



Laidlaw  
College  
TE WANANGA AMORANGI

FEES SCHEDULE 2012

## FUNDING YOUR WAY THROUGH LAIDLAW COLLEGE

Domestic Students are not charged the full cost of training provided by Laidlaw College Inc. (Laidlaw College). In setting fees, Laidlaw College takes into account the anticipated receipt of donations from supporters of its training ministry and any government funding.

International students (those requiring a study permit) are not permitted to be subsidised by any New Zealand Government funding paid to Laidlaw College. Therefore, Laidlaw College must charge those students a fee more closely aligned with the cost of the training provided.

Students who are not New Zealand Citizens or New Zealand Permanent Residents on the Registration Day applicable to that semester, will be charged international fees. All students requiring a study permit must pay their tuition fees prior to the commencement of study in any one semester.

We encourage students to speak to their church leadership about prayer and financial support while training. They should also investigate other forms of funding such as student loans and allowances, scholarships and part-time work.

We strongly recommend students do not work full-time and study full-time concurrently as the demands of both will be too great.

### Student Allowances and Student Loans

All full-time programmes offered by Laidlaw College have been approved by the New Zealand Qualifications Authority for Student Allowance and Student Loan purposes, for those who meet the various criteria. The minimum number of Laidlaw credits required to be classified as full-time for Student Allowance and Student Loan purposes is 96 per annum.

The Student Loans and Allowances scheme is administered by StudyLink, a service of the Ministry of Social Development. Many tertiary students fund their studies this way, however, please make sure you are informed before you take a loan out to fund your studies.

For information or to apply for financial assistance, contact StudyLink directly on: 0800 889900 or online at [www.studylink.govt.nz](http://www.studylink.govt.nz). Please also see the StudyLink brochures provided: "Ways to Fund your Study" and "All you need to know" for important information about eligibility and applying for Student Loans and Allowances.

### Scholarships

Laidlaw College does not provide scholarships for first year students. Potential first year students may like to consider applying for scholarships with other organisations. As a starting point, please see the scholarships section in the provided Studylink brochure "Ways to Fund your Study."

Laidlaw College provides a small number of scholarships to Laidlaw College students in their second and third year of study. Information about these scholarships can be obtained by application to the Director of Educational Services during the first year of study.

### Additional Costs

In addition to the Laidlaw College Tuition Fees, all students should allow for the following additional costs if applicable to their personal requirements:

- Basic textbooks – a limited quantity of required books are in the Laidlaw College library. In some courses, students may be recommended to purchase prescribed texts and \$500–\$800 should be allowed for building a basic personal library. For Preparatory Course students \$200–\$300 should be sufficient.
- Course Materials and Accommodation – some courses require additional costs to be paid for extra materials or accommodation. These are noted in the Calendar where applicable.
- Personal Expenses – Travel, telephone calls, postage, personal contents insurance, snacks, photocopying, stationery, internet access.
- Early Childhood Education – available at Olive Shoots Early Childhood Centre situated on the Auckland campus. Further information is available by calling 09 836 7838 or emailing [oliveshoots@laidlaw.ac.nz](mailto:oliveshoots@laidlaw.ac.nz).
- Tuition fees do not include any meals.
- International Students – Medical and Travel Insurance: International students must have appropriate and current medical and travel insurance while studying in New Zealand. It is recommended this be purchased through Laidlaw College at the time of a student's acceptance. The cost per year is approximately – NZ\$ 507 per person or NZ\$ 1447 per family. These amounts are outside the control of Laidlaw College and subject to change. For further information please contact the Student Admissions Co-ordinator. Proof of Medical and Travel Insurance will be required before an Offer of Place is given.
- IELTS – English Language Proficiency Test (Academic version) – All applicants whose first language is not English are required to take the IELTS test (Academic version) during their application process and achieve a test score appropriate to their desired programme of study. The cost of this test in NZ is approximately \$365. If the programme is being taught in a student's native language, an IELTS test does not need to be taken, however an appropriate level of reading and writing in English is required.

## FEE PAYMENT TERMS

Fees should be paid at Laidlaw campuses, or by internet banking, on or before the due date. Fee payment dates must be strictly observed as penalties for late payments apply.

Laidlaw College meets the fee protection requirements of the Education Act 1989 by ensuring all fees are paid direct to *Public Trust* for allocation to Laidlaw College in accordance with the Act.

### PENALTY FEES

- A late fee of 10% will be added to all fees remaining unpaid after the fees due date (maximum \$50), and
- An additional late fee of 10% will be added to all fees remaining unpaid at the end of each and every semester until paid (maximum \$50).
- Dishonour of a payment incurs an additional administration charge of \$10 per dishonour.

