

Enrolment and Fees Policies and Regulations

A. Internal Enrolment

1. 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.

2. Enrolment

- (1) All internal 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 Canterbury;
 - (b) all other students except PhD candidates

(3) All students are required to ensure the Registry has their current address.

Note: Enrolled students can change their addresses on the University website.

3. Dates for Enrolment, Discontinuation of Enrolment and Course Changes (adding and discontinuing courses)

(1) Except as shown in (2) below, the following are the final dates for enrolment, discontinuation and course changes:

- (a) Enrolment at the University
 - (i) Courses of study including whole year courses and those taught in the first semester: Second Friday of the first semester
 - (ii) Courses of study including only courses taught in the second semester: Second Friday of the second semester.

Enrolment after these dates will be subject to a non-refundable late enrolment application fee of \$40.00 and approval of the Head of Department/School concerned.

(b) Addition of courses:

First semester courses: Second Friday of the first semester

Whole year courses: Second Friday of the first semester

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) (i) Discontinuation of enrolment and of courses with deletion of courses from record (see also,

Enrolment and Fees Policies and Regulations: F. Fees, C. Refunds):

First semester courses: Second Friday of first semester

Whole year courses: Second Friday of first semester

Second semester courses: Second Friday of second semester

Notes:

1. *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.*

2. *Dates for enrolment, discontinuation and course changes for summer programme courses will be widely advertised.*

(2) Enrolment in a degree programme which is by thesis only and in some other postgraduate or graduate courses:

Students enrolling for the first time in a degree programme which is by thesis only (such as the PhD and Masters 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. Masters 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.

Notes:

1. *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. 'PG' (postgraduate) indicates qualifications for which one must first have a degree.*

Antarctic Studies (Graduate Certificate)	1 August
Applied Psychology (PG)	30 November
Clinical Psychology (PG)	30 September
Communication Disorders (Year 2 CMDS/SPTH 200)	1 December
CMDS (SPTH) 343, 381, 382, 482, 484	15 October
Counselling Theory (Education) (PG)	1 October
Creative Writing: Short Fiction (ENGL 220)	31 October
Creative Writing: Poetry (ENGL 231)	31 October
Creative Writing: Stage and Screen (ENGL 233)	31 May
Creative Writing: Fiction (ENGL 350)	28 May
Education (EDUC 623, 624) (PG)	1 October
Fine Arts Intermediate and FINT 103	10 December
Fine Arts Part 2	3rd Friday in October
Fine Arts: BFA(Hons) (PG)*	1 November
Fine Arts: MFA (PG)*	3rd Friday in October
Journalism (PG)	15 November
MBA and DipBA (PG)	15 September
<i>For people who have overseas qualifications and/or have not studied general mathematics at University Level 1</i>	
MBA and DipBA (PG)	15 November
<i>For people who have NZ qualifications and have studied general mathematics at University Level 1</i>	
Performance Music	15 September
Psychology (PSYC 404, 413, 428, 436, 437, 641, 642, 643) (PG)	30 September
Social Work (SOWK 301, 308, 514, 515, 614, 615)	30 September
Social Work (Diploma) (PG)	30 September
Theatre and Film Studies (TAFS 301)	1 February

*Intending applicants who have not gained a BFA degree (for entry to the BFA(Hons) degree) or a BFA(Hons) degree (for entry to the MFA degree) from the University of Canterbury or the University of Auckland should write to the Head of School, School of Fine Arts, no later than 1 June of the year preceding that for which admission is being sought, requesting instructions on how to lodge an application.

2. 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:

(i) Enrolment Regulation E: Supervisor of Studies: The assignment of students to Supervisors of Studies.

(ii) General Course and Examination Regulation C: Work and Assessment (3).

(iii) Departmental/School policy on the relative importance of the year's work in the final grading.

(vi) General Course and Examination Regulation A: Enrolment in Courses: The availability of optional courses.

