

**MINUTES OF A MEETING OF THE
LINCOLN UNIVERSITY COUNCIL**

**Held on Tuesday 26 June 2018 at 8.30am
Council Room, George Forbes Building, Lincoln University**

Present: Mr B D Gemmell (Pro-Chancellor), Mrs J E Fredric, Sir G T Harrison, Professor J A McWha, Ms P M Morrison, Mrs P M Parata-Goodall, and Mr J O Ranstead.

In Attendance: Mr J Morley (Independent Advisor), Dr M Clayton (Acting Chair, Academic Board), Professor B McKenzie (Deputy Vice-Chancellor), Professor G Edwards (Assistant Vice-Chancellor), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Dr J Buwalda (Strategic Advisor), Mr H Gant (Finance Director) for items 7.3 to 12, Ms K McEwan (HR Director) for item 7.4, Ms T Nelson (Health, Safety and Compliance Manager) for item 7.4, Ms T Zawodny (Planning Manager) for item 7.3, and Mr A Carpenter (Secretary).

1. *Apologies*

Apologies for absence were received from Mr Macfarlane, Mr Smith and Dr Smith. It was noted that Dr Clayton was in attendance in the place of Dr Petelo. An apology for lateness was received from Mrs Parata-Goodall.

2. *Disclosures of Interest*

There were no disclosures of interest.

3. *Confirmation of Minutes of Previous Meeting held on 29 May 2018*

Council RESOLVED:

That the minutes of the meeting held on 29 May 2018 be taken as read and be approved.

*Moved: Mrs Fredric
Seconded: Sir G Harrison
MOTION CARRIED*

4. *Matters Arising from the Minutes*

There were no matters arising raised.

5. *Notice of Items of General Business*

There were no items of general business notified.

6. ***Chancellor's Report***

The report was NOTED. The Chancellor's commitments since the Council meeting held on 29 May were listed and he advised that the Pro-Chancellor would be covering his responsibilities while overseas from 20 June to 13 July.

The Minister's acknowledgement of the University's 2017 Annual Report was noted.

7. ***Vice-Chancellor's Report***

7.1 ***International and Domestic Tuition Fees, Charges and Levies 2019***

The management report seeking Council approval for domestic and international tuition fees, charges and levies for 2019, and the Lincoln University Students' Association (LUSA) submission on the proposal were NOTED.

The management report outlined the factors taken into account in proposing the fees and the financial modelling done against the 10-year plan targets for 2019 and the existing fees. It was noted that the Government's Budget had not included provision for a SAC funding increase in 2019, but an increase of 1.6% is now anticipated.

The key proposals were to increase domestic tuition fees by 2%, international fees by 2% with grandparenting retained, and the Student Services Levies by 16% on average in order to include free access to the Gym and Medical Centre. The proposed increases were intended to be aligned with the University's financial sustainability objectives and ensure a reasonable market position that would not deter an increase in student numbers.

Tuition revenue is forecast to increase by \$1.9m or 7.7%, from \$24.8m forecast in 2018 to \$26.7m in 2019, in line with the revised ten-year model, with total EFTS forecast to increase by 2.4% from 2514 to 2575.

The LUSA submission reported on the results of two surveys on the Student Services Fee allocation and the cost of education at the University. Responses on the Student Services Fee allocation supported the funding of clubs, health care, the Recreation Centre, student events and Te Awhioraki. Over 75% of the 367 respondents on the cost of education were concerned about the cost. Mr Ranstead explained that he wished to abstain on the recommended increase to the Student Services Fee as he was involved in the development of that proposal, but students were opposed to it.

Mrs Parata-Goodall joined the meeting.

Council RESOLVED to approve the proposed fees for 2019 as follows:

Domestic Tuition Fees

1. Domestic Tuition Fees for all existing individual courses be increased by 2% (rounded down to the nearest dollar). Refer Attachment 2.
2. Domestic students who enrol in 2019 pay the fee for each year of study as applicable to that year, and the fixed fee (grand-parenting) does *not* apply.

- Domestic students who enrolled in 2016 continue to be guaranteed the 2016 course fees price for the remainder of the normal duration of their programmes (fees grand-parenting), provided they satisfy the academic progression rules.

International Tuition Fees

- International Programme Package Fees for new international students in 2019 be set for all individual programmes. Refer Attachment 1. (**Note** that continuing international students will pay the Programme Package Fees set for their year of initial enrolment, provided they satisfy academic progression rules.)

Student Services Levies

- That the Student Services Levies for 2019 be set in accordance with the recommendation by the Te Waihora Campus Services Council, represented by the LUSA President and the Deputy Vice-Chancellor:

Compulsory Student Services Fee Description	2018	2019	% Increase
Semester 1, 2 or Full Summer School; 30 credits or more	\$310	\$360	16%
Semester 1, 2 or Full Summer School; less than 30 credits	\$145	\$168	16%
November or January Summer School only	\$90	\$104	16%
Research (full year) [students will be charged depending on the number of months on campus, and full-time/part-time basis]	\$620	\$720	16%
English Language (per week)	\$20	\$23	16%
Off-Campus (per year)	\$60	\$60	0%

*All fees are GST inclusive

Administration Fees

- That the Administration Fees for 2019 be set as listed in Attachment 3, as recommended by Student Administration.

*Moved: Sir G Harrison
Seconded: Ms Morrison
MOTION CARRIED*

Mr Ranstead recorded his opposition to recommendations 1, 2, 4 and 6, his support for recommendation 3, and his abstention on recommendation 5.

7.2 Academic Board Update

The report was NOTED. It provided a summary of the Academic Board's meeting held on 30 May 2018. Approval was sought for an amendment to the Academic Board's Terms of Reference.