The right of any student to continue their study (attend lectures, have assignments marked, sit exams, access library resources, access Moodle, etc.) or to commence a new semester of study may be withdrawn (a) if fees are not paid in accordance with the Fee Payment Terms; or (b) if other financial obligations to Laidlaw College are in default; or (c) if Registration documentation (including student loan and fee protection) is not complete.

Where a student has not fulfilled their student loan or fee protection or financial obligations (tuition, accommodation, rent or any other debt) to Laidlaw College the following shall apply:

- the person's academic results will be withheld;
- the person shall not be re-enrolled as a student at Laidlaw College;
- the person will not be entitled to receive a copy of their academic record;
- the person will not be entitled to have their record transferred to any other academic institution;
- the person will not be entitled to graduate.
- the person's course assessments will not be marked or returned

### PAYMENT DEFAULT

Should a student be in default of the Fee Regulations and Fee Payment Terms as outlined above, Laidlaw College can at its absolute discretion lodge in the appropriate form a notice of default with a credit bureau or agency of its choosing, advising of the failure to comply with the Regulations. Such notice of default is to include, but not be limited to, failure to make payment of monies due, the status of the account, and the amount involved.

Laidlaw College is not liable for any action which may be taken by any party who becomes aware of the default lodged against a student, and the sole responsibility of Laidlaw College, at Laidlaw College's sole discretion, will be to arrange for the removal of the default notice, should the default be found to be without substance, or alternatively to arrange for the default to be noted as having been paid, if this is in fact the situation.

### ACCOUNT COLLECTION

Laidlaw College may, at its discretion, forward details of any amounts remaining outstanding and overdue for payment, to a recovery agent of Laidlaw College's choosing for the purpose of effecting collection of any monies owing under these Regulations.

Should Laidlaw College utilise the services of a recovery agent, including but not limited to, a debt collection company, private investigator, legal agent, or solicitor, the student undertakes to indemnify and make payment to Laidlaw College all costs, including all costs as between solicitor and client, debt collection costs, or other whether these costs be on a fixed or contingent basis, in regard to the collection of any monies owed by the student. If a decision is made by Laidlaw College to recover the costs using legal proceedings, these costs may at the discretion of Laidlaw College form part of the claim against the student, and be added to the amount owed.

If Laidlaw College fails, or appears to fail to enforce any of its rights under this Agreement, it has not waived or minimised those rights, and retains the right to enforce the terms and conditions of these Regulations at any point in time of Laidlaw College's choosing.

## FEES PROTECTION

The New Zealand Government requires all Private Training Establishments registered with the New Zealand Qualifications Authority (NZQA) to protect all student fees paid to them.

We have appointed the Public Trust to manage this obligation, and use their *Fee Protect* service. Public Trust is a government owned Trustee Company that has been in existence for over 130 years and all fees deposited with Public Trust have an unsecured capital guarantee from the New Zealand Government.

The way this works is that student fees are deposited into a trust account at Public Trust and paid to Laidlaw College over the duration of their study in accordance with an agreed payments schedule. This ensures that sufficient money is available at any time, to refund the unused portion of student fees, in the unlikely event that Laidlaw College is unable to complete the delivery of a course, for example due to closure, insolvency or loss of NZQA accreditation.

For more information visit Public Trust's website (<http://www.publictrust.co.nz/fee-protect/information-for-students.html>) or contact Public Trust on 0800 494 733.

In addition to the above protection, mechanisms are in place to provide for recognition of Laidlaw College learning by other providers, should it fail financially. Details are available on request from the Director of Educational Services.

## WITHDRAWAL AND REFUND POLICIES AND PROCEDURES

### WITHDRAWAL FROM A COURSE

If withdrawing from a course (not a programme), refer to "Changes to Courses Within a Programme of Study" in the Calendar.

### WITHDRAWAL FROM A PROGRAMME OF STUDY

When a student is considering withdrawal from Laidlaw s/he should first discuss his/her concerns with the appropriate Head of School or the Director of Educational Services. This consultation should occur at the earliest possible date to ensure that implications for the student's personal study programme, Laidlaw community, financial obligations, student allowances, and church relationships, etc, are clarified. Students wishing to pursue withdrawal must complete a 'Withdrawal from a Programme of Study' form. The effective date of withdrawal cannot be earlier than the date on which this completed form is received by Laidlaw.