B. Enrolment for Certificate of Proficiency

1. 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 E: Limitation of Entry Regulations.

2. 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.

3.

(a) 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.

(b) 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.

(c) 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.

4. 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.

5. 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.

C. Cultural Enrolment (Personal Interest Enrolment)

1. 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.

2. 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.

3. Cultural enrolment is not available for International Students.

4. There is a fee of \$150 per course for cultural enrolment. Cultural-only enrolment does not permit students to have a Canterbury Card, Library or 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.

5. 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.

6. 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.

D. Extramural Enrolment Regulations

1. 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 Masters 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 through Massey University.

2. Eligibility

(a) A candidate for a qualification of the University of Canterbury who is unable to attend classes 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 Masters project, permission to enrol extramurally shall have effect only in the year for which such permission is granted.

3. 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.

4. 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 in that paper or papers.

(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.

5. 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 Masters 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.

6. Extramural Enrolment without Tuition

(a) 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.

(b) Applications for extramural enrolment without tuition shall be accompanied by the prescribed fee.

(c) 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.

(d) 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.

7. 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.

8. 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

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

Degrees

Bachelor of:

Arts with Honours

Music with Honours

Science with Honours

Commerce with Honours

Master of:

Arts

Business Administration*

Commerce

Engineering

Forestry Science

Laws

Music

Science

Diplomas

Business Administration*

Journalism

Clinical Psychology

Science

Forestry

Social Work

Maori Studies

Courses

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 1

Mathematics c

Music

Philosophy c w*

Physics

Political Science

Religious Studies c

Russian*

Soil Science

Statistics c

Theatre and Film Studies

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

E. Supervisor of Studies

1. 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) in the case of a student enrolled for the Bachelor or Master of Education, the Chair of the Board of Studies in Education; or

(f) 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.

F. Fees

1. Fees payable.

(1) All students of the University shall pay such tuition, and other fees as are set out in the Schedule to these Regulations.

(2) 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.

Schedule to the Fees Regulations

Note: These fees include the Goods and Services Tax

Tuition Fees: Domestic Students

International Student Fees are shown in Section G of this schedule.

Tuition fees are charged in five 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 2006

1	\$3,747
2	\$3,966
3	\$4,186
4	\$4,362
5	\$4,626

AFIS (Accountancy, Finance and Information Systems) for 2006: \$4,036

CMDS (Communication Disorders) for 2006: \$4,595

ECOL (Ecology) for 2006: \$4,438

MATH for 2006: \$4,101

Subject Placements

Accountancy, Finance and Information Systems	Refer above
American Studies	1
Animal Physiology	4
Antarctic Studies	3
Anthropology	1
Applied Psychology	3
Art Curatorship	3
Art History	1
Art Theory	1
Astronomy	4
Biochemistry	4
Biological Sciences	4
Biotechnology	4
Botany	4
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemical and Process Technology	4
Chemistry	4
Chinese	1
Civil Engineering	5
Classics	1
Communication Disorders	Refer above
Computational and Applied Mathematics	3
Computer Science	3
Cultural Studies	1
Diplomacy and International Relations	1
Ecology	Refer above
Economics	2
Education	1
Electrical and Electronic Engineering	5
Electronics	4
Engineering Geology	4
Engineering Management	5
Engineering Maths	5
English	1
Environmental Engineering	5
Environmental Science	4
European Studies	1
Film	3
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5
Forestry	5
Forestry Engineering	5
French	1
Gender Studies	1
Geography	3
Geology	4
German	1
Graphic Design	3
Hazard and Disaster Management	4
Health Studies	4
History	1
History and Philosophy of Science	1
Human Services	1
Inter-departmental	1
International Law and Politics	2
Japanese	1
Journalism	1
Law	2
Linguistics	1
Management	2
Management Science	2
Maori	1
Mass Communication	1
Master of Business Administration	2

