

2026 Administration Fees (Non-Refundable)

The fees listed below are applicable for the 2026 academic year and are stated in New Zealand dollars (inclusive of GST).

Fee	Description	Amount
Application Fee (domestic students)	Non-refundable application fee	\$65.50
Credit Recognition and Transfer (CRT) Application Fee	Application fee for external CRT assessment (excludes currently studying or deferred BTI students)	\$133.00
CRT External Administration Fee	For each BTI course that CRT is granted for from external Recognition of Prior Learning or Cross Crediting \$6.53 per credit	15 credits = \$98.00 10 credits = \$65.33 5 credits = \$32.67
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 \$4.47 per credit	15 credits = \$67.00 10 credits = \$44.67 5 credits = \$22.33
Re-enrolment Fee	Where a re-enrolment or additional work is necessary to complete a course	\$197.00 per course
Late Registration	May be charged for processing any registration outside of the set registration days or deadlines	\$67.00
Withdrawal	Withdrawal processing administration fee – charged at 10% of total fees or \$500, whichever is lesser	Lesser of 10% of fees or \$500.00
Programme Alterations	One free programme alteration per student per year. Any additional programme change after course commences charged at \$67.00 per change	\$67.00 per change
BTI Transcript	Additional copies of a transcript: Copies of BTI transcripts that are older than 3 years old:	\$32.00 \$67.00

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Fee	Description	Amount
Replacement Certificate	Replacement graduation certificate	\$112.00
Learning Intentions	Copy of previous year's learning intentions	\$15.00 per course
Student ID Cards	ID cards are required for photocopying at BTI	\$25.00

*Fees are reviewed annually and are subject to change.