

Fees Regulations

For the latest Fees Schedule please refer to the Carey Baptist College, "Carey", website www.carey.ac.nz/fees.

1. FEES PROTECTION

- 1.1. The New Zealand Government, under the Education Act 1989 and the Student Fee Protection Rules 2013, requires all Training Establishments registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them.
- 1.2. Carey has appointed the Public Trust to manage this obligation, and uses their Fee Protect service. Public Trust is a government owned Trustee Company that has been in existence for over 135 years and all fees deposited with Public Trust have an unsecured capital guarantee from the New Zealand Government.
- 1.3. Students' fees are deposited into a trust account at the Public Trust and are then paid to Carey over the duration of their study in accordance with an agreed payments schedule. This ensures that at any time sufficient money is available for refund in the case of a student withdrawing from a programme or course, or the unlikely event that Carey is unable to complete the delivery of a programme or course on account of closure, insolvency or loss of its NZQA accreditation.
- 1.4. Application for any refund is to be made in writing to the Public Trust who, on verifying the claim, will make payment within fifteen days of the course ceasing.
- 1.5. Please note that if a student fails to sign the Public Trust Acknowledgement form they will not be enrolled in CareyOnline until they have done so.

For more information, visit the Public Trust's website, www.publictrust.co.nz/fee-protect/information-forstudents.

2. FEE PAYMENT TERMS

- 2.1. In signing the Application Form students agree to pay all fees as they become due, and to meet any penalty fees and collection charges associated with debt recovery.
- 2.2. Please note that if a student has not fulfilled their financial obligations Carey may enforce the following restrictions:
 - 2.2.1. Access to lectures, the J. Ayson Clifford Library, and CareyOnline will be withheld.
 - 2.2.2. Assessments will not be marked and academic results will be withheld.
 - 2.2.3. The student will not be entitled to receive a copy of their academic record.
 - 2.2.4. The student will not be entitled to graduate.
 - 2.2.5. The student may be with withdrawn from Carey and will not be eligible to re-enrol.
 - 2.2.6. A transfer of their academic record and credits to another institute will be denied.

- 2.2.7. Further, Carey may, at their discretion, lodge a notice of any default of payment and/or may forward the details of any outstanding amounts to a credit bureau, recovery agent, or any agency of its choosing.

3. PENALTY FEES

- 3.1. A fee of 10%, with a maximum of \$50.00 will be added to all fees which remain unpaid after their due date.
- 3.2. Further a fee of \$10 per dishonoured payment will apply to any payment which was scheduled but did not occur on account of insufficient funds, this is also known as a default of payment.

4. DEFAULT OF PAYMENT

- 4.1. If a student defaults in their payments Carey may at their discretion lodge a notice of default with a credit bureau or agency of its choosing advising them of the failure of the student to comply with the Fees Statute. Notice normally would contain information regarding the failure to make payments including the current status of the student's account and the amount of default involved.
- 4.2. Carey is not liable for any action which may be taken by any party who becomes aware of the default lodged against the student. However, Carey is responsible for the removal of the default notice should the default be found to be unsubstantiated. Further Carey is also responsible for updating the notice when the default has been paid.

5. DEBT COLLECTION

- 5.1. If a student has failed to make payment of their fees by their due date Carey may at its discretion forward the details of any outstanding amounts to a recovery agent, or any agency of its choosing for the purpose of debt collection.
- 5.2. By signing the Application Form a student has agreed to the Fees Statute and therefore if Carey chooses to utilise the services of a recovery agent that the student is liable to cover all costs associated with the debt collection, this includes fees accrued from consultations with solicitors, any costs relating to legal proceedings, and any ongoing costs associated with the debt collection.

6. STUDENT LOANS & STUDENT ALLOWANCES

- 6.1. If studying a fulltime or part-time a student may have access to a Student Loan or the Student Allowance, provided they meet the criteria; however, loans and allowances are normally only available to those who are enrolled in four courses if studying only for one semester, or enrolled in at least seven courses if studying for a full year.
- 6.2. If enrolled in Postgraduate programmes students are not eligible to receive Student Allowances.
- 6.3. International students are not eligible for Student Loans or Student Allowances.
- 6.4. Student Loans and the Student Allowances are processed and administered directly by StudyLink, a service of the Ministry of Social Development. To ensure that the commencement of your study is not hindered we highly recommended to start the application process with StudyLink before week.