Mathematical Physics	4
Mathematics	Refer above
Mechanical Engineering	5
Medical Physics	4
Medical Physics (Clinical)	4
Microbiology	4
Music	3
Natural Resource Engineering	5
Pacific Studies	1
Painting	3
Philosophy	1
Photography	3
Physics	4
Plant Biotechnology	4
Political Science	1
Printmaking	3
Psychology	3
Religious Studies	1
Russian	1
Sculpture	3
Social Work	1
Sociology	1
Soil Science	4
Statistics	3
Tertiary Teaching	1
Theatre and Film Studies	3
Transportation Engineering	5
Zoology	4

2. Change of Enrolment

The University of Canterbury does not operate a course 'swap' system, only additions and deletions.

Discontinuations: A student will be officially discontinued from a course/s once the application for change of enrolment is submitted. Tuition Fee refunds will be processed using the date that the discontinuation/s on the change of enrolment application was submitted. Discontinuations will not be accepted after the final discontinuation dates. Discontinuations will not be accepted after the final discontinuation dates.

Additions: A student will be officially enrolled in an additional course/s once the change of enrolment application has been approved and formally accepted. Once the addition has been approved and accepted by the student the student becomes liable for the tuition fee relating to the additional course/s on the change of enrolment.

Students should always check if the course change will result in additional fees and check the payment method with Enrolment, Fees and Course Changes staff before making their course change. The rules that apply are:

- Students who paid by cash at enrolment will be sent an invoice for additional fees. The invoice is payable within 14 days. Please note any Student Loan authority from StudyLink will automatically override the cash system.
- Students who paid by cash at enrolment and wish to change to the Student Loan for additional fees must notify Enrolment and Fees staff before making their course change.
- Students who used the Student Loan to pay their fees at enrolment will have any additional fees automatically deducted from their Student Loan account.
- Students who paid by Student Loan at enrolment and wish to change to cash for additional fees must notify Enrolment and Fees staff before making their course change.

Students must be aware that discontinuing a course may affect their Student Allowance/Loan entitlement. It is the student's responsibility to advise StudyLink of any change that will affect their full-time status.

A student who wishes to completely withdraw from their course of study must do so officially either by submitting a change of enrolment, or by completing a Complete Discontinuation form. The date of discontinuation will be the date the change is submitted. Students cannot discontinue courses after the final discontinuation dates

Changes of enrolment cannot be accepted by telephone or email; they must be completed on the official University Forms.

A. Payment of Tuition Fees

1. Enrolment

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.

The Tuition Fee calculated at enrolment is provisional and subject to change.

Additional Fees Payable at Enrolment:

Canterbury Card: \$15 (non-refundable)

Replacement card: \$20 (non-refundable)

International Students' Health Insurance: price varies

International Students' E-Permit: \$100

3. Payment methods are:

- i) In person/By Mail (Cash, Credit Card, or EFTPOS)
- ii) Online (Visa/Mastercard only)
- iii) Other Agent (Staff fee waiver, TIA, Scholarship, Sponsorship)
- iv) Full payment Student Loan
- v) Part Student Loan/Part other payment method

4. Tuition fees are charged on the basis of:

- (a) The period ending 28 February in the following calendar year (the end of the academic 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) Masters 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) and (b), 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 A(5) and C(3) 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.*
5. *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. The Vice-Chancellor shall have power to make special provision in individual cases of hardship arising from Regulation 4 of these Regulations.*

B. Default in Payment of Tuition Fees

1. 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.
2. If a student enrolled on payment methods (iv) or (v), 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 the student discontinued within the full tuition fee refund dates they would be invoiced for the \$100 Administration Fee, \$15 non-refundable Canterbury Card Fee, and any levies and would be liable for the payment of that invoice within 14 days.
3. 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.
4. 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.
5. 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.

These restrictions will apply until the fee is paid.

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.

C. Refunds

1. A refund is available for a student who withdraws from a complete course of study or changes to a reduced programme by the second Friday of the first semester (3 March 2006). A refund is available for a student who withdraws from a course taught in the second half of the year by the second Friday of the second semester (21 July 2006). An administration fee of \$100 will be charged to domestic students who completely withdraw.

