

# Enrolment and Fees Policies and Regulations

## A. Enrolment Regulations

### 1. Enrolment

- (a) All students are required to enrol by accepting the Enrolment Offer and paying the prescribed fees prior to attending classes.
- (b) All students (except PhD candidates) are required to make prior application for admission to classes (apply to enrol), on the prescribed forms.
- (c) All students are required to:
  - i. ensure that Student Services has their current postal address;

*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 an Application to Enrol:
  - a. **Domestic undergraduate first-year students** (*excluding College of Education students*): second Monday in December in the year preceding that for which enrolment is sought.  
*Note: A domestic undergraduate first-year student is defined as a domestic student who has never enrolled at UC before and includes domestic students transferring from other institutions.*
  - b. **College of Education first-year students:** must Apply for Programme Entry and Enrolment by 4 weeks prior to the official course start date.
  - c. **Advancing domestic students:** second Monday in January of the year of enrolment.
  - d. **All international students:** 7 days prior to the official course start date.
  - e. The closing dates above are final dates. All students must submit their Application to Enrol no later than the dates above. Late applications will be

considered on the basis of priority and availability.

- ii. Final date to accept an Enrolment Offer is the end of the first day of the official course start date. Students who accept their offer after the end of the first day of the official course start date may lose their place in previously approved courses or programmes. Late enrolment is subject to the approval of the Head of Department/School concerned and may be declined.
- iii. Final date to complete change of enrolment and withdraw with a full refund is the second Friday after the official course start date with the exception of summer courses, short courses, field trips and teaching practices.
  - a. The final date to complete change of enrolment and withdraw with a full refund for Summer Programme courses is the first Friday after the official course start date (except for field trips and teaching practices) for a course less than six weeks duration; or the second Friday after the official course start date (except for field trips and teaching practices) for a course of six or more weeks duration.
  - b. 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.
  - c. Addition of courses after these dates will be subject to the approval of the relevant Head of Department/School.
- iv. Final date for discontinuation of enrolment and courses, with deletion of courses from record (no fees refund):
  - a. Semester 1 and Semester 2 courses: third to last Friday of teaching;
  - b. Cross Year, Full Year, Whole Year courses: 25 weeks after the official course start date;
  - c. Anytime Start courses, excluding the PhD, are calculated to occur when 50% of the course has been completed;

- d. Summer Programme courses less than or equal to six weeks duration: first Friday after the official course start date (one week);
  - e. Summer Programme courses greater than six or more weeks duration: seven weeks after the official course start date;
  - v. There is no refund provision for students once they have commenced the field trip component of any summer course or teaching practice.
- Notes:
1. All withdrawal dates are to occur on the Friday of the week.
  2. There is a full list of course dates, semester indicators and refund dates in the Guide to Enrolment.
  3. See also the Fees Regulations for information regarding liability for fees and eligibility for refunds; and General Course and Examination Regulations, 1 Academic Progress for details of the academic progress review procedure.
  4. 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 Regulation 2(a)(i) above, 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 8 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, Schedule to the Regulations for Limitation of Entry/Special Application (pp 19-24). 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 19-24).

### 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).
- (b) Within 5 working 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 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 personal 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 is 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 PVC Student Services and International.*
  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 describing how to decline their offer.

## 5. Change of Enrolment

- (a) **Discontinuations:** A student will be officially discontinued from a course once a Change of Enrolment is submitted. Tuition fee refunds will be processed using the date that the discontinuation on the Change of Enrolment was submitted. Discontinuations will not be accepted after the final discontinuation dates.
- (b) **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, diploma or certificate for credit to a Certificate

- of Proficiency either with or without having satisfied all prerequisite and co-requisite requirements for that course or courses.
- ii. A student who satisfies all prerequisite and co-requisite requirements by the commencement of study for such course or courses may at a later date, and if credited with a Certificate of Proficiency, have that course credited to a degree, diploma or certificate.
  - iii. A student who does not satisfy all prerequisite and co-requisite requirements by the commencement of study for such course or courses cannot at a later date 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, diploma or certificate 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, diploma or certificate 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, diploma or certificate 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 \$350 per course for cultural enrolment (2014). 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. Cultural students are not entitled to IT (computer) access. Cultural-only enrolment students are exempt from the Student Services Levy.
- (e) After the tuition fee refund dates, students may not change the degree code of a course to Cultural. In these cases we advise students to discontinue the course and attend as Cultural without this being recorded in the system.
- (f) No exemption or credit shall be conferred under these regulations if the course taken is subsequently taken for credit towards a degree, diploma, certificate or professional qualification.

