



LAIDLAW  
COLLEGE

TE WANANGA AMORANGI

— 2017  
Fees  
Schedule

ENCOUNTER

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LEAD

[www.laidlaw.ac.nz](http://www.laidlaw.ac.nz)



## 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 2017 only and are subject to annual review.

PROGRAMMES	Domestic Students*	International Students**
<b>CSCP</b>		
Average full-time for one semester = 60 credits	\$2,079.00	N/A
Study for credit (most courses are 15 credits)	\$34.65 per credit	N/A
<b>CCM</b>		
Average full-time programme for one year (Level 4 only) = 120 credits	\$4,158.00	N/A
Study for credit (most courses are 15 credits)	\$34.65 per credit	N/A
<b>DipCS, BMin, BTheol, BTeach, BCouns, GradDipTh</b>		
Average full-time programme for one year = 120 credits	\$5,856.00	\$16,800.00
Study for credit (most courses are 15 credits)	\$48.80 per credit	\$140.00 per credit
<b>GradCertTh</b>		
Average full-time for one semester = 60 credits	\$2,928.00	\$8,400.00
Study for credit (most courses are 15 credits)	\$48.80 per credit	\$140.00 per credit
<b>Certificate of Proficiency (COP)</b>		
Study for credit (most courses are 15 credits)	\$48.80 per credit	\$140.00 per credit
<b>PGDipTh, MTh†</b>		
Average full time programme for one year = 120 credits	\$6,798.00	\$16,800.00
Study for credit (most courses are 30 credits)	\$56.65 per credit	\$140.00 per credit

### Bachelor of Counselling - Additional costs

The School of Counselling requires that all students enrolled in BCouns have personal counselling and meetings with a supervisor. These amounts are third party costs outside the control of Laidlaw College.

	Sessions	Cost/Session	Total
Personal Counselling	at least 20	\$70 - \$100	\$1400 - \$2000
Clinical Supervision*	at least 25	\$70 - \$100	\$1750 - \$2500
			\$3150 - \$4500

\*required as part of Professional Practice A&B and Practicum A&B

NON-FORMAL STUDY	Domestic Students*	International Students**
Lectures‡	\$15.00 per credit	Not available

### STUDENT SERVICES FEE - This is a compulsory student services fee and facilitates on-campus services

Campus based courses - Semesters 1 and 2	\$4.00 per credit
Non-formal 15 credit courses	\$23.00 per course
Non-formal 30 credit courses	\$46.00 per course
Summer Semester	\$60.00 per summer

\*NZ citizens & NZ permanent residents living in NZ

\*\*Non-NZ residents/citizens

†Henderson only

‡Not available by distance learning

## Distance Learning Services Fee

Full-time and part-time students

\$60.00 per semester

## Distance Students Residing Outside of New Zealand

In some cases distance students residing outside of New Zealand may be eligible to have GST charged at 0% (zero-rated). Please contact [admissions@laidlaw.ac.nz](mailto:admissions@laidlaw.ac.nz) for further information.

## MISCELLANEOUS FEES (All amounts include GST)

Access Tag (Henderson)	\$25 (refundable on return of tag)
Application fee	\$50 per application (waived if before early application close date)
Certificate Postage Fee	\$10 (within NZ); \$40 (overseas)
Certificate Replacement (+ postage)	\$80 each
Course changes (after Friday of first week of teaching) [adding, changing, withdrawing courses]	\$50 per change form
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
Dishonoured payment fee	\$10 each payment dishonoured
Distance Learning: Textbook Rental	\$50 (\$40 refundable on return of book in good condition)
Extension of Counselling Professional Practice & Practicum Courses	\$50 per application
Extension of Counselling Programme	\$240 per Semester
Extension of MTh Candidature	\$800 per Semester
Library Fines	Displayed on the Library home page
Printed Readings	\$0.08 per page
Repeat Courses	75% of the credit price
Replacement ID or Library card	\$15 per card
Replacement Transcript / Academic Record	\$25 (two copies)
Replacement Transcript / Academic Record (additional copies)*	\$5 each
Rescheduled Examination (for reasons other than a clash)	\$50 per exam

\* Requested at the same time as the first replacement copy

## 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

## PAYMENT OF TUITION FEES

Tuition Fees are payable at the start of the year. If you are only studying in Semester 2, the fees are payable at the start of Semester 2.