2. 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.

3. 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.

Note: 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.

For Masters Thesis students with an official approved start date, the two week refund date applies from that date. Masters students with an official approved start date re-enrolling, the two week refund date applies from 1 January.

For Masters Thesis students with no official start date, the two week refund date applies from 1 March.

4. Tuition fee refunds for International Students must be counter-signed by one of the International Admissions Officers, and Enrolment, Fees and Course Changes 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.

The International Tuition Fee Refund cost for all International Full Fee Paying students who qualify for a full refund of tuition fees will be \$500.

The International Tuition Fee Refund cost 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.)

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.

5. In any academic year, full fee international students who become permanent residents after they enrol may change to domestic status (fees) provided they produce evidence of their permanent residency permit by the last day of lectures for the programme of study that they are currently enrolled in.

6. The only applications for refund or remission of tuition fees which will be considered after the dates in the first two paragraphs above will be those arising from:

i) Medical reasons. A medical certificate must be supplied.

ii) Exceptional circumstances (not of the student's making). Independent evidence must be supplied.

Applications will not normally be approved where the student remains in a full time course of study or reduced programme. Normally complete withdrawal only. Applications for refund or remission of tuition fees after the refund date made under either category 5 (i) or (ii) must be made in writing, in the first instance, to the Supervisor, Enrolment, Fees and Course Changes, Level 1, Registry. Applications must be lodged within the calendar year of the relevant study.

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.

7. Summer Programme Refunds

A refund is available for a student who officially withdraws from a summer programme course by 5pm on the fifth day of the course. There is no refund provision for students once they have commenced the field trip component of any summer programme. The days are taken from the official listed start date of the course. An administration fee of \$100 will be charged to a student who completely withdraws from summer programme study. The only applications for a refund of tuition fees which will be considered after the fifth day of the course will be those arising from medical or exceptional circumstances (not of the student's making) as per the policy listed above.

Notes:

The dates for refunds of fees for the MBA and Diploma of Business Administration differ from those in Section C above. These dates apply only to the MBA and Diploma of Business Administration. 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.

D. MBA Special Tuition Fee and Application Fee

(1) 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 \$55.00 (GST inclusive) payable with the submitted application form.

(2) 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 \$500.00 (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.

(3) 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 \$440.00 (GST inclusive) per course or equivalent.

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

A student enrolled in the Degree of Master of Engineering Management will be charged an additional fee of \$1,500 (including GST) for the Programme.

F. Graduate Certificate in Antarctic Studies

Special Tuition Fees

(1) 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.

(2) The fee for the Graduate Certificate in Antarctic Studies is \$5,000 for New Zealand citizens and permanent residents who pay fees at the domestic rate. The fee for an International Student enrolment is \$12,000. 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.

G. International Students

International Fees Bands and Subject Placements for 2006

Accountancy, Finance and Information Systems	2
American Studies	1
Animal Physiology	4
Antarctic Studies	3
Anthropology	1
Applied Psychology	3
Arabic	1
Art Curatorship	3
Art History	1
Art Theory	1
Astronomy	4
Biochemistry	4
Biology	4
Biotechnology	4
Botany	4
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemical and Process Technology	4
Chemistry	4
Chinese	1
Civil Engineering	5
Classics	1
Communication Disorders	5
Computational and Applied Mathematics	3
Computer Science	3
Cultural Studies	1
Diplomacy and International Relations	1
Ecology	5
Economics	2
Education	1
Electrical and Computer Engineering	5
Electronics	4
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
Environmental Engineering	5
Environmental Science	4
European Studies	1
Film	3
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5

