

SG.23 REFUND OF STUDENT FEES

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	Reviewed	Aug 2023
REVIEW STAKEHOLDERS	<ul style="list-style-type: none"> ▪ PRINCIPAL ▪ ACADEMIC DEAN ▪ ACCOUNTANT ▪ TEAM LEADER, SUPPORT SERVICES 	Minor edit	
		Review period	3 Years
		Next review	Aug 2026

1 PURPOSE

This policy specifies the process by which a student receives a refund on fees and the extent of this refund.

2 RATIONALE

This policy has been written to ensure BTI complies with the Education and Training Act 2020.

3 POLICY

- 3.1. For domestic students, the withdrawal periods and refund amounts are specified by NZQA, under [section 357\(3\)](#) of the Education and Training Act 2020.
- 3.2. For international students, the withdrawal periods and refund amounts are specified by NZQA, under [section 529](#) of the Education and Training Act 2020.
- 3.3. Tuition fees and levies associated with study at Bethlehem Tertiary Institute (BTI) are applied upon completion of the enrolment process by the student at the start of the academic year or part-thereof for mid-year enrolments. Fees and levies must be paid in full to cover an academic year of enrolment or part-thereof as mentioned above, unless otherwise negotiated.
- 3.4. Any student, who has completed the enrolment process, and who requests withdrawal from a programme or course within a programme, will meet with the Cohort Mentor/Ngā Maunga Awhina (SoSP Student Support) to discuss pastoral and academic support, as well as the financial implications of withdrawal. The Cohort Mentor/Ngā Maunga Awhina will assist the student with the withdrawal process.
- 3.5. Withdrawals must be made on the Withdrawal/Deferral form attached to this policy.
- 3.6. All eligible refunds are based on total institutional charges (tuition fees and levies), less an administrative fee pertaining to withdrawal procedures of 10% or \$500.00, whichever is the lesser.
- 3.7. Refunds will not include Credit Recognition or Transfer fees for which the service has already been provided.
- 3.8. If a student pays for a course/s and is subsequently granted CRT for that course/s, the related course fees will be refunded, with no administration fee deducted.
- 3.9. Refunds will be returned to the person or organisation who paid the fees to BTI. For example, fees paid by StudyLink will be refunded to StudyLink
- 3.10. Specific withdrawal dates for programmes and year groups are published on BTI Online by administrators.
- 3.11. If a programme of study is under review prior to the beginning of a semester and, following that review, the Board of Examiners (BoE) terminates studentship or alters enrolment of papers within six weeks of semester commencement, then fees of future semesters and/or semester that has commenced, will be refunded with no administration fee deducted.

4 Withdrawal before the start of the semester (as stated in the programme specific calendar):

- 4.1. Students receive a full refund if withdrawal is more than two weeks before the advertised semester commencement date.
- [4.2.](#) If withdrawal is less than 2 weeks prior to the advertised semester commencement date, students receive a full refund less a 10% administration fee or \$500, whichever is the lesser. If fees have not been paid, the administration fee is still payable to BTI.

5 Withdrawal after the start of the semester but before the published withdrawal date (as stated in the programme specific calendar):

- 5.1. If a domestic student withdraws before the published withdrawal date (up to the end of the eighth working day after the start date of each semester), and fees have been paid, a refund will be given less an administration fee of 10% or \$500.00, whichever is the lesser. If fees have not been paid, the 10% administration fee is still payable to BTI.
- 5.2. If an international student (including an offshore student) withdraws before the published withdrawal date (up until the end of the tenth working day after the start date of the programme), the student is entitled to receive a full refund less a deduction for costs incurred up to a maximum of 25% of fees paid, provided BTI incurred costs to this amount and can justify these costs.

6 Withdrawals after the published withdrawal date (as stated in the programme specific calendar):

- 6.1. If fees have been paid, there will be no refund of fees for full year or that semester's courses.
- 6.2. Fees paid for subsequent semesters within the academic year will be refunded in full less an administration fee of 10% or \$500.00, whichever is the lesser.
- 6.3. If fees have not been paid, the full fee for that semester is still payable to BTI.

Student Name		Student ID#	
Programme and Year Group		Programme Start Date	
Date of student withdrawal/Deferral		Published Semester Withdrawal/Deferral Date	

**Please note: an administration fee may be incurred – please see <https://www.bti.ac.nz/fees--finance.html> for full details.*

Reason (If alternate programme, give details):

A. FROM PROGRAMME

Deferral 6 months to Sem.:	Year:	<input type="checkbox"/> [Control]	Deferral 1 Year to Sem.:	Year:	<input type="checkbox"/> [Control]	Enrol in alternate programme
Withdrawal		<input type="checkbox"/> [Control]	Studentship Termination		<input type="checkbox"/> [Control]	YES <input type="checkbox"/> [Control] NO <input type="checkbox"/> [Control]

B. FROM COURSE

Course withdrawal for current year. (Please add any current year enrolments, or future year changes to student's ILP)							
				Sem	Year	EFTS	Credits
Code:		Course Name:		EWD/WD/LWD			
Code:		Course Name:		EWD/WD/LWD			
Code:		Course Name:		EWD/WD/LWD			
Code:		Course Name:		EWD/WD/LWD			
Code:		Course Name:		EWD/WD/LWD			

Both options, please complete the following: Checklist to be completed by Educator

[Control] Please attach copy of student's updated Individual Learning Plan (ILP)

[Control] Student advised that fees may be incurred*

[Control] Student reminded to return library books and proximity card if applicable

[Control] If necessary, communicate the relevant decisions relating to this outcome with Academic Board

[Control] approval e.g., Student Terminations, Programme variations to Programme Regulations

AUTHORISATION –Signatures please (can be digital, but written names are NOT accepted).

	Signatures	Date
Student		
Cohort Mentor/Ngā Maunga Āwhina		
Programme Leader		

OFFICE USE ONLY

ORIGINAL (For courses actioned from this form only)				REFUND (CET Finance to complete)			
Semester 0: EWD/WD/LWD	EFTS	Cr	#papers	Semester 0: EWD/WD/LWD	EFTS	Cr	#papers
Semester 1: EWD/WD/LWD	EFTS	Cr	#papers	Semester 1: EWD/WD/LWD	EFTS	Cr	#papers
Semester 2: EWD/WD/LWD	EFTS	Cr	#papers	Semester 2: EWD/WD/LWD	EFTS	Cr	#papers
EBS Updated				Proof of Participation Attached (if necessary)			
EBS ILP Checked				BTIOOnline Updated			
<i>Signed:</i>				<i>Date:</i>			
Invoice Signed		Yes / No		Payment Received:		Yes / No	
Semester WD Date							

NOTES:

EWD (prior to 2 weeks before start date of programme) = check SharePoint, if no Signed Invoice/SAF (PT form) there, delete PT as applicable and cancel student enrolment. RN does not need WD form. If Signed Invoice/SAF is present, then send WD form and associated evidence to RN and follow normal procedure.

WD = 2 weeks prior through to withdrawal date. Follow process from Programme Administrator notes. Includes withdrawals for Semester 2 done in Semester 1

LWD = anything after the WD date for that Semester up to the mid-point of that Semester (there can be no withdrawal from a course after the mid-point of the Semester that course is in)