

Standard Operating Procedure



Schedule of Fee Components - Fees Rules

Order	Fee Components	Description	Fees set by	Who gets the collected fee	What does it cover	Maximum payable	Compulsory	Exemptions***	Include in publishable fee?	Included in AMFM value	Multiply by EFTS factor	Refundable	Loanable	SDR reportable?	Scenario Control Amount \$				
															International		Domestic / Location		
															International	AIC	Dunedin	Central Otago	Distance
1	Tuition Fee	Course related component, balance of total publishable fee minus other compulsory relevant fee components	OP	OP School	Delivery costs	N	Y	N	Y	Y	Y	Y	Y	Y			Same amount as Dunedin based rate for all locations		
2	Student Health	Student Health & Counselling Levy	OP	OP Student Health / Counselling	Student Health & Counselling services	yes, as per scenario control	Y	Y for CLC courses and < 20 Credit courses and Capable NZ candidates and domestic CAP students	Y	N	N	Y	Y	N	215	0	215	215	0
3	OP Student Services	OP Student Services Levy (now OP and OPSA combined)	OP	OP	Learner support services, Unipol, clubs and Socs, plus services provided to learners on behalf of Otago Poly	yes, as per scenario control	Y	Y for CLC courses and < 20 Credit courses and Capable NZ candidates and domestic CAP students	Y	N	N	Y	Y	N	as location	0	426	346	251

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4	ID Card	OPSA Identification Card. Once per learner per year	OP	OP	Purchase of ID card	\$15 once per year	Y	for zero fees courses, and by Customer Services and/or OPSA approval ****	Y	N	N	N**	Y	N	15	15	15	15	15
5	NZQA Credit Fees *	NZQA Unit Credit Fee - \$1.58 per credit per unit	NZQA	NZQA	NZQA Unit Credit Fee - \$1.58 per credit per unit	equals no of credits taken	Y	N	Y	N	N	Y*	Y	N	0	0	\$1.58 per unit Credit		
6	NZDIP Business Exam Fees *	Fee charged for NZDIP Bus exam fees \$10.20 per exam - plus \$2 commission	NZQA	NZQA	NZDIP Business Exam Fees *	depends on no of papers taken	Y	N	Y	N	N	Y*	Y	Y	0	0	\$12.20 per exam – including \$2 commission		
7*	Exam Fees (other than NZQA unit credits)	Fee charged for exams other than NZQA and Dip Bus exam fees		Exam body	Exam Fees (other than NZQA unit credits)	As per rules of exam body	As required by course	N	Y	N	N	Y*	Y	Y if and only if compulsory	As per external authority changes / rules				
8	Purchasable Items (e.g. knives)	School of Hospitality use this to collect monies for purchasable items such as knives	OP	OP School	Purchasable Items (e.g. knives)	N	As required by course	N other than by discount clause	Y	Y	N	Y	Y	Y if comp	Changes at different sites must be approved by HoS				
9	Other purchasable items	Any items which the learner pays Otago Polytechnic Limited for, sometimes	OP	OP School	Other purchasable items	N	As required by course	Y if course requires it to be bought from OP	N	N	N	Y	N	N	As required by course				

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	referred to as 'course related costs'														
Note:	Gown hire is a separate charge and is not part of the Learner Fee.														
*	Refundable only if payment not already made to the external body by Otago Polytechnic on behalf of the learner.														
**	Refundable unless ID card already issued - \$15 covers the costs not the benefits.														
***	Where exemptions exist in this column they override the compulsory classification.														
****	Where a learner is enrolling in a part time short course no ID Card charge will be made unless requested by the learner or school. Any learner not charged for an ID Card but who wishes to obtain one can request one directly.														