For more information or to apply visit StudyLink's website, www.studylink.govt.nz.

- 6.5. If a student is able and chooses to use a Student Loan to pay for their fees they will be required to sign an agreement authorising the payment of fees through StudyLink. Carey will then submit the agreement to StudyLink for verification, once it has been confirmed the student will be informed in writing.

7. REFUNDS POLICY

- 7.1. If a student withdraws from a programme or course within the first ten working days of the start a semester, “the Refund Period”, they are eligible for a refund of their tuition fees minus 10% or \$500 (whichever is the lesser).
- 7.2. If a student completely withdraws from all courses within the Refund Period the Student Services Fee will be refunded in full. Refer to the Fee Schedule below for applicable fees.
- 7.3. If fees were paid via a Student Loan any refunds will be paid directly to StudyLink.
- 7.4. Students who apply for a place in a course/programme remain liable for fees unless they withdraw in writing as per the Change of Enrolment Form.

8. REFUNDS FOR INTERNATIONAL STUDENTS

8.1. CHANGES TO VISA STATUS

- 8.1.1. If an international student no longer meets the requirements of the Immigration Act 1987 in that they no longer hold a valid or current visa then Carey is obligated to inform Immigration New Zealand (INZ) immediately. If they meet criteria outlined in Clause 7: Refunds Policy, then they are eligible for a refund of the fees as specified.
- 8.1.2. If an international student is granted residency while enrolled at Carey, the student must notify the Academic Registrar. The date of change will be taken from the “Resident Visa” in their passport. Once the “Resident Visa” is received in their passport the student must provide an officially certified copy along with the personal details page of their passport to the Academic Registrar.
- 8.1.3. Once residency has changed the student will no longer be charged international fees and they may be eligible for a refund. Refunds are only available for fees paid in advance for semesters following the change in status, students will not be eligible for a refund for the semester during which the change of status occurred.

8.2. INVALID CONTRACT

If the contract of enrolment becomes invalid due to:

- 8.2.1. Carey ceasing to provide a course of educational instruction as contracted with a student, whether it stops of its own accord or as required by an education quality assurance agency
- 8.2.2. Carey ceasing to be a signatory
- 8.2.3. Carey ceasing to be a provider.

Then a refund of the fees paid for services that have yet to be delivered (as determined in accordance with clause 30(3)(a) of the Code of Practice; or have the amount transferred to another education provider in accordance with clause 30(3)(b) of the Code of Practice.

8.3. REFUNDS PROCESS FOR INTERNATIONAL STUDENTS

All refunds will be paid in NZ dollars, and

- 8.3.1. Paid directly into the student's nominated bank account, (or the legal guardian's account if Under 18); or
- 8.3.2. Sent to the student in New Zealand on sighting a changed visa e.g. Visitor's Visa or Work Permit (or the legal guardian's account if Under 18); or;
- 8.3.3. Sent to another institution, if requested in writing with the applicant's signature and supported by evidence of an offer of place by the other institution and a Student Visa for that institution, and

In all instances, Immigration New Zealand (INZ) will be notified.

9. SCHOLARSHIPS & FUNDS AVAILABLE AT CAREY

Carey provides access to a number of scholarships and funds.

Students can apply for a scholarship or funds either before the 1st day of March for semester one, or before the 1st of August for semester two.

9.1. SCHOLARSHIPS

Please note that completing an application does not guarantee a scholarship. The Scholarships Sub-Committee, which reports to the Academic Committee, makes the decision based on the availability and the quality and number of applications in a given year.

9.2. FUNDS

The student support fund exists to give financial assistance to those who require it. Applications are made directly to the Principal and are treated in strict confidence. Decisions will be made at the discretion of the Principal but will be made according to the criterion of greatest financial need.

For more regarding scholarships and funds please visit the Carey Baptist College website, www.carey.ac.nz.

Fees Schedule 2022

Please note that all fees outlined are for 2022 and are subject to annual review.

