

Fees and Fines Regulations

1. Version

- (a) These Regulations came into force on 1 February 2018.
- (b) The previous version came into force on 1 October 2017.

2. Authority

The Vice-Chancellor holds authority for these Regulations and in exceptional circumstances, on evidence provided, may alter the fees or fines levied on an individual student or vary the fees for a group of students as delegated by the University Council.

3. Enrolment Fees

- (a) A student must pay tuition fees on the basis of each and every course they enrol in, except when enrolling in a Special Fees Programme where an overall fee is levied.
- (b) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.
- (c) Tuition fees cover the enrolment period; from the official start date of the course until the end of the examination period for taught courses.
- (d) A student becomes liable for all fees upon accepting a formal enrolment offer.
- (e) Tuition fees are due at the beginning of the enrolment period. If the fees are not paid, or suitable payment arrangements made, by the due date noted in the invoice for payment then a default in payment will be registered.
- (f) Where a pre-enrolled or enrolled student makes an addition to their programme of study then they become liable for the additional fees when the change of enrolment application is approved.
- (g) Where a student withdraws from a course during the Change of Enrolment period they may become eligible for a full refund of the tuition fees for that course when the change of enrolment application is approved.
- (h) A student must pay the non-tuition fees for specific courses as set out in *Schedule 2: Non-tuition Fees*, to these Regulations.
- (i) A student must also meet any other expenses necessary to attend a class, including excursions and field-work or similar activity, or expenses necessary to complete an assessment.
- (j) The non-tuition fees and other course related expenses are non-refundable.

4. Tuition Fees and Related Expenses for Research Courses

- (a) Courses are assigned to fee bands as set out in *Schedule 1: Tuition Fees*, to these Regulations.
- (b) The tuition period ends on the last day of the month in which the thesis is submitted or the student withdraws from the course. A student is eligible for a full refund of the remaining portion of their tuition fee for the thesis course.
- (c) A student is eligible for a full refund for any whole month periods when on an approved suspension of their studies. Application must be made in advance, eligibility for a fee refund for retrospective suspension is not permitted unless applied for within the current calendar year and for exceptional circumstances.

5. International Student Fees

- (a) All students of international status must pay tuition fees at the international rate, as specified in the Schedule to these Regulations, except:
 - i. where a student is on an approved reciprocal exchange programme covered by a formal exchange agreement, then they will pay tuition fees to their home university, not to the University of Canterbury; or
 - ii. where they are a PhD student resident in New Zealand, then they will pay the domestic rate for the Research Course.

Any potential refund in the difference in fees (international to domestic) will only be considered:

- i. once the actual Resident Visa is presented to Student Services; and
 - ii. will only apply to teaching periods/courses yet to commence.
- (b) A full-fee international student who qualifies for classification as a domestic student, will become eligible for domestic fees from the beginning of their next teaching period or semester (whichever is shorter). A student must:

- i. provide evidence of their changed status prior to the start of the next teaching period or semester (whichever is shorter); or
- ii. in the case of a research course this will be before the end of any month.

6. Enrolment Administration Fees

- (a) A student must pay the Administration Fee associated with their enrolment application as set out in *Schedule 3: Services Fees* to these Regulations.
- (b) In addition, some qualifications or courses have admission application and acceptance fees.
- (c) These administrative fees are non-refundable should a student completely withdraw their enrolment application.

7. Student Service Levy

- (a) A student will pay the compulsory Student Services Levy as set out in *Schedule 3: Services Fees*, to these Regulations.

8. Other Fees

A student must pay all other fees as set out in *Schedule 3: Service Fees* to these Regulations on a user pays basis for any other goods or services.

9. Fines

- (a) All fines are set out in *Schedule 4: Fines*, to these Regulations.
- (b) If the fees are not paid, or suitable payment arrangements made, by the last due date noted in the invoice for payment then a default in payment will be registered.

