

2022 Administration Fees (Non-Refundable)

The fees listed below are applicable for the 2022 academic year and are stated in New Zealand dollars (inclusive of GST).

Fee	Description	Amount
Application fee (domestic students)	Non-refundable application fee	\$55
Application fee (international students)	Non-refundable application fee	\$310
Credit Recognition and Transfer (CRT) Administration Fee	Recognition of prior learning administration fee	\$110 \$80 for each course applied for
CRT BTI internal	Recognition of BTI prior learning (from one BTI programme to another BTI programme)	\$55 per course
Re-submit Fee	Where a re-sit or additional work is necessary to complete a course. Also charged where counselling practicums are not completed within the initial enrolment period for the course.	\$160 per course
Competency Test Re-sit	Where a re-sit or additional work is necessary to complete a competency test through the Learning Centre.	\$11 per test
Late registration	May be charged for processing any registration outside of the set registration days or deadlines.	\$55
Withdrawal	Withdrawal processing administration fee – charged at 10% of total fees or \$550, whichever is lesser	Lesser of 10% of fees or \$550
International Student Accommodation administration fee	Charged for the service of finding accommodation (international students only)	\$320
Programme alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$55 per change	\$55 per change
BTI Transcript	Additional copies of your transcript	\$25
	Copies of BTI transcripts that are older than 3 years old	\$55

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Replacement certificate	Replacement graduation certificate	\$90
Learning intentions	Copy of previous year's learning intentions	\$11 per course
Student ID Cards	ID cards are required for photocopying at BTI	\$22

*Fees are reviewed annually and are subject to change.