

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	5 - 03
		Version No.	4
		Date Issued	1 March 08
Title	FEES		
Responsibility	Director, Finance and Administration		

1. PURPOSE

To provide assistance and guidance with setting Telford fees.

2. APPLICATION

This Policy and Procedure applies to all Telford fees associated with qualification/course tuition, accommodation and the Student Association.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Education Act 1989 and its Amendments.

5. POLICY

Tuition Fees

- 5.1 Tuition fees will be determined on an annual basis by the Telford Council.
- 5.2 When setting tuition fees for domestic Telford students, the Telford Council is required to take into consideration:
 - a best estimate of the cost to Telford of providing tuition (including administrative and general costs, and use of any capital facilities);
 - the level of funding to be received from the Ministry of Education;
 - the current tertiary education environment;
- 5.3 When setting tuition fees for international Telford students, the Telford Council is to be guided by the requirements of Section 228 of the Education Act 1989 and subsequent Amendments.
- 5.4 Telford staff and partner and children may apply to the CEO for a reduction in tuition fees of up to 80% (normally pro rata against FTE).

Student Association Fees

- 5.5 The Telford Council will set fees for membership of the Telford Students' Association.
- 5.6 Telford will collect the annual membership fee on behalf of the Telford Students' Association.
- 5.7 Telford will transfer membership fees of the Telford Students' Association that it collects within one month of the receipt of the fees.

Bonds

- 5.8 The Telford Council may from time to time prescribe bonds that must be paid by Telford students. These bonds shall be for the purposes of:
- ensuring that the Halls of Residence has the ability to recover costs due to:
 - failure by a Telford student to fully pay his or her Halls of Residence fee; and
 - damage caused to Halls of Residence property by Telford students;and will be called the Halls of Residence Bond and is payable by all Telford students who reside in the Halls of Residence.
 - ensuring that Telford has a means of recovering financial loss due to:
 - damage caused to Telford property caused by a Telford student's motor vehicle;
 - a Telford student's motor vehicle breaking down or being abandoned and having to be removed from Telford land;
 - damage caused to Telford property by a Telford student;
 - loss or damage caused to Telford library books;
 - loss or damage caused to Telford computers (including hardware, software and computer communication facilities);and will be called the Campus Bond and is payable by all full-time students who attend Telford.
 - and other bonds which from time-to-time will be approved.
- 5.9 Any bond may also be used to recover (in full or part) any outstanding debt a Telford student has with Telford.

Payment of Tuition Fees, Students' Association Fees, Other Fees and Bonds

- 5.10 Every individual who wishes to enrol in a Telford course of study must pay the prescribed tuition fee, Students' Association fee (if required), other fees (if required), and relevant bonds (if required) on commencement, unless:
- the payment is covered (fully or partially) by a scholarship, bursary, award, grant or student loan; or
 - the individual, being enrolled on a full-time basis, has made application to the DFA to pay their tuition fees by instalment.
- 5.11 A penalty charge for late payment may be applied if the tuition fee and/or Students' Association Fee and/or relevant bonds and/or other fees are not paid by the prescribed date, or arrangements for their payment have not been made.
- 5.12 The Education Act 1989 and subsequent Amendments empowers the Telford Council to cancel the enrolment of a Telford student who fails to pay their tuition fee by the prescribed date, or who has not made alternative arrangements for its payment, or whose cheque is dishonoured.
- 5.13 In some circumstances, Telford students may be liable for New Zealand Qualification Authority (NZQA) fees for registration with the National Qualifications Framework (hook-on fee), examination, assessment and certification.
- 5.14 It is the responsibility of each Telford student to meet closing dates for the payment of these fees if these NZQA requirements are part of the student's course of study/ qualification completion requirements. On-campus students not yet registered will have NZQA hook on fees paid by Telford. Telford will pay all credit registrations.
- 5.15 If an extension of study is applied for and granted a fee is payable, students will be advised of this fee on application.

Halls of Residence Fee

- 5.16 Telford students who wish to reside in the Halls of Residence are required to pay a Halls of residence fee at the rates prescribed from time to time by the Telford Council.
- 5.17 The Hall of Residence fee shall be calculated on the full cost of residence by a Telford student during the period of a Telford student's course of study/qualification (excluding holidays). Due

allowance is made for pre-programmed absence whilst the Telford student is away from Telford on work experience.

- 5.18 Each Telford student who wishes to reside in the Halls of Residence must make payment of the Halls of Residence fee in advance for each term, except the first term when payment is required by the fourth week of this term.
- 5.19 Telford students may make written application to the Director Finance and Administration to pay their Halls of Residence fee by instalment.
- 5.20 Any Telford student who has not paid their Halls of Residence fee by the prescribed date, or who has not made arrangements for its payment with Director Finance and Administration, may be debarred from residing in the Halls of Residence until such time as the outstanding fee has been paid, or arrangements for its payment have been made.

Recovery of Costs Associated with Loss/Damage

- 5.21 Telford shall take all reasonable steps to recover the cost of loss or damage caused to Telford property, buildings, furniture, equipment, books, learning resources, fittings, decorations and features from those Telford students responsible.
- 5.22 The costs of making good any losses or damage other than fair wear and tear will be charged to the Telford student(s) to whom the loss or damage can be attributed.
- 5.23 Where it is impossible to identify the Telford student(s) responsible for the loss or damage, the cost will be charged equally to all Telford students using the relevant accommodation, or all Telford students. The decision is at the discretion of the Director Finance and Administration.

6. PROCEDURE

Nil.

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Fees/Course Costs	Accounts Clerk	Accounts Clerk Office	7 years

8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
0	Initial release.	M. Bowen	26 Nov 1999
1	Triennial review.	CEO	April 2004
2	Triennial review.	QMS Team	Nov 2004
3	Triennial review.	QMS Team	April 2007
4	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clause 5.15 added, Clause 5.8 third bullet point and clause 7 and 8 added. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008