Forestry	5	Religious Studies	1
Forest Engineering	5	Russian	1
French	1	Sculpture	3
Gender Studies	1	Social Work	1
Geography	3	Sociology	1
Geology	4	Soil Science	4
German	1	Spanish	1
Graphic Design	3	Speech and Language Therapy	5
Hazard and Disaster Management	4	Statistics	3
Health Studies	4	Theatre and Film Studies	3
Health Sciences	4	Transportation Engineering	5
Higher Education	1	Zoology	4
History	1		
History and Philosophy of Science	1		
Human Services	1		
Inter-departmental	1		
International Law and Politics	1		
Italian	1		
Japanese	1		
Journalism	1		
Law (undergraduate)	3		
Law (postgraduate)	2		
Linguistics	1		
Management	2		
Management Science	2		
Maori	1		
Mass Communications	1		
Mathematical Philosophy	3		
Mathematical Physics	4		
Mathematics	3		
Mechanical Engineering	5		
Mechatronics Engineering	5		
Medical Physics	4		
Microbiology	4		
Music	3		
Natural Resource Engineering	5		
Pacific Studies	1		
Painting	3		
Philosophy	1		
Photography	3		
Physics	4		
Plant Biotechnology	4		
Political Science	1		
Printmaking	3		
Psychology	3		

Fee Band Cost for 1.0 EFTS 2006

	Undergraduate Papers (\$NZ)	Postgraduate Papers (\$NZ)	Postgraduate Thesis (\$NZ)
1	15,200	19,300	17,800
2	16,200	19,300	17,800
3	17,800	22,400	20,900
4	19,300	24,500	22,900
5	21,900	24,500	22,900

Fees for individual courses are calculated on the basis of the course weighting. A 100-level paper has a course weighting of 0.1500; a 200-level paper a course weighting of 0.1833; and a 300-level paper a course weighting of 0.2333. Hence an Undergraduate 200-level paper from a Band 2 subject (e.g. Economics) would attract a fee of $0.1833 \times \$16,200 = \$2,969$.

You do not need to do this calculation yourself: fees for individual courses are all listed in the Course Catalogue.

Notes:

1. 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.

2. Fees are not charged by degree code, but by subject band. If you are doing Arts and choose to take a Physics course as one of your alternative subjects, you will pay proportionally more for that course because Physics is in a higher band. If you are doing Science and choose to take a Pacific Studies course as one of your alternatives, you will pay proportionally less for that course because Pacific Studies is in a lower band.

3. Note that aggregate course weightings may be higher than 1.0 EFTS for some Intermediate programmes and for some Graduate Diplomas.

Special Programmes Fees (\$NZ)

Master of Business Administration (MBA) fee (full programme): \$37, 500

Study Abroad flat fee: \$8,900 per semester

Certificate in Foundation Studies: \$15,150

Certificate in English for Tertiary Studies: \$10,675

Additional Compulsory Fees (\$NZ)

Canterbury Card: \$15

Student Health Levy: \$25

Additional Non-Compulsory Fees (\$NZ)

Medical Insurance, if purchased through the University (price varies).

Note: It is compulsory for all 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: see the University website for details (www.canterbury.ac.nz/intstud/).

Electronic student permit renewal: \$100

Writing and Study Skills/English Language Support Programme: \$20

Recreation Centre membership is included in the International Tuition Fee for 2006.

Important Information about International Fees

1. The fees quoted are for the 2006 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 0.8 EFTS, or 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 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 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. All International Students should also read the general Tuition Fee policy (Section F: Fees, subsections A, B, C, D, E, F) 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.

14. For further information on International Tuition Fees, contact Enrolment, Fees and Course Changes, Level 1, Registry, ph. +64 3 364 2555, or email enrol@canterbury.ac.nz.

G. Student Allowances and Loans

StudyLink is responsible for the administration and payments of Student Allowance, Student Loan, Bursary, Step-Up Scholarship, Unemployment Benefit Student Hardship and extra assistance for students.