TUITION FEES	
Undergraduate On-site & Distance	\$766 per 15 credit course
Undergraduate International Students	\$2,492 per 15 credit course
Audit (not for credit) per course	\$320 per 15 credit course
Postgraduate	\$1,931 per 30 credit course
Postgraduate International Students	\$4,983 per 30 credit course
TRAINING TRACKS	
Pastoral Leadership Training	\$1,600
Youth Pastoral Leadership	\$1,600
Mission Track	\$800
Youth Discovery	\$700
Ngā Pou Amorangi	\$700
COMPULSORY STUDENT SERVICES FEE (FACILITATES ON-CAMPUS SERVICES)	
Per 15 credit on-campus course	\$50
Per 30 credit on-campus course	\$100
ADDITIONAL FEES In addition to tuition fees, the following charges apply	
Adding, Changing, Withdrawing Courses (after Friday of the 1 st week of teaching)	\$50 per course
Replacement Student ID Card	\$20
Replacement Transcript/Academic Record	\$30
Remarking/Resubmission	\$50 per course
Application for Aegrotat or Compassionate Pass	\$50

Credit Recognition from NZ Institutions	\$100 for 15 credits, \$200 for 30 credits or more
Credit Recognition from Overseas Institutions and RPL	\$200 for 15 credits, \$400 for 30 credits or more
Certificate Postage Fee	\$10 within NZ, \$20 International
Certificate Replacement & Postage	\$80 (including postage in NZ or overseas)
Thesis Extension Fee	\$350 for each partial or complete 3-month period of the extension
Thesis Resubmission	\$300
LIBRARY SERVICES FEES	
Photocopy Card and Costs	\$2.00 for the cost of the card + 10c per black & white, 15c per colour copy
Penalty for Late Returns for Recalled Books	\$5 per item
Library Interloan (for Postgraduate Students only)	\$5 per item
Library Subscription (for non-students)	\$180 per year
FIELD TRIP FEES	
Noho Marae (Te Ao Māori, Understanding Culture)	\$64 + Koha per visit
Intermission	\$363 + travel and personal costs for Wellington field trip

Payment of Tuition Fees

Tuition fees are payable at the start of the year. However, if a student's study commences in the second semester tuition fees are payable at the start of the second semester.

PAYMENT DATES	
Students starting in Semester One	All fees due first day of semester
Students starting in Semester Two	All fees due first day of semester

PENALTY FEES	
Late Fee (for fees remaining unpaid after the payment date)	10% (Maximum \$50)
Dishonoured Payment Fee	\$10
Debt Collection	On a case by case basis

PAYMENT OPTIONS		
In person	Bank cheque, personal cheque, or credit card (Mastercard or Visa), Eftpos	Carey Reception
By mail	Bank cheque, personal cheque, credit card (Mastercard or Visa)	Carey, Attn: Academic Registrar PO Box 12149, Penrose Auckland 1642
Internet banking	Direct credit – please quote your Student ID No. or name	Public Trust, BNZ Wellington 02-0536-0305865-01
Student Loan	Online	Apply online at www.studylink.govt.nz

Other Course-Related Costs

1.1 TEXTBOOKS

While a limited quantity of textbooks are available in the J. Ayson Clifford Library for reference, students are normally required to purchase prescribed texts and should allow \$500 to \$800 per year if in full-time study.

1.2 GENERAL EXPENSES

All students are responsible for any personal expenses such as travel, medical and personal insurance, stationary, food, accommodation and other personal need related costs incurred during the study at Carey.

1.3 INTERNATIONAL STUDENTS

In addition to general expenses outlined above, international students also need to consider the cost, if required, for:

- Visa costs, typically \$250-\$300
- the English Language Proficiency Test (Academic Version), typically \$385
- Medical Insurance, typically \$580 per person or \$1,520 per family.
 - These additional costs are not administered by Carey therefore the above amounts are subject to change.

3. ACADEMIC REGALIA

- 1.4 Students attending a Graduation ceremony are required to hire regalia. The costs are typically between \$30-\$100 for hireage (depending on the qualification) but are not set by Carey and therefore subject to change. For further information on Regalia see the “Graduating from Carey” section of the Calendar.