## B. Fees Regulations

### 1. 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.

### 2. 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). For the full policy, rebate, lifetime cap, distance students rebate form, map, Vice-Chancellor's statement and FAQs go to [www.canterbury.ac.nz/enrol/fees/levy.shtml](http://www.canterbury.ac.nz/enrol/fees/levy.shtml)

### 3. Fee Payment methods

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

- (a) In person (cheque, credit card or EFTPOS)
- (b) By post (cheque)
- (c) Online (Visa/Mastercard only)
- (d) Other agent (Staff fee waiver, TIA, Scholarship, Sponsorship)
- (e) Full payment student loan
- (f) Part student loan/part other payment method.

*Note: StudyLink is a payment option. The student is liable for fees if StudyLink declines payment. It is the student's responsibility to check with StudyLink on eligibility for a student loan.*

### 4. 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 in person at enrolment must pay within 14 days of receiving a notification of change, however, if a student wishes to change to payment by Student Loan, the University must receive a StudyLink fee authority before the student makes their change of enrolment. Please note any student loan authority from StudyLink will automatically override the cash system.
- (d) Students who paid by student loan at enrolment will have any additional fees automatically deducted from their student loan account, however, if a student wishes to:
  - i. discontinue a course, they should immediately advise StudyLink of any change that will affect their full-time status and check with a Finance Student Loan Officer.
  - ii. change to payment in person for additional Change of Enrolment fees, they must notify Student Finance staff before making their course change.

### 5. Tuition Fees

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

- (a) Tuition fees cover the period of enrolment 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 5(b) and 5(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.

### 6. Default in Payment of Tuition Fees

- (a) Any default, delay or failure to pay tuition fees within the due date will result in the cancellation of the student's enrolment and stopping of all services to the student such as Canterbury Card, IT and Library services. The restrictions will apply until the fee is paid.
- (b) Subsequent payment of fees under these circumstances does not guarantee entry into

- previously approved courses.
- (c) Failure to pay includes:
- i. If a student accepts their Enrolment Offer indicating 'Loan' and StudyLink declines or fails to pay the student's tuition fees within 14 days from the date of enrolment/course change.
  - ii. If a student who accepted their Enrolment Offer indicating 'Loan' and used a student loan to pay for all or part of their fees, discontinues from all study, or cancels the student loan with StudyLink before StudyLink has paid fees to the University of Canterbury.
  - iii. If a student pays the tuition fee by a cheque which is subsequently dishonoured.
- (d) Existing sanctions for debt, including Default in Payment of Tuition Fees, will remain and will have the following consequences for the student:
- i. liability for the debt will be noted on the student's record;
  - 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 outstanding debt is paid.
- 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. Course materials 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 retrospective suspension, if granted, is for academic purposes only. No refund will be given.

#### Notes:

1. *For PhD students who withdraw from their studies prior to submitting their PhD registration (six months past enrolment) or who do not have their PhD registration approved, will be reimbursed the balance of the tuition fees paid in advance, from the date of withdrawal/termination. 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.*

## 8. 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

- (e)
- i. Tuition fee refunds for international students that exceed \$3,500 will be subject to a checking process by Student Financial Services before the refund can be released. Original payment source will be checked. 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. Course materials are non-refundable.
- ii. 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 8(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. Normally students must completely withdraw from their studies to be eligible for consideration for a late refund. Applications will not normally be approved where the student remains in a full-time or reduced programme of study.
    - iii. Applications for refund or remission of tuition fees after the refund date citing either medical reasons or exceptional circumstances must be made in writing, in the first instance, to Admissions and Enrolment, Student Services Centre.
    - 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. If a medical refund is approved and the student has completely discontinued 50% of the Student Services Levy will be refunded in this process.
    - vi. Course materials are non-refundable and will not be considered in this process.
    - vii. Backdating of course withdrawal by Colleges/Schools/Departments is for academic purposes only and, if approved, does not constitute a tuition fee refund.

