**Appendix 1: Definitions and Schedule**

In relation to [Learner FeesPolicy](https://www.op.ac.nz/about-us/governance-and-management/policy-library/learner-fees/) the following Definitions apply. Refer also to theDiscount Request Form (Appendix 3).

**Definitions**

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| **Domestic Learner/Ākonga** | Is a New Zealand citizen, New Zealand permanent resident, Australian citizen or permanent resident currently residing in New Zealand, and citizens from the Cook Islands, Niue and Tokelau.  An international learner, that meets the criteria for "domestic learner" specified in the [Education and Training Act 2020](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html) and all subsequent amendments and by the New Zealand Government.  For further information and funding rules for [Tertiary Education Commission (TEC) Funding Rules](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/eligibility/) |
| **External Fee** | A fee component which is set by an external agency and collected by Otago Polytechnic Limited on their behalf as part of the Learner Fee (e.g., external fees) |
| **Fee Components** | Any charge made for enrolment in a programme of study or course/s, and which are deemed to form part of the Learner Fee, as approved by inclusion in Schedule of Fee Components (Appendix 2). |
| **Fee Rules** | TEC sets limits on domestic fees that Tertiary Education Organisation’s (TEO’s) can charge learners. The policy applies to domestic learners only and is applied at the course level, not programme of study level. |
| **Loanable Fees** | Loanable fees are available on programmes of study that have been approved for learner loans and/or allowances by the TEC. Learners must meet the approved criteria for loans and/or allowances. |
| **International Learner/Ākonga** | International learner means a person who:   1. is enrolled by a provider, **and** 2. is studying in New Zealand on a student visa under the [Immigration Act 2009](https://www.legislation.govt.nz/act/public/2009/0051/latest/DLM1440303.html) and all subsequent amendments, **and** 3. in relation to the provider, is a international learner as defined in the Education and Training Act 2020 Section 10.1 (whichever is applicable).   ***or***   1. is enrolled in a programme of study at Otago Polytechnic Limited but is permanently based overseas, other than New Zealand citizens or permanent residents. | |
| **Full Time International Learner/Ākonga** | Learners who enrol in a Path of Study of at least eighty percent (80%) of the programme of study Equivalent Fulltime Student (EFTS) for a year. They pay the approved flat fee.  The only variation to this is Otago Polytechnic Auckland International Campus (OPAIC) enrolments which are by course and therefore pay the aggregate of all course fees. | |
| **International - Variation of Conditions “other than Full Time study”** | Learners who enrol in less than eighty percent (80%) of the programme of study EFTS for a year, will be charged fees at course level with EFTS calculated as a proportion of the programme of study EFTS for a year.  Part-time study will only be allowed by Immigration New Zealand if it fits within their criteria. | |
|  | An international learner/ākonga enrolling in more than one-hundred and five percent (105%) of the programme of study EFTS for a year will pay the flat fee and an additional fee based on the part-time fee for the additional courses chosen. | |

***Domestic Learners/Ākonga***

1. For domestic learners/ākonga

* 1. Fees are set at course level and the total Learner Fee payable by a learner/ākonga in a programme of study will then be the total sum of their fees, plus any compulsory costs or levies.
  2. Information on fees must state additional fees (e.g., optional field trip) not included in the Publishable Fee.

1. Publishable Fees are to be for a learner/ākonga enrolling in the approved EFTS value for that programme of study for that year. However, the actual fee payable may differ from the Publishable Fee depending on courses chosen and should be denoted ‘indicative’. A caveat to that effect must accompany all written and verbal information on fees in all Otago Polytechnic Limited publications and on the website. The wording should be “The maximum fee payable under TEC Fee Rules will be $XXX however the actual amount payable may vary depending on courses selected within the programme of study.”
2. The Tuition Fees for the same programme of study at different locations, or by different delivery methods, are generally to be the same.
3. To minimise barriers for learners/ākonga, as much of the Learner Fee as possible is to be Compulsory, and therefore eligible for loans. Refer to [StudyLink eligibility for loans and allowances](https://www.studylink.govt.nz/)

4.1 To qualify as full time, StudyLink currently requires enrolments of 0.8 EFTS for full year full-time, 0.4 EFTS for full-time one semester. Anything less than this may qualify for ‘Limited Full-time’ status (Refer to [Programme Entry, Continuation and Exclusion Policy](https://www.op.ac.nz/about-us/governance-and-management/policy-library/programme-entry-continuation-and-exclusion/).

1. **Discounts (Domestic Learners/Ākonga):**

5.1 Discounts may only be offered on specific course(s), programmes of study, or an occurrence(s), with prior approval of the Deputy Chief Executive Corporate Services or delegate.