### REFUNDS WHEN WITHDRAWING FROM A PROGRAMME OF STUDY – DOMESTIC STUDENTS

If a domestic student withdraws from their programme of study within eight (8) calendar days of the day when lectures/teaching officially start, a refund of fees will be given except 10% of fees, or \$500, whichever is the lesser.

Withdrawals after eight days will not receive any refund of tuition for that semester.

### REFUNDS WHEN WITHDRAWING FROM A PROGRAMME OF STUDY – INTERNATIONAL STUDENTS

If an international student withdraws from their programme of study within ten (10) calendar days of the day when lectures/teaching officially starts, a refund of fees will be given less 25% (based on actual costs incurred).

### WITHDRAWAL FROM BLOCK COURSES

For the purposes of withdrawals from block courses, students should note that the official start time of a block course is the first day of the semester, regardless of the timing of any intensive teaching period. If a student withdraws from the programme of study within 8 calendar days of the day when the semester officially starts – a full refund of fees already paid will be given except 10% of fees, or \$500 – whichever is the lesser. Students who withdraw from their programme after 8 calendar days from the first day of the semester – but before any intensive teaching period are able to apply in writing to the Director of Educational Services (Auckland) or the Dean of Studies (other campuses) for a refund of up to 50% of that course's fees. Each application will be considered in relation to its respective circumstances. Withdrawals after any intensive teaching period has commenced will not receive any refund of tuition for that course.

### REFUNDS

Fee refunds will be paid to StudyLink, where the fees were paid by Student Loan.

## PAYMENT OF TUITION FEES

KEY DATES	Semester 1	Semester 2	Fee
<b>NEW STUDENTS</b>			
International Applicants – final deadline	1 November 2011	1 April 2012	\$50.00
Counselling Applicants – final deadline	15 November 2011	20 June 2012	\$50.00
All other Applicants – early deadline	30 November 2011	31 May 2012	\$50.00
Education Applicants – final deadline	20 January 2012	n/a	\$100.00
All other Applicants – final deadline	31 January 2012	20 June 2012	\$100.00
<b>NEW AND EXISTING STUDENTS</b>			
Fee for late registration applies after this date:	2 March 2012	19 July 2012	\$50.00
<b>Fee Payment Dates</b>		<b>Semester 1</b>	<b>Semester 2</b>
School of Education – Year 3	Registration and Fees Due	27 Jan 2012	
School of Education – Year 1 & 2	Registration and Fees Due	09–10 Feb 2012	
All other programmes – returning students	Registration and Fees Due	20–24 Feb 2012	19 Jul 2012
All other programmes – new students	Registration and Fees Due	27 Feb–2 Mar 2012	19 Jul 2012

## Late Fees

Late fee on fees remaining unpaid after Fees Due date	10% (maximum \$50)
Additional Late fee on fees remaining unpaid at end of each and every Semester until paid.	10% (maximum \$50)

## Fee Payment Options

In person	Cash, bank cheque, personal cheque, or Credit Card (Mastercard or Visa), EFTPOS (Auckland).	At your local Laidlaw College Campus
By mail	Bank cheque, personal cheque, Credit Card (Mastercard or Visa, on appropriate form)	Laidlaw College – Finance Office Private Bag 93104, Henderson, Waitakere 0650
Internet banking	Direct credit – please quote Student ID No. or name	Public Trust, BNZ Wellington 02-0536-0305865-01
Student Loan	Online	Apply online at <a href="http://www.studylink.govt.nz">www.studylink.govt.nz</a>

## TUITION FEES (All amounts include GST)

Please note:

- not all programmes are available at all campuses. Please contact your local campus or phone 0800 999 777 for details.
- all fees outlined are for the 2012 year only and are subject to annual review.

Undergraduate and Graduate Programmes	Domestic Students*	International Students**
<b>COP, CertPrep, DipBS, BMin, BTheol, BTch, BCouns, GradDipTh</b>		
Average full-time programme for one year = 120 credits	\$4,968.00	\$15,600.00
Study for credit	\$41.40 per credit	\$130.00 per credit

\*NZ residents/citizens \*\*Non-NZ residents/citizens

### Bachelor of Counselling – Additional costs

The School of Counselling requires all students enrolled in the BCouns to have personal counselling, and students who continue into Years 2 & 3 and enrol in Professional Practice A & B, and Practicum A & B, are required to have a stipulated minimum number of meetings with a supervisor. Students can expect to pay up to \$70–\$100 per counselling session, and an equivalent amount for a typical supervisory session. Students are required to have 20 sessions of personal counselling during the programme, and up to 25 sessions with a supervisor. An approximate maximum cost is \$3150–\$4500.

