

# FEES POLICY

## Taratahi Agricultural Training Centre

Category:	FINANCE & ADMIN	Policy Number:	QMS 8
Title:	Fees Policy	Date Approved:	17 <sup>th</sup> October 2003
Prepared by:	Quality Manager	Date of Last Revision:	08 Feb 2011
Authorised by:	Board	Next Review Date:	Jul 2012

### 1. PURPOSE

The Taratahi Board of Trustees set tuition fees for any course of study and any other fee associated with the operation of Taratahi Agricultural Training Centre (Taratahi). The Board delegates the responsibility for communicating the level of these fees and payment/refund conditions thereof to perspective students to the Business Delivery Manager.

### 2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

### 3. DEFINITIONS

### 4. RESPONSIBILITIES

The Business Delivery Manager has overall responsibility for this policy and its implementation.

### 5. THE PROCEDURE

#### 5.1. Course Fees

5.1.1. Tuition Fees for all courses set out in the Investment Plan shall be determined by the Taratahi Board, no later than 31<sup>st</sup> October of the year preceding course commencement.

5.1.2. Fees for all short courses, which are not individually recorded in the Investment Plan, shall be set by management, as and when required prior to any short course proceeding.

5.1.3. All fees must be fully paid before a Taratahi Course Certificate will be issued.

#### 5.2. Bonds

5.2.1. Management may from time to time require bonds to be paid by students.

5.2.2. These bonds shall be for the purposes of:

- Ensuring the Hostel has the ability to recover costs caused by student damage.
- Recovery of any costs/fees/debt that is deemed appropriate.

### **5.3. Other fees**

- 5.3.1. Where appropriate other fees additional to the above may be required to be charged for specific students. These fees may include costs associated with;
- a) having a working dog kept at Taratahi;
  - b) hostel and accommodation fees;
  - c) nonresidential lunch, field trip, travel and accommodation cost when working on the any Taratahi farm or farm that Taratahi is involved with;
  - d) other payments including reimbursement for doctors, dentist, physio visits, yearbook, technical books and purchase of Taratahi clothing.
- 5.3.2. Every student who enrolls in a Taratahi course must pay the prescribed fees and bonds at enrolment unless agreement has been made to pay under an alternative format. Agreed payment methods can include;
- a) paid weekly in timing with student studylink payments;
  - b) paid monthly (calendar month) in advance;
  - c) in two equal instalments;
  - d) covered by a Student Loan once processed;
  - d) in full at course commencement.

### **5.4. Discounts and Cancellations**

- 5.4.1. Discounts may be available under the following conditions;
- a) where full payment of accommodation fees is made in advance of course commencement.
  - b) Other discounts may apply with the approval of the Business Delivery Manager.
- 5.4.2. The Education Act 1989 and subsequent amendments empowers Taratahi to cancel the enrolment of a Taratahi student who fails to pay course fees.

### **5.5. Withdrawals and refunds.**

- 5.5.1. If a student withdraws or is withdrawn for disciplinary or other reasons from a course of study at Taratahi;
- a) within eight (8) days after the first day of enrolment, any fees paid will be fully refunded;
  - b) after 8 days from enrolment and before 10% of the course has been completed, an amount no greater than 50% of the Course Fees will be payable., Accommodation, and Meals (if applicable) will be payable to date of withdrawal.
  - c) after 10% of the course has been completed, the Course Fees will be payable in full. Accommodation and Meals (if applicable), will be payable to date of withdrawal.
- 5.5.2. Accommodation and Meal fees are payable for each term. Students who become non-residential students during any given term will be liable for the accommodation and meal charges for the balance of that term.

- 5.5.3. Where a student is absent from accommodation due to personal or course timetabled reasons, including sickness, work experience, disciplinary matters, etc, no refund shall be available.
- 5.5.4. The regulations on refunds may be varied in exceptional circumstances that are beyond the control of the student (such as medical or compassionate circumstances).
- 5.5.5. Variation is at the discretion of the CEO.
- 5.5.6. Where a refund is made Taratahi may withhold a reasonable portion of the refund to cover administrative costs.

## **5.6. Recovery of costs associated with Loss/Damage**

- 5.6.1. The cost of making good any losses or damages other than fair wear and tear will be charged to the student to whom loss or damage can be attributed. Where no student(s) can be identified as to being responsible for the damage, then a charge shall be placed against all student bonds term by term.
- 5.6.2. Taratahi has received an exemption from NZQA relating to student fee indemnity; however Taratahi is still required and has in place Trust Accounts for student fees as per Section 236A of the Education Act 1989.

## **5.7. Fee Recovery**

- 5.7.1. The Administration team in consultation with the Business Delivery Manager is responsible for the recovery of all fees.
- 5.7.2. As part of the enrolment process, the person responsible for paying the total course fees, is required to complete a form indicating they have read the fees policy and will undertake to pay such course fees as are advised in the enrolment acceptance letter.
- 5.7.3. The Business Delivery Manager has authority to write off debt for up to \$500 per student or \$5000 collectively per annum.
- 5.7.4. The Business Delivery Manager is responsible for recommending to the Board for their approval the writing off of any bad debt over \$500 per student or \$5000 collectively per annum
- 5.7.5. The Business Delivery Manager is responsible for annually reporting to the Board a summary of debt that has been written off