

Policy Owner:	Chief Financial Officer	Date Approved:	June 2007
Category:	Operational	Date Last Revised:	June 2021
Refined category:	Finance & Legal	Next Review Date:	Transitioning to Te Pūkenga
Authorised by	Finance and Risk Committee		

Te Pūkenga is currently creating their national policy framework. As per the [grandparenting policy](#) any gaps in policy while the framework is being formalised will be addressed by the existing policy at this business division (Te Pūkenga ki Waikato). Unless a policy or procedure is identified as a risk to ākonga, kaimahi and Te Pūkenga, all existing Te Pūkenga ki Waikato policy will remain current until they are replaced or reformed under Te Pūkenga's policy framework. Where risk is identified the policy and or procedure will be reviewed by the appropriate business division policy manager.

Student Fees and Refunds – International 2022

1. Purpose and Scope

The Student Fees and Refunds Policy has been developed to:

- Ensure that international fees to students are charged on a consistent basis
- Respond to requests for international refunds on a consistent basis.
- Adopt an equitable approach to international fees payments for all students
- Enable revenue from international full fee paying students to be accurately calculated for budgeting purposes.
- Define internal responsibilities

This policy will apply to full fee paying students. Fees for other courses are generally managed via a contract and are not covered by this policy.

2. Policy Statement

Tuition fees for International students enrolled in Wintec programmes and short awards/modules will be determined annually and approved by the Wintec Board.

Other charges, including independent activity fees may be made from time to time and are included in a schedule published on Wintec's website.

International fees may according to the requirements of the student include airport levies, home stay accommodation placement fees, health insurance or other charges appropriate for the needs of the student.

All fees and charges must be paid in full by the start date of the programme. If fees are not paid within the required period, students will not be permitted to attend class, and their place in the programme may be offered to another applicant.

Related legislation and policies (Wintec Intranet)

The individual contract with the student and /or parent/legal guardian

Student Handbook/Brochures

Guidelines for Refunds and Withdrawals

[Academic Regulations](#)

[Tertiary Funding Guide](#)

[Immigration New Zealand \(INZ\)](#)

[The Fair-Trading Act 1986](#)

[The Education Act 1989](#)

[The Consumer Guarantees Act 1993](#)

[The Human Rights Act 1993](#)

[The NZQA Student Fee Protection Rules 2013](#)

[Code of Practice for the Pastoral Care of International Students provided by NZQA – Revised July 2016.](#)