DipMI (Tongan/English Bilingual)*	Domestic Students*	International Students**
Average full-time programme for one year = 120 credits	\$2,530.00	\$10,367.00
Lectures (40 credits)	\$41.40 per credit	\$130.00 per credit
Supervised Internship Experience (70 credits)	\$11.35 per credit	\$71.60 per credit
Guided Reading (10 credits)	\$7.95 per credit	\$15.50 per credit

\*NZ residents/citizens \*\*Non-NZ residents/citizens †Auckland only

Postgraduate Programmes – Laidlaw-Carey Graduate School	Domestic Students*	International Students**
<b>MTh†</b>		
Study for credit	\$51.90 per credit	\$130.00 per credit
Non-Formal Study‡	\$13.30 per credit	Not available

\*NZ residents/citizens \*\*Non-NZ residents/citizens †Auckland only ‡Limited availability only

Non-Formal Study	Domestic Students*	International Students**
Lectures†	\$13.30 per credit	Not available

\*NZ residents/citizens \*\*Non-NZ residents/citizens †Not available by distance learning

## TUITION FEES CONTINUED

### Student Services Fee

This is a compulsory student services fee and facilitates on-campus services

1-15 credit courses	\$60.00 per course
16-30 credit courses	\$120.00 per course
Non-formal 5 credit courses	\$8.50 per course
Non-formal 15 credit courses	\$25.50 per course
Non-formal 30 credit courses	\$51.00 per course

### Distance Learning Services Fee

Full-time and part-time students	\$50.00 per semester
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### Student Association Fee

(Set by the Laidlaw College Student Association. GST does not apply to this fee.)

All Campuses

Full-time student per year*	Nil
Part-time student per year	Nil
Block Course	Nil

\*Full-time rate applies to those studying 45 or more credits per Semester

### Spouses Rebate

Spouses, of full-time Laidlaw College students studying 48 or more credits per Semester, who are studying less than 31 credits per Semester for credit, will receive a rebate of \$12.00 per credit for any course which has a fee of \$39.85 per credit or more, upon application. Application forms are available from the Finance Office (Auckland) or from your administrator. This rebate is not available for postgraduate programmes.

## MISCELLANEOUS FEES (All amounts include GST)

Cross-credits into Laidlaw College from NZ Institutions	\$100 for 15 credits; \$200 for 30 credits or more
Cross-credits into Laidlaw College from overseas Institutions	\$200 for 15 credits; \$400 for 30 credits or more
Course Changes (after first week of teaching)	\$50 per change form
Repeat Courses	75% of the credit price
Rescheduled Examination (for reasons other than a clash)	\$50 per exam
Off-site Examinations* (excludes study by distance learning):	
If supervised by Laidlaw College staff member	\$30
If supervised by some other approved person	\$75
Supplementary Assessments (including Examinations)	\$50 per assessment
Replacement ID or Library card	\$15 per card
Replacement Transcript / Academic Record	\$25 (two copies)
Replacement Transcript / Academic Record (additional copies)**	\$5 each
Replacement Certificate	\$80 each
Application fee	\$50 per application
Application fee (between early and late deadline)	\$100 per application
Late Registration Fee	\$50 per Semester
Access Tag (Auckland)	\$40 (\$25 refundable on return of tag)
Library Fines	Displayed in the Library
Dishonoured payment fee	\$10 each payment dishonoured
Late fee on fees remaining unpaid after Fees Due date	10% (maximum \$50)

\*Special conditions apply \*\*Requested at the same time as the first replacement copy

## MISCELLANEOUS FEES (All amounts include GST)

Additional Late fee on fees remaining unpaid at end of each and every Semester until paid	10% (maximum \$50)
Extension of MTh Candidature	\$500 per Semester
Extension of Counselling Programme	\$240 per Semester
CDL: Replacement CD	\$10 per CD
CDL: Replacement Learning Guide	\$50 per guide
CDL: Textbook Rental	\$50 (up to \$40 refundable on return of book in good condition)
CDL: Late Exam Supervisor Form Fee	\$100

## Study Venues

Library study places (unallocated)	No charge
Allocated Carrels – Study Room 24/7*	\$215 per Semester + Access Tag cost
Study Room (subject to availability)*	\$500 per Semester

\*Auckland only

## Definitions

Study for Credit:	Study that counts toward an award; 80% attendance required;
Non-formal Study:	Study not counted towards an award; cannot be upgraded towards an award; study is for interest only;



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