

Part A: Student Fees and Refunds – International 2019
Number: OP-07/17

Policy Owner:	Chief Financial Officer	Date Approved:	June 2007
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Authorised by	Finance and Risk Committee		

Student Fees and Refunds – International 2019

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 Wintec Council.

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 (for Policy Web)

The Education Act 1989

The NZQA Student Fee Protection Rules 2013

The Fair Trading Act 1986

The Consumer Guarantees Act 1993

The Human Rights Act 1993

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

Academic Regulations

Student Handbook/Brochures

Guidelines for Refunds and Withdrawals

Tertiary Funding Guide

Immigration New Zealand (INZ)

Code of Practice for the Pastoral Care of International Students provided by NZQA – Revised July 2016.