

2025 Administration Fees (Non-Refundable)

The fees listed below are applicable for the 2025 academic year and are stated in New Zealand dollars (inclusive of GST).

Fee	Description	Amount
Application Fee (domestic students)	Non-refundable application fee	\$62.50
Application Fee (international students)	Non-refundable application fee	\$357.00
Credit Recognition and Transfer (CRT) Application Fee	Application fee for external CRT assessment (excludes currently studying or deferred BTI students)	\$127.00
CRT External Administration Fee	For each BTI course that CRT is granted for from external Recognition of Prior Learning or Cross Crediting \$6.20 per credit	15 credits = \$93.00 10 credits = \$62.00 5 credits = \$31.00
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 \$4.27 per credit	15 credits = \$64.00 10 credits = \$42.67 5 credits = \$21.33
Re-enrolment 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	\$188.00 per course
Competency Test Re-sit	Where a re-sit or additional work is necessary to complete a competency test through the Learning Centre	\$14.00 per test
Late Registration	May be charged for processing any registration outside of the set registration days or deadlines	\$64.00
Withdrawal	Withdrawal processing administration fee – charged at 10% of total fees or \$500, whichever is lesser	Lesser of 10% of fees or \$500.00
International Student Accommodation Administration Fee	Charged for the service of finding accommodation (international students only)	\$370.50

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Programme Alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$64.00 per change	\$64.00 per change
BTI Transcript	Additional copies of a transcript: Copies of BTI transcripts that are older than 3 years old:	\$30.50 \$64.00
Replacement Certificate	Replacement graduation certificate	\$107.00
Learning Intentions	Copy of previous year's learning intentions	\$14.00 per course
Student ID Cards	ID cards are required for photocopying at BTI	\$24.00

*Fees are reviewed annually and are subject to change.