## 9. International Fees

- (a) The international fees quoted are for the 2015 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. Students pay for exactly the courses they 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 a student is doing a Bachelor of Arts and chooses to take a Physics course as part of their programme of study, they will pay proportionally more for that course because Physics is in a higher band. If a student is doing a Bachelor of Science and chooses to take a History course, they 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 fee 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.
- (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 0.8 EFTS (or 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 courses. A special dispensation from the Immigration Service will be required. 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.
- (h) Students commencing study at the start of Semester 2 (S2), 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 citizens and permanent residents are entitled to domestic tuition fees as long as they are residing in New Zealand during their studies. Australian citizens cannot access a StudyLink student loan until they have lived in New Zealand for two years. Permanent residents cannot access a StudyLink student loan until they have been granted PR status and lived in New Zealand for two years.
  - (k) All international PhD students enrolling/re-enrolling in 2014 will pay domestic fees for their PhD thesis only. Students must be residing within New Zealand and be on a New Zealand Immigration student visa.
  - (l) US Financial Aid is available to USA students in the form of the Federal Stafford Loan. The University's School Code is G22253.
  - (m) In any academic year, full-fee international students who become permanent residents after they enrol may change to domestic status (fees) provided they produce evidence of their permanent residency permit by the last day of lectures for the programme of study that they are currently enrolled in.

## Schedule to the Fees Regulations

### Part 1. Tuition Fees: Domestic Students

#### 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 Admissions and Enrolment in the Student Services Centre.

Cost for 1.0 EFTS (2015)			
Fee Band	Undergraduate courses (\$NZ)	Postgraduate courses (\$NZ)	Postgraduate Research (\$NZ)
1	5,572	6,758	6,298
2	5,898	7,043	6,593
3	6,224	7,332	6,891
4	6,460	7,563	7,128
5	6,994	7,905	7,587
6	6,104	7,136	6,779
7	6,945	7,867	7,544
8	6,709	7,661	7,330
9	5,598	7,094	6,590

#### B. Subject Placements

Subject	Fee Band
Accountancy	2
Antarctic Studies	4
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
Business Economics	2
Business Management ( <i>special MBM fee applies</i> )	2
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemistry	4
Child and Family Psychology	7
Chinese	1
Cinema Studies	1
Civil Engineering	5
Classics	1
Computational and Applied Mathematical Sciences	3
Computer Engineering	5
Computer Science	3
Construction Management	5
Counselling	4
Criminal Justice	1
Cultural Studies	1
Development Studies	1
Digital Humanities	1
Diplomacy and International Relations	1
Earthquake Engineering	5
Ecology/Conservation ( <i>courses first offered prior to 2005</i> )	8
Ecology (Other) ( <i>courses first offered after 2005</i> )	5
Economics	2
Education (excluding Teacher Education)	1
Electrical and Electronic Engineering	5
Engineering	5
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
English Language	1
Environmental Science	4
European Languages and Cultures	1
European Studies	1

European Union Studies	1
Film	3
Finance	2
Finance and Economics	2
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5
Forestry	5
Forest Engineering	5
French	1
Freshwater Management	3
Geographic Information Science	3
Geography	3
Geology	4
German	1
Graphic Design	3
Hazard and Disaster Management	4
Health Sciences	4
Higher Education	1
History	1
History and Philosophy of Science	1
Human Interface Technology	5
Human Resource Management	2
Human Services	1
Information Systems	6
International Business	2
International Law and Politics	2
Japanese	1
Journalism	1
Languages and Cultures	1
Law	2
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Maori	1
Marketing	2
Mathematical Physics	4
Mathematics	9
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Media and Communication	1
Medical Physics	4

Medical Physics (Clinical)	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Operations and Supply Chain Management	2
Pacific Studies	1
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physical Education	1
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Professional Accounting ( <i>special MPA fee also applies</i> )	1
Public Safety	3
Psychology	3
Russian	1
Science and Entrepreneurship	2
Sculpture	3

Seafood Sector: Management and Science	5
Social Work	1
Sociology	1
Software Engineering	5
Soil Science	4
South Asia Studies	1
Spanish	1
Speech and Language Pathology	7
Sport Coaching	1
Statistics	9
Strategic Leadership	2
Teacher Education	1
Te Reo Maori	1
Tertiary Teaching	1
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 an English course from the BA Schedule, they will pay proportionally less for that course because English is in a lower band.

