

2023 Administration Fees (Non-Refundable)

The fees listed below are applicable for the 2023 academic year and are stated in New Zealand dollars (inclusive of GST).

Fee	Description	Amount
Application Fee (domestic students)	Non-refundable application fee	\$56.50
Application Fee (international students)	Non-refundable application fee	\$325
Credit Recognition and Transfer (CRT) Application Fee	Application fee for external CRT assessment (excludes currently studying or deferred BTI students)	\$115
CRT External Administration Fee	For each BTI course that CRT is granted for from external Recognition of Prior Learning or Cross Crediting	\$85 per course
CRT Internal Administration Fee	For each BTI course that CRT is granted for from internal (BTI) Recognition of Prior Learning, Credit Transfer or Cross Crediting	\$58 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	\$170 per course
Competency Test Re-sit	Where a re-sit or additional work is necessary to complete a competency test through the Learning Centre	\$12 per test
Late Registration	May be charged for processing any registration outside of the set registration days or deadlines	\$58
Withdrawal	Withdrawal processing administration fee – charged at 10% of total fees or \$500, whichever is lesser	Lesser of 10% of fees or \$500
International Student Accommodation Administration Fee	Charged for the service of finding accommodation (international students only)	\$336
Programme Alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$58.00 per change	\$58 per change

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BTI Transcript	Additional copies of a transcript:	\$27
	Copies of BTI transcripts that are older than 3 years old:	\$58
Replacement Certificate	Replacement graduation certificate	\$97
Learning Intentions	Copy of previous year's learning intentions	\$12 per course
Student ID Cards	ID cards are required for photocopying at BTI	\$22

*Fees are reviewed annually and are subject to change.