

<b>Policy Owner</b>	Chief Financial Officer	<b>Date Approved:</b>	August 2001
<b>Category:</b>	Operational	<b>Date Last Revised:</b>	June 2016
<b>Refined category:</b>	Finance & Legal	<b>Next Review Date:</b>	June 2017
<b>Authorised by</b>	Finance and Risk Committee		

## Student Fees and Refunds – Domestic 2017

### 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 Council in accordance with TEC requirements.

Tuition fees for international students will be determined annually and approved by Wintec Council (see Policy OP-07/17).

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 (for Policy Web)**

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](#)