5.2 If discounts are offered for an occurrence these must be authorised for each enrolment period and reauthorised for any subsequent enrolment period.

5.3 Discounts may also be offered to individual learners/ākonga with approval of the Deputy Chief Executive: Corporate Services or delegate using the discount form Refer to Appendix 3).

a. Once completed the form needs to be submitted to the Academic Registry with the Learner’s Enrolment Form and Study Contract.

b. The learner/ākonga is then enrolled by the Academic Registry using the usual course fees and a credit will be issued for the amount of the discount along with a statement showing the total amount of fee still to be paid (if applicable). It is important for learner/ākonga StudyLink and Fees Free purposes that the invoice and credit are completed at the same time.

5.4 Discounts on internal programmes of study/course(s) are available to staff members, Otago Polytechnic Limited Board members and registered Otago Polytechnic Limited Alumni. [Discounts on Internal Programmes/Courses](https://online.op.ac.nz/about-us/governance-and-management/policy-library/?filter_alphabetical=a_d#filter) policy Note: learner/ākonga, registered Otago Polytechnic Limited alumni, staff, and Otago Polytechnic Limited Board member discounts cannot be used together for the same enrolment event.

# Other non-standard cases:

6.1 Non-standard cases may arise (such as “assessment only” enrolments). In all such cases, both the case itself and the relevant fees must be approved in writing by the Deputy Chief Executive: Corporate Services or delegate prior to enrolment.

# Payment of fees (Domestic)

7.1 All fees should, where possible, be paid within fourteen (14) days of the date of the invoice and no later than the programme of study/course start date, or an arrangement made for payment with the Director: Financial Services

a. By signing the enrolment form the learner/ākonga is agreeing to pay the applicable course fees of the programme of study/course(s) that they are enrolling into. Learners/ākonga who have not paid their fees in full or made an arrangement by the due date cannot attend classes or access online resources**.**

It is the responsibility of the Head of College in consultation with the Director: Financial Services to assist in managing this.

7.2 Payment methods include EFTPOS, cheque, credit card, internet banking or learner/ākonga loan i.e., StudyLink or Fees Free. Cash will not be accepted at Otago Polytechnic Limited. Bank deposit slips are available at the Academic Registry for learners/ākonga to take the money and the deposit slip to the Westpac Bank and pay their fees directly into the Otago Polytechnic Limited account, or learners/ākonga can take the deposit slip to their bank for payment of their fees by transfer to Otago Polytechnic Limited.

7.3 Where a learner/ākonga arranges payment of their fees by instalment a fifty-dollar ($50) GST inclusive administration fee applies and will be included in the total amount owing.

7.4 Where fees are paid by credit card the service charge for the transaction will be added to the total cost to be paid by the learner/ākonga.

7.5 Failure to pay any invoice(s) by the due date will mean the learner/ākonga is liable for all costs and expenses including legal costs, debt collection and agent fees which may be incurred in the recovery or attempted recovery of the overdue amount.

7.6 The Academic Transcript for a learner/ākonga will be withheld for any programme of study/course(s) where fees or any other debt remains unpaid. Learners/ākonga will be prevented from graduating or receiving their awards until the debt has been cleared or a payment plan agreed with the Director: Financial Services.

7.7 Learners/ākonga with any debt will only be able to enrol in further programmes of study/course/s with prior approval of the Deputy Chief Executive: Corporate Services or delegate.

7.8 Unless all learner/ākonga fees have been paid or a loan verification of study request has been received from StudyLink and approved, StudyLink learner/ākonga allowance verification of study will not be returned.

**8.** Student Services and Student Health Levies are chargeable as an annual fee. The charge applies whenever a learner/ākonga enrols in a programme of study/course(s) of greater than twenty (20) credits at any given time.

8.1 Application of the levies is therefore considered for each enrolment event and not aggregated over the year and exempted/reduced on certain circumstances (Refer to Clause 19. Schedule of Nil Fee Programmes). For example, where part-time learners/ākonga enrol in individual courses of twenty (20) or fewer credits each at different times throughout the year, although collectively the enrolments may exceed the threshold, the levies will not apply. These learners/ākonga can access Student Health and Counselling on a fee-for-service basis.

* 1. Application of Student Services levies will be determined by the delivery mode the learner/ākonga is enrolled in for the programme of study/course(s) each year. The full Student Services Levy will apply to all on-campus learners/ākonga, while the lesser fee will apply to online/distance learners/ākonga.

# International Learners/Ākonga

9. The International Tuition Fee is set taking account of the market, relative to structures for domestic learners/ākonga and any additional international charges.

9.1. The Deputy Chief Executive: Corporate Services on behalf of Otago Polytechnic Limited, in conjunction with OPAIC, arranges on an annual basis to assess, research, consult, develop a fee calculation and distribution formula, and makes a recommendation to the Executive Leadership Team and Otago Polytechnic Limited Board for the following year.

