

SG.16 POLICY ~ PAYMENT OF STUDENT FEES

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	VERSION	2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Review period	3 YEARS
	▪ ACADEMIC DEAN	Next review	2027
	▪ ACCOUNTANT		

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 on a programme, the enrolment process begins.
- 2 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. The forms must be completed and returned to BTI by the date requested, generally at least 2 weeks prior to the official start date of the programme or micro-credential.
 - 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.
- 3 Students wishing 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).

Payment Options

- 1 Fees may be paid by:
 - a. Student Loan
 - b. Online payment, to BTI's bank account
 - c. Eftpos (only if fees are under \$500.00 incl GST)
 - d. Credit Card – Visa or Mastercard only.

Unpaid Fees

- 1 Any outstanding monies owed to BTI from the previous year of study will result in a refusal of ongoing registration until such debts are cleared.
- 2 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 (a member of the BTI Finance Team).
- 4 Student Fees (Tuition and Levies) are paid into Public Trust, either directly by StudyLink or by the student promptly upon receipt of payments from students.