



Admission, Enrolment and Fees Policy

1. Purpose

The purpose of this policy is to establish procedures and guidelines for Unitec's Admission, Enrolment and fees matters.

2. Scope

The Admission, Enrolment and Fees Policy is relevant to all:

- 2.1 Applicants to Unitec; and
- 2.2 Students and Staff of Unitec; and
- 2.3 All Programmes, Courses and Qualifications; and
- 2.4 Applications, Enrolment and Fees matters.

Note: For the purpose of this policy, the terms Programme, Courses and Qualifications as stated in 2.3 are deemed to include all Unitec educational offerings (including programmes, training schemes, unit standards, training and short courses) unless expressly excluded.

3. Policy Statement(s)

- 3.1 All students will be treated fairly and consistently.
- 3.2 This policy and the associated procedures are consistent with relevant New Zealand legislation. However, in the event of any inconsistency between this Policy and New Zealand legislation, the relevant legislative provisions will prevail.
- 3.3 The procedures regarding Admission and Enrolment matters are outlined in the Admission and Enrolment Procedures and this policy should be read in conjunction with the procedures.
- 3.4 The Admission requirements for all Programmes must be set out in the relevant Programme regulations and must be such that the Student has a reasonable base from which to commence the Programme and so (after applying themselves) should achieve the expected outcomes of the qualification.
- 3.5 To be admitted to a Unitec Programme, applicants must meet the admission requirements for the relevant Programme / Course they wish to enroll in. This includes:
 - 3.5.1 **Specific Admission:** any Programme-specific admission requirements as set out in the relevant Programme Regulations, including any further selection criteria; and
 - 3.5.2 **Admission Requirements:** one of the following categories:
 - a) **General Admission:** this refers to the academic results and qualifications or any work experience that is required to be admitted to the relevant Programme. The general admission requirements can differ from programme to programme and so reference should be made to the relevant Programme Regulations; or
 - b) **Special Admission:** if an applicant does not meet the general admission criteria and is at least 20 years of age, then they may be admitted if they provide evidence of skills, education or work experience equivalent to the general admission requirements for the relevant Programme.

These special admission provisions (if any) will be specified in the relevant Programme Regulations; or

c) **Discretionary Admission:** if an applicant does not meet the general admission criteria and is under the age of 20, they may still be admitted if they can demonstrate they are capable of studying at the required level. The discretionary admission provisions (if any) will be specified in the relevant Programme Regulations.

- 3.6 Applicants must meet the Unitec English language entry requirements applicable to them as stated or referred to in the relevant Programme Regulations.
- 3.7 For qualifications gained outside of New Zealand, Unitec's Admission and Assessment Specialists will assist International Students and Programme staff in interpreting whether the admission requirements are met.
- 3.8 **Fees:** The procedures relating to fees, and resolving issues in relation to fees, are outlined in the Fees & Refunds Procedures.
- 3.9 **Debts:** Any requirements to refer debts to an external collection agency are dealt with in Unitec's Accounts Receivable Policy and Procedures.
- 3.10 **Student Inbound, Outbound Exchange and Study Abroad:** The eligibility, criteria and procedures relating to Unitec's Inbound, Outbound Exchange and Study Abroad students, are outlined in the Student Inbound, Outbound Exchange and Study Abroad Procedures.

4. Associated Procedures

- Fees & Refunds Procedures
- Admission & Enrolment Procedures
- Accounts Receivable Procedures
- Admission Requirements Procedure
- Student Inbound, Outbound Exchange and Study Abroad Procedures

5. Definitions

Term	Means
Course	A self-contained block of study made up of Classes in specific disciplines. A specified course or collection of courses forms a programme or training scheme. A course may also be referred to as a paper, module or unit of study.
Enrolment	The process of allocating a place in a Programme/Course to an eligible student.
Fees	Fees charged by Unitec, including but not limited to tuition fees, resource fees, student services fees, course compulsory costs and administration fees but excludes any non-refundable enrolment fee.
International Student	Has the same meaning as set out in <u>The Education Act 1989</u> and in broad terms includes any student who is not a Domestic Student.
Programme	A programme of study or training leading to a qualification listed on the New Zealand Qualifications Framework. A programme is made up of one or more Courses.
Short Courses	Study or training that is neither a Programme nor a Training Scheme. Short courses are typically not TEC funded.

Approval Details

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Policy Sponsor (Has authority to approve minor amendments)	CFO/Executive Director - Partnerships & Student Recruitment, Office of the Chief Executive	Policy Owner	Director - Enrolments & Academic Operations
Contact Person	Chantelle Daniels	Date of Next Review	November 2020