

Part A: Student Fees and Refunds – Domestic 2022
Number: OP-01/07

Policy Owner	Chief Financial Officer	Date Approved:	August 2001
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 – Domestic 2022

1. Purpose and Scope

The Student Fees and Refunds Policy has been developed to:

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

This policy will apply to fees for Tertiary Education Commission (TEC) funded programmes. Fees for other programmes are generally managed via a contract and are not covered by this policy.

2. Policy Statement

Tuition fees for domestic students enrolled in TEC funded programmes will be determined annually and approved by Wintec Board in accordance with TEC requirements.

Independent activity fees will be determined by Schools and Centres and approved by Finance in accordance with TEC requirements.

Other charges may be made from time to time and are included in a schedule published on the website.

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 may not be permitted to attend class, and their place in the programme may be offered to another applicant.

Refunds of tuition fees will be permitted up to the 10% point of a programme for domestic students only.

All fees include Goods and Services Tax (GST).

Related legislation and policies (Wintec Intranet)

Education Act 1989

Academic Regulations

Student Handbook/Brochures

Guidelines for Refunds and Withdrawals

Tertiary Funding Guide

Enrolment Guide

Change to Enrolment or Withdrawal (EDC2W) form