10. Default in Payment of Fees or Fines

- (a) Any default, delay or failure to pay fees (other than tuition fees) or fines by the due date will result in all of the following actions:
 - i. examination results will not be released;
 - ii. conferment of qualifications will be withheld;
 - iii. transfers to other institutions will not be actioned;
 - iv. re-enrolment will not be permitted;
 - v. StudyLink will be advised for student allowance/loan purposes;
 - vi. Immigration NZ will be advised for international students.
- (b) Any default, delay or failure to pay tuition fees by the due date will result in the sanctions list in (a) and also:
 - i. cancellation of enrolment;
 - ii. cancellation of Canterbury Card;
 - iii. stopping of IT access;
 - iv. stopping of Library services.
- (c) Failure to pay includes:
 - i. where no transaction to pay is made or completed;
 - ii. where a transaction to pay is reversed or dishonoured;
 - iii. where StudyLink declines or fails to pay within ten working days from enrolling in courses.
- (d) Subsequent payment of outstanding debt does not guarantee entry into previously approved courses.

11. Taxes

All fees and fines listed in the Schedule to these Regulations include New Zealand Goods and Services Tax.

12. Right of Appeal

- (a) A student may object to a fees levy decision by lodging an appeal as specified in the Appeals and Grievance Regulations.
- (b) A student may object to a fines levy decision by following the appeals process outlined in the regulations used to issue a fine.
- (c) A student may object to a penalty taken in relation to a default in payment by lodging a grievance with the University Appeals and Grievance Officer. Such an appeal must outline a manifest hardship.

Schedule to the Regulations for Fees and Fines

Effective for 2020.

Schedule 1: Tuition Fees

Part A: Fee Bands: Domestic student fees (per 120 point)

Fee Band	Indicative Subject Area	Undergraduate Courses (\$NZ)	Postgraduate Courses (\$NZ)	Research Courses (\$NZ)
1	Arts, Communication, Criminal Justice, Education, Social Science	6,213	7,535	7,022
2	Accounting, Business, Economics, Law	6,576	7,852	7,351
3	Computational Mathematics, Computer Science, Fine Arts, Music, Non-Bench Science, Theatre and Film	6,939	8,174	7,683
4	Antarctic Studies, Bench Sciences, Health Sciences	7,202	8,432	7,948
5	Engineering, Forestry	7,798	8,814	8,459
6	Information Systems	6,805	7,956	7,558
7	Communication Disorders	7,743	8,771	8,410
8	Ecology	7,480	8,541	8,172
9	Art Curatorship, Mathematics, Statistics	6,237	7,909	7,348
17	Foundation Studies	6,213		

Part B: Fee Bands: Domestic student fees – Special Programmes

Programme	Undergraduate Programme (\$NZ)	Postgraduate Programme (\$NZ)
Certificate in University Preparation (1 semester)	777 per course	
15-point STAR courses	550	
30-point STAR courses	1,100	
45-point STAR courses	1,200	
Postgraduate Certificate in Antarctic Studies (60 Points)		9,431
Postgraduate Certificate in Strategic Leadership (60 points)		12,000
Postgraduate Diploma in Business (120 points)		9,744
Postgraduate Diploma in Business Administration (120 points)		24,000
Postgraduate Diploma in Business Information Systems (120 points)		9,744
Master of Antarctic Studies (180 points) - includes field trip		17,500
Master of Business Administration (180 points)		36,000
Master of Business Information Systems (180 points)		14,616
Master of Business Management (180 points)		14,616
Master of Financial Management (180 points)		14,616
Master of Professional Accounting (240 points)		19,488
Master of Engineering in Management (120 points)		11,760

Part C: Fee Bands: International student fees (per 120 point)

Fee Band	Indicative Subject Area	Undergraduate courses (\$NZ)	Postgraduate courses (\$NZ)
1	Arts, Education, Social Sciences	27,000	30,700
2	Accountancy, Business	29,500	31,500
3	Criminal Justice, Fine Arts, Law	32,000	35,800
4	Science, Health Sciences	34,000	38,400
5	Engineering	44,000	44,000
7	Communication Disorders, Forestry	38,400	38,400