9.2. The fee calculation formula is made available for ongoing and/or one-off fee assessments that are necessary to be made during the course of a year and reflects the fee components as outlined in the Schedule of Fee Components (refer to Appendix 2).

10. The cost of tuition and all other Course-Related Costs must be provided to the prospective international learner/ākonga before they enter any commitment so that there are no substantial hidden costs as per the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

11. The annual or programme of study fee published in New Zealand dollars (NZ$) is for the year of publication and may change in subsequent years. A disclaimer will be published with the fee information to prospective international learners/ākonga. This disclaimer will read *“Fees shown are approximate only, subject to change and exchange rates. Otago Polytechnic Limited reserves the right to alter and amend the information and withdraw programmes without notice*”, or similar.

12. The Tuition Fee is calculated and published as a Flat Fee for each programme of study, course(s), or module(s).

13. Additional fees to the Flat Fee may be introduced during this process. These may include an enrolment fee, late payment fee, deferral fee, terms carried over fee, instalment administration fees and export education levy.

# 14. Payment of Fees (International)

14.1. All fees are inclusive of GST and will be calculated in NZ$. Where an international learner/ākonga underpays the Published Fee due to exchange rate fluctuations the learner/ākonga will be required to pay the difference to meet the NZ$ fee amount in the same way as any other learner/ākonga or debtor. The converse is also true, an overpayment due to exchange rate fluctuations will be refunded to the learner/ākonga in NZ$ in the same way as any other learner/ākonga or debtor.

14.2. Where fees are paid by credit card the service charge for the transaction will be added to the total cost to be paid by the learner/ākonga.

14.3. /ākonga Cash is not accepted at Otago Polytechnic Limited. Bank deposit slips are available at Academic Registry for learners/ākonga to take the money and the deposit slip to the Westpac Bank and pay their fees directly into the Otago Polytechnic Limited account, or learners/ākonga can take the deposit slip to their own bank for payment of their fees by transfer to Otago Polytechnic Limited.

15. In order to meet Otago Polytechnic Limited enrolment requirements, international learners/ākonga must be enrolled in a full-time programme of study. Learners/ākonga must be enrolled full-time (greater than 0.8 EFTS) to enable them to complete the programme of study in the minimum approved completion time. Part-time study will only be allowed as an exception to normal immigration policy if there are special/exceptional circumstances surrounding the application. If this exception is allowed, NZIS would then look at whether the person should hold a Learner Permit or a Visitor’s Permit with a Variation of Conditions (VoC).

16.1. Should an international learner’s/ākonga degree programme of study requires less than a full enrolment for completion in the final year of study, an exemption from NZIS can be applied for.

16.2. International learners/ākonga taking course(s) s for "interest only" or as "additional papers" are required to pay a pro-rata full International Fee according to the EFTS value of the course(s).

# 17. Enrolment by International Learners/Ākonga in Short Courses.

17.1. Otago Polytechnic Limited interprets NZIS rules as follows: A person resident in New Zealand but without permanent residency status (for example on a work visa) is able to enrol in one (1) or more campus-based short courses for a period less than three (3) months if you hold a work visa (or less than six (6) months if you hold a working holiday visa), without varying the conditions of your visa and charged as an international learner/ākonga. To do other studies for more than three (3) months, or study consecutive courses that last longer than three (3) months in total, such you will be required to apply for a variation of visa conditions and/or change of status to a student visa before re-enrolling. On verification of obtaining permanent residency, you will become eligible to be a Domestic Learner/Ākonga.

Refer to [As an International Learner can I Study Part-time While Working](https://www.immigration.govt.nz/new-zealand-visas/already-have-a-visa/my-situation-has-changed/work/can-i-study-part-time-while-working).

17.2. In wholly distance delivery programmes, Australian citizens, Australian permanent residents, and New Zealand permanent residents who do not reside (domiciled) in New Zealand for the duration of their programme of study will be deemed to be international learners/ākonga and charged International Fees.

18. An international learner’s/ākonga enrolment is not confirmed until all fees are paid, except where discretion is applied.

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| **19. Schedule of Nil Fee Programmes** | |
| **Responsible College** | Approved Programmes and Courses with Zero or Nil Fees in addition to or in place of a standard approved fee. |
| College of Community Development and Personal Wellbeing | Computing 4 Free |
| **Various** | * Youth Guarantee Enrolments (as applicable) |
|  | * Central Otago Trades Academy (as applicable) |
|  | * L1 & L2 qualifications (Free fee for learners/ākonga with no existing Level 2 qualification) * He Toki Training Programmes * Learners/ākonga with Fees Free entitlement. |