- The Student Allowance is a weekly payment to help with your living costs while you study full-time on an approved course.
- The Student Loan can help to finance your tertiary studies. You can get a loan to help with your fees, course related costs and living costs. This is money that you borrow and will need to pay back with interest.
- The Step-Up Scholarship is available to students who are entitled to Student Allowance and are studying Human or Animal Health.
- Unemployment Benefit Student Hardship is a weekly payment to help meet your living costs during your study breaks. To qualify, you need to actively look for full time work and register with Student Job Search. You can't get it when you work full time or study full time.

It is really important that you apply early for your Student Finances. You can apply for Student Allowance, Student Loan, or Bursary online. For other emergency assistance help call 0800 88 99 00 for an appointment at your nearest office.

Check out the StudyLink website: www.studylink.govt.nz, or call 0800 88 99 00 with any questions.

Note: The University of Canterbury is NOT involved with the administration of the Allowance and Loan schemes, except to directly confirm to StudyLink a student's study details and, where relevant, fee information.

H. Change of Enrolment

If, once you have completed enrolment, you wish to change your enrolment (for example: add a course or change degrees), you must follow the formal change of enrolment process.

Procedure for Changing Enrolment on the Web

1. You will need to know your Username and Password. Your username is printed on your Canterbury Card, and your password was given to you along with your formal offer. If you have forgotten your password please go to the IT Helpdesk, Level 1, IT Building.
2. If you are using a computer on campus, log on using your username and password.
3. Follow the link from the university home page to the change of enrolment application.

You can find a computer in the student workrooms:

Cave: Engineering Library

Crypt: Maths/COSC Basement

Maclab: Level 1, Central Library (by bicycle stands)

Vaults: Commerce Basement

Den Level 2, Central Library

Den Level 5, Central Library

Procedure for Changing Enrolment by Phone or In Person.

You can also apply for a change of enrolment in person on Level 1 of the Registry or by phoning the Contact Centre.

Notification of Change

Once your change of enrolment has been approved you will be emailed or posted a notification of change. You must formally accept this before your change of enrolment will take effect. Instructions on how to go about accepting the notification of change will be included when it is sent.

Important – Please Note

1. If you are a final year student, it is your responsibility to check that your course of study

meets degree requirements, including the schedule for the regulations for the degree. If in doubt, see the appropriate Academic Manager

2. Discontinuations: A student will be officially discontinued from a course/s once the application for change of enrolment is submitted. Tuition Fee refunds will be processed using the date that the discontinuation/s on the change of enrolment application was submitted. Discontinuations will not be accepted after the final discontinuation dates.

3. Additions: A student will be officially enrolled in an additional course/s once the change of enrolment application has been approved and formally accepted. Once the addition has been approved and accepted by the student the student becomes liable for the tuition fee relating to the additional course/s on the change of enrolment.

4. Changes to your course of study may affect your fees. Please consult staff on Level 1, Registry, if you are unsure.

5. There may be Allowances and Loan implications from any change you make. Check with StudyLink unless you are quite sure you fully understand.

6. Students who have authorised fees payment direct from their loan and who incur additional tuition fees during the year will have the additional fee automatically deducted from their loan account, unless the student notifies Financial Services otherwise.

7. If you paid your fees using a student loan, any refund will be sent back to StudyLink to credit your student loan account.

Important Dates for Enrolment and Discontinuation of Courses

Second Friday of first semester (3 March 2006)

Final date for enrolment and for addition of courses taught in the first semester and whole year courses.

Final date for discontinuation with deletion of courses from record and fees refund for courses taught in the first semester and whole year courses.

31 May

Final date for discontinuation of courses taught in the first semester.

Second Friday of second semester (21 July 2006)

Final date for enrolment in or addition of courses taught in the second semester.

Final date for discontinuation with deletion of course from record and fees refund for courses taught in the second semester.

29 September

Final date for discontinuation of courses taught in the second semester and whole year courses.

If you wish to add a course after the due date you require permission from the Head of Department/School. If you wish to discontinue a course after the due date you must gain the permission of the appropriate College Office. Application forms are available at Student Administration, Level 1, Registry.