Part D: Fee Bands: International student fees – Special Programmes

Programme	Points	Postgraduate Programme (\$NZ)
Study Aboard (per semester)	60	12,575
Te Rāngai Toi Tangata College of Arts		
Master of European Union Studies	180	39,000
Master of International Relations and Diplomacy	180	39,000
Master of Linguistics	180	39,000
Master of Māori and Indigenous Leadership	180	39,000
Master of Policy and Governance	180	39,000
Master of Social Work	120	26,000
Master of Social Work (Applied)	240	52,000
Master of Strategic Communication	180	39,000
Master of Te Reo Māori	240	52,000
Master of Writing	180	39,000
Postgraduate Certificate in Digital Humanities	60	13,000
Postgraduate Certificate in Māori and Indigenous Leadership	60	13,000
Postgraduate Certificate in Te Reo Māori	60	13,000
Postgraduate Diploma in Art Curatorship	120	26,000
Postgraduate Diploma in Arts	60	26,000
Postgraduate Diploma in Māori and Indigenous Leadership	120	26,000
Postgraduate Diploma in Te Reo Māori	120	26,000
Te Rāngai Umanga me te Ture College of Business and Law		
Master of Applied Finance and Economics	180	41,250
Master of Business Administration	180	47,250
Master of Business Information Systems	180	41,250
Master of Business Management	180	41,250
Master of Commerce	180	41,250
Master of Professional Accounting	240	55,000
Master of Financial Management	180	41,250
Postgraduate Certificate in Business	60	13,750
Postgraduate Certificate in Information Systems and Technology	60	13,750
Postgraduate Certificate in Strategic Leadership	60	15,750

Postgraduate Diploma in Business	120	27,500
Postgraduate Diploma in Business Administration	120	31,500
Postgraduate Diploma in Business Information Systems	120	27,500
Postgraduate Diploma in Information Systems and Technology	120	27,500
Te Rāngai Ako me te Hauora College of Education, Health and Human Development		
Master of Computer-Assisted Language Learning*	180	36,000
Master of Health Sciences Professional Practice (Nursing)	180	36,750
Master of Teaching English to Speakers of Other Languages	180	36,000
Postgraduate Certificate in Health Sciences	60	12,250
Postgraduate Certificate in Teaching English to Speakers of Other Languages	60	12,000
Postgraduate Diploma in Health Sciences	120	24,500
Te Rāngai Pūtaiao College of Science		
Master of Antarctic Studies (includes Field Trip)	180	61,800
Master of Applied Data Science	180	41,250
Master of Disaster Risk and Resilience	180	51,900
Master of Speech and Language Pathology	240	70,800
Professional Master of Engineering Geology	180	53,100
Postgraduate Certificate in Antarctic Studies (includes field trip)	60	23,400
Postgraduate Diploma in Applied Data Science	120	27,500

* Not open to new enrolments.

Schedule 2: Compulsory Course Costs

Description	Fees (\$NZ)
Te Rāngai Toi Tangata College of Arts	
COMS 233 Field Trip and Courtroom Fieldwork	102
COMS 330 Marae visit	173
COMS 331 Fieldwork	291
COMS 332 Fieldwork	235
COMS 450 Field Trip	112
FINA 101 Fine Arts intermediate materials	286
FINA 102 Field Trips	74
FINA 103 Fine Arts intermediate materials	434
JOUR 401 Field Work	390
POLS 103 Field Trip	51
POLS 216 Field Trip	204
POLS 304 Field Trip	204
POLS 440 Field Trip	212
POLS 441 Field Trip	212
Te Rāngai Ako me te Hauora College of Education, Health and Human Development	
EDTL 802 ESHD Course Requirements	22
EDUC 686 ESHD Course Requirements	21
EDUC 690 ESHD Course Requirements	21

