

Policy Number:	SG.16	Version Number:	2015 v1
Policy Name:	PAYMENT OF STUDENT FEES		
Approved by:	Strategic Leadership Team		
Last Reviewed:	2015	Review Period:	3 years

Purpose

This policy sets out information regarding the costs students pay for programmes of study at Bethlehem Tertiary Institute (BTI) and the payment of those costs.

Policy

Fees

1. Costs of programmes of study at BTI are made up of Tuition Fees and the Institutional Levy. The levy rate per credit is negotiated with and approved by BISA annually. Tuition Fees are approved by the BTI Board of Directors annually.
2. Details of the fees and levies for an academic year are published on the BTI website.

Enrolment

1. Once a student has accepted an offer of a place in a programme, the enrolment process begins.
2. Enrolling by semester is not available.
3. The enrolment process commences when enrolment forms are sent to students.
 - a. These forms will include Enrolment, Financial Information and Public Trust application forms (see below).
 - b. These must be completed and returned to BTI by the requested date, generally at least 2 weeks prior to the official start date of the programme.
 - c. Students are requested to indicate how they will pay their fees.
 - d. Enrolment is considered “complete” when the fully signed and completed enrolment forms have been received by BTI. When enrolment is “complete”, tuition fees and levies are considered to be fully incurred and are due to be paid.
4. Should a student wish to withdraw from courses, or their programme, reference should be made to the Refund of Student Fees policy.

Payment

1. Where payment is other than by Student Loan, to ensure that enrolment can be completed and, where applicable, course materials released to students, full payment of the tuition fees and levies should be received prior to the start date for the student's programme of study (refer to the BTI website or BTI Online for the schedule of dates.)
2. Students who intend to pay their fees by Student Loan should initiate their loan application with StudyLink well in advance of the start of each academic year to ensure that BTI receives timely payment from StudyLink. (NB: Loan applications are made for a maximum of one academic year. Students studying for more than one year will need to apply for a loan for each year's fees before the start of each year).
3. Payment arrangements are considered only where extenuating circumstances exist and a student is not eligible for Student Loan. Written requests should be made to the BTI Finance Committee who may approve such a request.

Payment Options

1. Fees may be paid in a number of ways:
 - a. Student Loan
 - b. Online payment, to BTI's bank account
 - c. Cheque
 - d. Eftpos
 - e. Credit Card – Visa or Mastercard only

Unpaid Fees

1. If fees are not received by BTI by the due date, action taken may include the following: withdrawal of access to BTI's facilities, library and BTI online. Study materials may be withheld and students may be excluded from classes until fees are received.
2. Any outstanding monies owed to BTI from the previous year of study may result in a refusal of ongoing registration until such debts are cleared.
3. Failure to pay fees may result in external debt recovery proceedings.

Fee Protection

1. Private Training Establishments, such as BTI, are required by the New Zealand Qualifications Authority (NZQA) to have in place acceptable arrangements for the protection of student fees in the event that the programme or the education provider (e.g. BTI) ceases to operate.
2. In compliance with these requirements, BTI has entered into an arrangement with Public Trust. In summary, fees are paid into Public Trust, are held in trust accounts in the name of each student and released to BTI periodically through the length of the academic year for which each student is enrolled.
3. In order to set up these accounts, Public Trust requires application forms to be completed for each student and signed by both the student and a BTI representative (usually the BTI Finance Officer).
4. Student Fees (Tuition and Levies) are paid into Public Trust, either directly by StudyLink or by BTI promptly upon receipt of payments from students.