**Part 2. Tuition Fees: International Students****A. Fee Bands per year**

Fee Band	Cost for 1.0 EFTS (2015)	
	Undergraduate (\$NZ)	Postgraduate (\$NZ)
1	23,300	26,600
2	25,000	26,600
3	27,600	31,000
4	29,100	33,500
5	37,800	34,600
7	33,500	33,500

## B. Subject Placements

Subject	Fee Band
Accountancy	2
Antarctic Studies	4
Anthropology	1
Applied Psychology	3
Art Curatorship	3
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
Business Economics	2
Business Management ( <i>special fees apply</i> )	2
Cellular and Molecular Biology	4
Chemical and Process Engineering	5
Chemistry	4
Child and Family Psychology	7
Chinese	1
Cinema Studies	1
Civil Engineering	5
Classics	1
Computational and Applied Mathematical Sciences	3
Computer Engineering	5
Computer Science	3
Construction Management	5
Criminal Justice	1
Cultural Studies	1
Development Studies	1
Digital Humanities	1
Diplomacy and International Relations	1
Earthquake Engineering	5
Ecology	11
Economics	2
Education (Bachelor of Arts)	1
Education (excluding Teacher Education)	10
Electrical and Electronic Engineering	5

Engineering	5
Engineering Geology	4
Engineering Management	5
Engineering Mathematics	5
English	1
English Language	1
Environmental Science	4
European Languages and Cultures	1
European Studies	1
European Union Studies	1
Film	3
Finance	2
Finance and Economics	2
Fine Arts Intermediate (FINT 103)	3
Fire Engineering	5
Forestry	11
Forest Engineering	5
French	1
Freshwater Management	3
Geographic Information Science	3
Geography	3
Geology	4
German	1
Graphic Design	3
Hazard and Disaster Management	4
Health Sciences	4
Higher Education	1
History	1
History and Philosophy of Science	1
Human Interface Technology	5
Human Resource Management	2
Human Services	1
Information Systems	3
International Business	2
International Law and Politics	12
Japanese	1
Journalism	1
Languages and Cultures	1
Law	12
Linguistics	1
Management	2
Management Science	2
Maori and Indigenous Studies	1
Maori	1

Marketing	2
Mathematical Physics	4
Mathematics	3
Mathematics and Philosophy	3
Mechanical Engineering	5
Mechatronics Engineering	5
Media and Communication	1
Medical Physics	4
Microbiology	4
Music	3
Natural Resources Engineering	5
Operations and Supply Chain Management	2
Pacific Studies	1
Painting	3
Peace Studies	1
Philosophy	1
Photography	3
Physical Education	10
Physics	4
Plant Biology	4
Political Science	1
Printmaking	3
Professional Accounting ( <i>special fees apply</i> )	1
Public Safety	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
Software Engineering	5
Soil Science	4
South Asia Studies	1
Spanish	1
Speech and Language Pathology	7
Sport Coaching	10
Statistics	3
Strategic Leadership	2
Teacher Education	10
Te Reo Maori	3
Tertiary Teaching	1
Theatre and Film Studies	3
Transportation Engineering	5
Water Resource Management	4
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: International fees

Programme	Cost \$NZ (2015)
Foundation Studies Certificate at UCIC ( <a href="http://www.ucic.ac.nz">www.ucic.ac.nz</a> )	\$20,760
Certificate in University Preparation	\$10,380
Certificate in English for University Study+ (one semester)	\$7,350
Diploma in Adult Teaching and Learning+	\$21,960
Study Abroad (flat fee per semester)	\$12,250
Study Abroad (flat fee per year)	\$24,500
Master of Business Administration (MBA) (15-month programme)	\$50,780*
Master of Business Management (MBM)	\$32,900
Master of Engineering in Management (MEM)	\$35,300
Master of Professional Accounting (MPA)	\$43,860

Postgraduate Certificate in Antarctic Studies (including field trip fee (ANTA 603))	\$29,050
Graduate Diploma in Teaching and Learning (Primary) (12-month programme)	\$25,000
Graduate Diploma in Teaching and Learning (Secondary)	\$24,000
Doctor of Philosophy (PhD)	Refer to domestic fees**

\*Additional fees apply - see <http://www.mba.canterbury.ac.nz/mba/fees.shtml>

\*\*From 1 January 2008, international students who are residing in New Zealand on an Immigration NZ Student Visa pay the domestic fee for the PhD only. International fees apply for all other courses.