EDUC Nohoe Marae Trip	49
PHYSED Camp Fee	77
Te Rāngai Pūkaha College of Engineering	
ENCH 295 Chemical Engineering Professional Practice	411
ENCN 213 Civil Engineering Workshop	226
ENEL 200 Electrical - Mech Engineering Workshop	165
ENEL 270 Electronics Workshop	165
ENFO 204 Forestry Workshop	226
ENME 202 Mechanical Engineering Workshop	502
ENME 405 Field Trip	89
FORE 141 Field Trip	124
FORE 218 Field Trip	499
FORE 307 Field Trip	326
FORE 419 Field Trip	239
SENG 202 Software Engineering Workshop	153
Te Rāngai Pūtaiao College of Science	
BIOL 112 Field Trip	21
BIOL 270 Field Trip	107
BIOL 374 Field Trip	146
BIOL 375 Field Trip	144
BIOL 378 Field Trip	107
BIOL 384 Field Trip	144
DRRE 403 Field Trip	62
ENGE 410 Field Trip	35
ENGE 411 Field Trip	35
ENGE 417 Field Trip	188
GEOL 111 Field Trip	35
GEOL 115 Field Trip	35
GEOL 240 Field Trip	35
GEOL 241 Field Trip	35
GEOL 246 Field Trip	35
GEOL 351 Field Trip	35
GEOL 352 Field Trip	35
GEOL 473 Field Trip	35
GEOL 478 Field Trip	35
GEOL 479 Field Trip	35
GEOL 481 Field Trip	35
GEOL 483 Field Trip	40
GEOL 489 Field Trip	146
SCIM 101 Field Trip	35
WATR 203 Field Trip	82

Schedule 3: Service Fees

Part A: Application Fees

Description	Fees (\$NZ)
Late Enrolment Fee	128
Accommodation Services Application Fee	103

Part B: Pay as you go Fees

Description	Fees (\$NZ)
Student Services Levy**	\$7.25 per academic point of study
Student Services Levy (Distance students)	\$1.45 per academic point of study
Student Visa Application Fee	258
Studentsafe Insurance Premium per semester	310
Studentsafe Insurance Premium per annum	620
Distance examination sat outside of home city (fee per venue)	128
Off-campus examinations (fee per venue)	128
Alternative exam arrangement	128
Reconsideration of Grade (per subject)	82
Copy of examination script (per subject)	72
Transcript	40
Transcript – additional copies	20
Digital Transcript	30
Digital Letter	30
Letter – conferment of degree	40
Letter – eligible to graduate	40
Replacement of a degree or diploma certificate	120
Internet Charges (per GB)	Free
Email	Free
Photocopying/Printing – A4 black & white (single sided per page)	0.03
Photocopying/Printing – A4 black & white (double sided per page)	0.025
Printing – A3 black & white (single sided per page)	0.08
Printing – A3 black & white (double sided per page)	0.65
Photocopying/Printing – A4 colour (single sided per page)	0.12
Photocopying/Printing – A4 colour (double sided per page)	0.11
Printing – A3 colour (single sided per page)	0.25
Printing – A3 colour (double sided per page)	0.23
Parking Permit – Semester	237.50
Parking Permit – Full Year	475
Key deposit	30
Canterbury Card (replacement)	21

** Capped at a maximum of 150 points of on-campus study per academic year.

Schedule 4: Fines

Description	Fine (\$NZ)	Max Fine (\$NZ)
Discipline, Academic Integrity and Breach of Instruction		
Examination – Breach of Instruction fines		125
Proctors Fine		500
Discipline Committee Fine		5,000
Library		
Normal overdue (per day or part thereof) (1 day grace period)	0.30	16
1 Day loan (per day or part thereof)	3.10	31
3 Day loan (per day or part thereof)	3.10	31
1 hour loan (per hour or part thereof) (15 minutes grace)	1.55	31
3 hour loan (per hour or part thereof) (15 minutes grace)	1.55	31
Recall fine rate (per day or part thereof)	3.10	31
Lost item (per item)	Replacement cost	-
Facilities and Estate		
Parking - Clamping (per offence)	52	156