



LAIDLAW  
COLLEGE

TE WANANGA AMORANGI

— 2020  
Fees  
Schedule

ENCOUNTER

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EQUIP

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 2020 only and are subject to annual review.

PROGRAMMES	Domestic Students*	International Students**
<b>CertPrep</b>		
Average full-time for one semester (Level 4 only) = 60 credits	\$2,202.00	N/A
Study for credit (most courses are 15 credits)	\$36.70 per credit	N/A
<b>CertCM</b>		
Average full-time programme for one year (Level 4 only) = 120 credits	\$4,404.00	N/A
Study for credit (most courses are 15 credits)	\$36.70 per credit	N/A
<b>NZDipCS, DipCEd, BMin, BTheol, BTeach, BCouns, GradDipTh</b>		
Average full-time programme for one year = 120 credits	\$6,204.00	\$20,400.00
Study for credit (most courses are 15 credits)	\$51.70 per credit	\$170.00 per credit
<b>GradCertTh</b>		
Average full-time for one semester = 60 credits	\$3,102.00	\$10,200.00
Study for credit (most courses are 15 credits)	\$51.70 per credit	\$170.00 per credit
<b>Certificate of Proficiency (COP)</b>		
Study for credit (most courses are 15 credits)	\$51.70 per credit	\$170.00 per credit
<b>PGDipTh, MTh†</b>		
Average full time programme for one year = 120 credits	\$7,206.00	\$20,400.00
Study for credit (most courses are 30 credits)	\$60.05 per credit	\$170.00 per credit
<b>NON-FORMAL STUDY</b>		
Lectures‡	\$15.90 per credit	Not available

### BACHELOR OF COUNSELLING – ADDITIONAL COSTS

The School of Social Practice 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
*required as part of Professional Practice A & B and Practicum A & B			\$3150 – \$4500

### STUDENT SERVICES FEE – This is a compulsory student services fee and facilitates services for students

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
Distance Learning	\$60.00 per semester

\* NZ citizens & NZ permanent residents living in NZ

† Henderson only

\*\* Non-NZ residents/citizens, full-time only

‡ Not available by distance learning

## 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)
Certificate Postage Fee	\$10 (within NZ); \$40 (overseas)
Certificate Replacement	\$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
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
Non-Formal Group Process Counselling	\$100 per Semester
Printed Readings	\$0.08 per side
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

### 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 \$500–\$800 should be allowed 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 10 or later, Mac OS 10.14 or later, Microsoft Office 2013, Office 365 or equivalent software.
  - Internet access is required; it is also provided on campus
- 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 \$600 per person or NZ \$1550 per family. These amounts are outside the control of Laidlaw College and subject to change. For further information please contact the Admissions Coordinator.
- 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 \$400.

## 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 24 February 2020
Students commencing in Semester Two	All fees* due 20 July 2020
Students commencing in Summer Semester	All fees* due 23 November 2020

\*All fees includes all enrolled courses

### Fee Payment Options

In person	Cash, bank cheque, personal cheque, or Credit Card (Mastercard or Visa), EFTPOS	At your local Laidlaw College Campus
By phone	Credit Card (Mastercard or Visa)	
By mail	Personal or bank cheque	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 first day of the 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 and 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).

### Fees Free

Students can check their eligibility for “Fees Free” by entering their National Student Number (NSI) on the New Zealand Government website [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

Students who are eligible for “Fees Free” must indicate at the time of application and adhere to the rules and regulations as advised by the Tertiary Education Commission. If Fees Free eligibility is not confirmed by the end of the 3rd week of semester the student will be invoiced for any unpaid fees.

### Scholarships

Laidlaw College has limited scholarship funding available to assist some students in their second and third year of study.

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)

## FEE PAYMENT TERMS

Fees should be paid at a Laidlaw campus, or by internet banking, on or before the due date on the invoice. 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.

Information on this is detailed in the 2020 General Information and Regulations available at [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz).

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

## 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 145 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](http://www.publictrust.co.nz/fee-protect/information-for-students)) 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 Services Director.

## 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. Withdrawals on compassionate grounds should be discussed with the Academic Registrar. 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 twenty-one (21) calendar days of the day when the semester officially starts, a refund of fees will be given except 10% of fees, or \$500, whichever is the lesser.

Withdrawals after twenty-one days will not receive any refund of tuition fees 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 tuition fees will be given less 25% (based on actual costs incurred).

Withdrawals after this time will not receive any refund or tuition fees for that semester.

### 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 21 calendar days of the day when the semester officially starts – a full refund of fees already paid will be given except 10% of tuition fees, or \$500 – whichever is the lesser. Students who withdraw from their programme after 21 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 for a refund of up to 50% of fees for that course. 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 fees for that course.

### REFUNDS

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

## CONFLICTS OF INTEREST

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). This shows whether governing members have any actual or potential conflicts of interest, and/or any interests in the education or immigration sector providing goods or services to the tertiary education sector.





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# LAIDLAW COLLEGE

TE WANANGA AMORANGI

## Admissions Coordinator

Private Bag 93104  
Henderson  
Auckland 0650  
New Zealand

Freephone 0800 999 777  
Phone +64 9 836 7800  
Fax +64 9 836 7801  
Email [admissions@laidlaw.ac.nz](mailto:admissions@laidlaw.ac.nz)

[www.laidlaw.ac.nz](http://www.laidlaw.ac.nz) | [info@laidlaw.ac.nz](mailto:info@laidlaw.ac.nz) | 0800 999 777

