a maximum of $200 per semester. 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); or
   b. withdraw from a Summer Programme course by the first Friday from the official course start date (except for field trips and teaching practices – see below); or
   c. 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 a field trip 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.

   iv. The compulsory Canterbury Card fee and Health Levy are non-refundable.

(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.

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 their anniversary date.*
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 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 must be counter-signed by an International Admissions Officer and a senior staff member in Enrolment and Fees, 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. The compulsory Canterbury Card fee and Health Levy are non-refundable.

   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.

   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, full-fee paying international 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 7(a)i. above will be those arising from:
   a. Medical reasons: a medical certificate must be supplied.

b. 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 and Fees, Level 1, Registry.

iv. Applications must be lodged within the calendar year of the relevant study.

v. If a medical/exceptional circumstances refund is approved, the maximum amount is 50% 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.

vi. The Canterbury Card fee and Health Levy are non-refundable and will not be considered in this process. An administration fee of $100 may apply.

Note: Dates for refunds of fees for Summer Programmes will be widely advertised.

Schedule to the Fees Regulations

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 Enrolment and Fees in the University Registry.

Fee Band	Cost for 1 EFTS 2008
1	$4,064
2	$4,301
3	$4,540
4	$4,731
5	$5,100
6	$4,450
7	$5,066
8	$4,893
9	$4,305

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
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

**Excludes Information Systems – see separate listing.*

†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 2008 will be subject to an increase in fees of no more than 10% per annum.

Subject	Fee Band
Engineering	5
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	9
Higher Education	1
History	1
History and Philosophy of Science	1
Human Services	1
Information Systems	6
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
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
Science and Entrepreneurship	2
Sculpture	3
Seafood Sector: Management and Science	5
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 2008 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 course 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 2008		
	Undergraduate Papers ($NZ)	Postgraduate Papers ($NZ)	Postgraduate Thesis ($NZ)
1	16,800	21,300	19,600
2	17,900	21,300	19,600
3	19,600	24,700	23,000
4	21,300	27,000	25,200
5	24,200	27,000	25,200

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 (Bachelor of Arts)	1
Education (Teaching and Learning)	2
Electrical and Electronic Engineering	5
Electronics	4
Engineering	5
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
Italian	1

Subject	Fee Band
Japanese	1
Journalism	1
Korean	1
Law	3
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
Philosophy	1

Subject	Fee Band
Photography	3
Physical Education	2
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
Spanish	1
Sport Coaching	2
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 course 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	$16,700
Certificate in English for Tertiary Studies	$11,200
Study Abroad (flat fee per semester)	$9,800
Study Abroad (flat fee per year)	$19,600
MBA fee (15-month programme)	$39,400*
Master of Engineering in Management (MEM)	$28,700**
Graduate Diploma in Teaching and Learning (Early Childhood) – 15 months	$22,300
Graduate Diploma in Teaching and Learning (Early Childhood) – 2 years	to be confirmed
Graduate Diploma in Teaching and Learning (Primary) – 15 months	$22,300
Graduate Diploma in Teaching and Learning (Secondary) – one year	$17,850
Doctor of Philosophy (PhD)	Refer to domestic fees†

**Additional fees apply – see www.mba.canterbury.ac.nz/about/fees.shtml*
***Plus course fee of $1,688*
†From 1 January 2008, all international students pay the domestic fee for the PhD only. International fees apply for all other courses.

D. International fees policy

(a) The international fees quoted are for the 2008 academic year and are reviewed annually. All fees include New Zealand Goods and Services Tax. International tuition fees must be paid in full for the year at or before enrolment. There is no provision for payment by instalments.

(b) There is no flat fee or fee cap at either undergraduate or postgraduate level. You pay for exactly the courses you choose to take, whether that is less or more than 1.0 EFTS.

(c) Fees are not charged by degree area, but by subject band. If you are doing a Bachelor of Arts and choose to take a Physics course as part of your programme of study you will pay proportionally more for that course because Physics is in a higher band. If you are doing a Bachelor of Science and choose to take a History course you will pay proportionally less for that course because History is in a lower band.

(d) The international tuition fee for any semester indicator other than Summer Programme courses does not cover the fees for Summer Programme courses. If international students wish to take Summer Programme courses they are required to pay additional tuition fees for the course(s) they choose to take.

(e) 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. 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.

(f) International students must enrol for a full-time programme of study as a condition of their student permit and remain full-time, ie, 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). Students must not drop to part-time when completing a change of enrolment. The University is obliged to notify the New Zealand Immigration Service if a student drops to part-time or completely discontinues.

(g) Degree students must 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 (S1) courses. A special dispensation from the Immigration Service will be required.

(h) Students commencing study at the start of Semester 2, and Study Abroad students 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 students admitted at any level, and French and German students admitted to postgraduate programmes pay domestic tuition fees under arrangements between their governments and the government of New Zealand.

(k) All international PhD students enrolling/re-enrolling in 2008 will pay domestic fees for their PhD thesis only.

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

(m) All international students should also read the fees policy on pages 22–24 as the policies noted there regarding payment of fees, course changes, default in payment of fees, late enrolment fee and refunds apply to all students, including international students.

(n) For further information on international tuition fees contact Enrolment and Fees, Level 1, Registry, phone +64 3 364 2555 or email enrol@canterbury.ac.nz

Part 3. Master of Business Administration: Special Tuition Fee, Acceptance 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. Additional compulsory fees ($NZ)

Canterbury Card	$25
Student Health Levy *Note: students doing 100% of their study in Nelson (N), Rotorua (R), Tauranga (T) or New Plymouth (P) are exempt.*	$60

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 ($100 per course – maximum $200 per semester)	$100–$200
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
Replacement Canterbury Card	$30
Examinations	
Reconsideration of grades (per subject)	$50
Examinations sat in NZ but out of home city (1 fee per venue)	$80
Examinations sat outside of NZ (1 fee per venue)	$100
Photocopy of examination script (per subject)	$50
Special exam supervision per hour	$15

**special application required*

International students	
E-permit ($70) plus administration fee ($55)	$125
Medical and travel insurance (international students) *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 www.canterbury.ac.nz/intstud for more information.*	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 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: www.fm.canterbury.ac.nz/parking/permits.shtml	
Student Services (2007 fees, subject to change)	
Recreation Centre membership	$110 (2007)
Recreation Centre membership (earlybird rate)	$90 (2007)

Transcripts/Certificates	
Transcript	$25**
Letter – eligible to graduate	$25**
Letter – conferment of degree	$25**
Transcript – additional copies	$10
Transcript postage – NZ	$1
Transcript postage – overseas	$3
Letter postage – NZ	$0.50
Letter 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

***$25 maximum fee applies excluding additional copies and postage*

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:

(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.