Note: See also Fees Regulations and Academic Progress Regulations in the Calendar for financial and academic implications of changes. Students should check with Student Administration, Level 1, Registry, or the relevant Academic Manager, if they are not sure whether there are any financial or academic implications to their withdrawal.

International Students

1. International students who discontinue all courses must report to the New Zealand Immigration Service because they are no longer entitled to a study permit.

2. International Students are required by the New Zealand Immigration Service to maintain a full-time study load, while holding a study permit.

Important

You should note that if you are enrolled after 3 March in a course taught in the first semester or whole year course or after 21 July in a course taught in the second semester, you are liable for the fees for that course even if you subsequently discontinue it. You are advised to check with the Student Administration, Level 1, Registry whether there are any financial implications to any proposed change to your course of study.

Backdating of course withdrawal by departments/schools is for academic purposes only. All refund of tuition fees after the listed dates must be a separate application. Refer to Refunds, Tuition Fee Policy Section, in this Calendar (Section F: Fees, subsection C: Refunds).

I. Withdrawal From Courses

If you wish to discontinue one or more courses or withdraw completely from your studies you must follow the change of enrolment procedure. It is important that you withdraw officially because, if you fail to do so, it will be assumed that you are still enrolled in the course. Fees will be charged accordingly and your eligibility to re-enrol may be affected. **Verbal notification to a Department/School, an email, or a phone call to the University is not sufficient.** The dates listed above also apply to complete discontinuations.

International students must ensure that they maintain minimum full time enrolment at all times during their course of studies. This is a requirement of their student permits.

For complete discontinuation of all courses, a discontinuation form is available from Student Administration, Level 1, Registry. A concise, signed letter is also acceptable for complete withdrawal and will be acted on. Letters can be faxed to (03) 364 2174.

Other Fees

General Fees	\$p.a.
Academic Certificates, per copy:	\$15.00
Academic Certificates, additional copies:	\$5.00
Administration charge for tuition fee refunds:	\$100.00
Admission ad eundem statum per application:	\$100.00
Certificate for eligibility to graduate and for conferment of degree:	\$25
Copies of final examination or test script, per script:	\$15.00
Course reinstatement fee:	\$100
Cultural Enrolment, per course:	\$150.00
International Tuition Fee refund cost for all International full fee paying students who qualify for a full refund of tuition fees:	\$500.00*
International Tuition Fee refund cost for all International full fee paying students who qualify for a partial refund in excess of \$1,000:	\$200.00*
Instalment payment, deferred or delayed payment fee:	\$100
Key deposits:	\$30
Provisional Entrance:	\$60.00
Reconsideration of final grade, per course:	\$50.00
Replacement certificate, degree/diploma:	\$60.00**
Student Health Centre levy:	\$25.00
Transfer credit application:	\$40.00
University of Canterbury Card:	\$15.00
(Replacement of University of Canterbury Card:	\$20.00)

**For International Students, this will replace the normal Administration Fee of \$100*

***Courier fees for delivery: \$20 within New Zealand; \$50 to Australia; \$80 to all other countries*

Examination Fees \$p.a.

Special supervision for examination clashes, per day:	\$40.00
Doctorates other than PhD:	\$1,000

Examination centres outside Christchurch,
per application:

- New Zealand: \$80.00
- Overseas: \$100.00

Special examination supervision arrangements,
per candidate, per hour: \$15.00

Late Fees* \$p.a.

Failure to pre-enrol by due date: \$75.00

Failure to complete enrolment by due date: \$100.00
per course

**Late fees are not refundable except for medical reasons or exceptional circumstances recognised as such by the Supervisor, Student Administration. All applications for refunds must be made in writing to the Supervisor, Student Administration, and must be supported by relevant documentary evidence.*

Note: This penalty fee cannot be paid by the student loan.

General Late Fee: \$30.00

Note: Subject to the approval of the Academic Board, an application which is required by a prescribed date may be accepted after that date on payment of the general late fee.