+Not open to new enrolments in 2015.

### Part 3. Master of Business Administration: Special Programme 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 \$60 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 \$600 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 a special programme fee of \$33,090 (domestic students, international students pay a different rate) for the full programme.

### Part 4. Master of Professional Accounting (MPA) and Master of Business Management (MBM): Special Course Fee

Domestic students enrolled in the Degree of Master of Professional Accounting or the Degree of Master of Business Management or Postgraduate Diploma in Business will be charged MPA/MBM course fees of \$1,050 per course (including GST).

### Part 7. Non-tuition fees

#### A. Additional compulsory fees

Fee	Cost SNZ (2015)
<b>Administration fee (all students*) (prompt payment discounts apply)</b>	\$105
Admission Ad Eundem Statum, Discretionary Entry/Special Admission (special application required)	\$105
<b>Student Services Levy** (all students*)</b>	\$745

### Part 5. Master of Engineering in Management (MEM): Special Programme Fee

A student enrolled in the Degree of Master of Engineering in Management will be charged course fees of \$1,760 and a special programme fee of \$7,600 (including GST) for the Programme.

### Part 6. Postgraduate Certificate in Antarctic Studies: Special Tuition Fees

- (a) A student offered a place on the Postgraduate 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 Postgraduate Certificate in Antarctic Studies is \$8,220 for New Zealand citizens and permanent residents who pay fees at the domestic rate. The fee for an International Student enrolment is \$14,680, plus an additional fee for the fieldwork component of \$12,170. 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 Postgraduate Certificate is outside of any capped tuition fees for degree, diploma or certificate courses.*

Students who enrol in one semester only (eg, S1, S2, SU1/SU2)	\$372.50
Distance students living within 50km of the greater Christchurch metropolitan area	\$745.00
Distance students living more than 50km outside the greater Christchurch metropolitan area	\$485.75
Distance students with site codes: Nelson, Rotorua or New Plymouth	\$245.85
Postgraduate students who have completed the minimum required period of enrolment and are approved for a further enrolment period of less than 12 months. Note: <i>The additional enrolment months will be charged at a pro-rata monthly basis.</i>	\$60.41 per month

\*All students includes domestic full-time and part-time students, and international students.

\*\*The Student Services Levy includes free student membership to the Recreation Centre.

## B. Other fees and charges

Fee	Cost \$NZ (2015)
<b>Copying</b>	
Copies of final exam scripts	\$55
Thesis binding - hard binding	\$52
<b>Enrolment</b>	
Admission Ad Eundem Statum*	\$105
Discretionary Entry/Special Admission*	\$105
Transfer of Credit	\$100
Late Application fee	\$105
Cultural enrolments irrespective of other enrolments (per course)	\$350
Replacement Canterbury Card	\$35
<b>Examinations</b>	
Reconsideration of grades (per subject)	\$65
Distance examinations sat outside home city (per venue)	\$105
Alternative examination arrangement	\$105
Off-campus examinations (1 fee per venue)	\$105
<b>International students</b>	
Online student visa	\$165**
Medical and travel insurance (international students)	varies
It is compulsory for all international students to have full medical insurance, the terms of which are laid down by the New Zealand Ministry of Education. Cost-effective and compliant travel and medical insurance can be purchased from the University at the time of enrolment. Other options are also possible - go to <a href="http://www.canterbury.ac.nz/international/insurance/">www.canterbury.ac.nz/international/insurance/</a> for more information.	
<b>Parking/Security</b>	
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 <a href="http://www.fm.canterbury.ac.nz/parking/permits.shtml">www.fm.canterbury.ac.nz/parking/permits.shtml</a>	
<b>Transcripts/Certificates</b>	
Transcript	\$35
Letter - eligible to graduate	\$35
Letter - conferment of degree	\$35
Transcript - additional copies	\$15
Replacement of a degree or diploma certificate	\$90

\*Special application required. \*\*New Zealand Immigration 2014 fee. Subject to government change.

Note: NZ, Australia and worldwide courier charges if required are additional based on actual expenditure.

## 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](http://www.studylink.govt.nz) or call 0800 88 99 00 with any questions.

The definition of full-time study for Student Allowances and Student Loans purposes is:

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

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