Students commencing in Semester One	All fees* due 13 February 2017
Students commencing in Semester Two	All fees* due 10 July 2017
Students commencing in Summer Semester	All fees* due 27 November 2017

\*All fees includes all enrolled courses

### 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	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, Auckland 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>

### International Fees

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.

### Student Allowances and Student Loans

Most Laidlaw College programmes qualify for student loans and allowances. Full and part-time domestic students may access loans (providing all criteria are met). Allowances are usually only available to students who are enrolled in at least 48 credits per semester or 96 credits per year. Students enrolled in the Master of Theology are not eligible for allowances, and students enrolled in the Certificate of Proficiency (COP) are not eligible for loans or allowances.

Student loans and allowances are processed and administered directly by StudyLink, a service of the Ministry of Social Development. To ensure commencement of study is not hindered, students are highly recommended to start the application process with StudyLink before orientation week.

For information or to apply contact StudyLink directly on 0800 889 900 or online at [www.studylink.govt.nz](http://www.studylink.govt.nz).

### Scholarships

Laidlaw College has available limited scholarship funding to assist some students in their second and third year of study. Information and application forms may be obtained from Student Services.

See the website for further information regarding available scholarships and to apply:  
[www.laidlaw.ac.nz/scholarships-and-funds](http://www.laidlaw.ac.nz/scholarships-and-funds)

## 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. Students may be recommended to purchase prescribed texts and the following amounts should be allowed for:
  - \$500–\$800 for one year full-time study
- Computer requirements: It is expected that all students must have access to a computer to prepare and submit assignments. The minimum requirements are:
  - Windows PC: Windows 7 or later Apple Mac: OS 10.4 or later Microsoft Office 2013 or equivalent software.
  - Internet access is required.
- Additional course related costs: some courses require additional costs to be paid for specific materials, activities and software. These are noted in the Handbook of the applicable School or the specific Course Assessment and Delivery Outline. Students should select their courses with an awareness of this.
- Personal Expenses: Travel, phone calls, postage, personal contents insurance, snacks, photocopying, stationery, and other personal needs.
- Early Childhood Education: available at Olive Shoots Early Childhood Centre situated at the Henderson campus. Further information is available by calling 09 836 7838 or emailing [oliveshoots@laidlaw.ac.nz](mailto:oliveshoots@laidlaw.ac.nz).
- Medical and Travel Insurance: International students must have appropriate and current medical and travel insurance that complies with the Code of Practice for International Students while studying in New Zealand. It is recommended this be purchased through Laidlaw College for the full length of the programme at the time of 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 Recruitment Coordinator. Proof of Medical and Travel Insurance will be required before an Offer of Place is given.
- English Language Proficiency Test (Academic version): All applicants whose first language is not English are required to take a recognised English Language Proficiency 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 \$385

## FEE PAYMENT TERMS

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

In signing the enrolment form the student undertakes to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery.

Please refer to the Laidlaw Fees Schedule for further details.

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. See below for further details.

### 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.

## Penalty Fees (cont'd)

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;
- the person will not be entitled to receive a letter of completion.

## 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 135 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 ([www.publictrust.co.nz/fee-protect/information-for-students.html](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 Academic Registrar.

## 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 General Information and Regulations document on the Laidlaw website.

### 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 Academic Registrar. 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 ‘Change of Enrolment’ 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 fourteen (14) 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 fourteen 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 14 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 14 calendar days from the first day of the semester – but before any intensive teaching period are able to apply in writing to the Academic Registrar (Auckland) or the Campus Directors 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.

## CONFLICTS OF INTEREST

At the time of printing, there were no material conflicts of interest to report for any of the governing members of Laidlaw College Inc., nor did any governing members have any interests in the education or immigration sector that provide goods or services to tertiary students.

For an updated Statement of Conflicts of Interest, please refer to [www.laidlaw.ac.nz/conflicts-of-interest](http://www.laidlaw.ac.nz/conflicts-of-interest)



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# LAIDLAW COLLEGE

TE WANANGA AMORANGI

## Admissions Coordinator

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