The following matters were highlighted:

- The approval of two new courses, the modification of two existing courses, and 11 course deletions.
- The approval by the Committee on University Academic Programmes of four round one proposals.
- Support for the principle of on-line course content and a staged transition to on-line mode for all programmes.
- The formation by the Learning and Teaching Committee of a working group on the implementation of micro-credentials.

The potential value of micro-credentials to increase student numbers through tapping into different markets was noted.

It was proposed that Council approve a revised Academic Board Terms of Reference to incorporate the Student Experience Board Co-Chair as a member and formalise the Student Experience Board as a subcommittee of Academic Board. Council requested that the Terms of Reference be revised further to reflect the work of the Student Experience Board (**action**).

Academic Board
Chair: 31 Jul 2018

Council RESOLVED:

That the Academic Board report be noted.

Moved: Mrs Parata-Goodall

Seconded: Mrs Fredric

MOTION CARRIED

7.3 *Lincoln Measures*

The report was NOTED. It suggested changes to the Lincoln Measures for the reporting period 2018 and onwards, reducing the number from 29 to 14.

In discussion, it was suggested that the Lincoln Measures target for student satisfaction with online content to be changed to '95%+', and a specific Measure for domestic EFTS be considered, to provide a point of emphasis.

7.4 *Health and Safety Report*

The report on Health, Safety and Compliance activities was NOTED.

Two lost time injuries in May were reported, one of which was notifiable to Worksafe. The staff member who sustained the notifiable injury has returned to work, and is wearing appropriate protective gear and being monitored.

7.5 *Māori and Pasifika Update*

The report outlining activities and initiatives in the Māori and Pasifika space was NOTED and considered in conjunction with the following item.

8. *Report from Ahumairaki Meeting of 12 June 2018*

The report was NOTED.

It was noted the Te Taumutu Rūnanga would like to reinstate regular joint governance meetings with the University. The Vice-Chancellor would follow up on the request.

The Rūnanga is prioritising the enhancement of Te Waihora/Lake Ellesmere and sees Lincoln University research addressing any gaps in the strategy to achieve significant environmental improvement.

Ahumairaki also reported on the interest in the Diploma in Organic Agrifood Production being offered offsite, with Māori being particularly interested in the Mahinga Kai and Māori Society and Design courses. Blended/online content is being designed and flexible delivery options are being considered. Te reo Māori courses are expected to be offered in the January Summer School or Semester 1, 2019.

The level of interest in these courses is difficult to confirm. Ahumairaki will seek an update at its next meeting on progress with the flexible delivery options as pathways to attract and retain Māori students.

9. LUSA President's Report

The report was NOTED.

The following matters were highlighted:

- The new student portal, MyDay, designed as a hub for all student needs.
- Student input on the catering options for the new café, planned to open on 13 July. It was suggested that the Christchurch based Council members be invited to the opening.
- Consideration being given to funding Te Awhioraki directly from the Student Services Fee.

10. Motion by the Chancellor for Resolution to Exclude the Public Pursuant to s48 of the Local Government Official Information and Meetings Act 1987:

The Chancellor moved that the public be excluded from the following parts of the proceedings of this meeting, namely:

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
Chancellor's Report	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Appointment Process for Vice-Chancellor	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Reports from Council Committees	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Vice-Chancellor's Report:		
➤ Financial Report for the Year to Date 31 May 2018	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Ten-year Strategic Forecast	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Student Recruitment Update	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
Vice-Chancellor's Report (continued):		
➤ Brand Implementation Plan	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Strategy Implementation Plan	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Lincoln University- AgResearch Joint Facility: Report by the Senior Responsible Owner	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Online Education Services Proposal	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Campus Redevelopment Programme: Hudson (Phase 2 and 3) Works	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Updated Draft Delegations of Authority Policy and Schedule of Limits of Delegated Authority	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Cyber Insurance Policy Proposal	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Draft Strategic Risk Register	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ Academic Programmes	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
➤ Māori and Pasifika Update	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)
➤ Research Performance	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)

General subject matter	Reason for passing this resolution in relation to each matter	Grounds for the passing of this resolution
Reports from Subsidiaries	To avoid prejudice or disadvantage to the commercial activities of the University To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(h) 7(2)(j)
Council and Committees Workplan	To prevent the disclosure or use of official information for improper gain or improper advantage	7(2)(j)

The Chancellor also moved that: Mr J Morley (Independent Advisor), Dr M Clayton (Acting Chair, Academic Board), Professor B McKenzie (Deputy Vice-Chancellor), Ms P Jones (Chief Operating Officer), Mr P O'Callaghan (Chief Commercial Officer), Professor G Edwards (Assistant Vice-Chancellor), Dr J Buwalda (Strategic Advisor), Mr H Gant (Chief Financial Officer), Dr H Cochrane (Senior Responsible Owner), Ms K McEwan (HR Director), Ms K Flower (Director, Student and Stakeholder Engagement), Ms T Zawodny (Planning Manager), Ms M Clark-Reynolds (NZ Centre for the Future), and Mr A Carpinter (Secretary) be permitted to remain at this meeting after the public has been excluded, because of their knowledge of the various matters being discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their involvement in the development of reports to Council on these matters.

MOTION CARRIED

11. Report from Public Excluded Session

General Subject Matter	Reason for passing this resolution in relation to each matter
Chancellor's Report	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Appointment Process for Vice-Chancellor	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the appointment of the recruitment search agency, at the appropriate time determined by the Chancellor.
Reports from Council Committees	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Vice-Chancellor's Report:	
➤ Financial Report for the Year to Date 31 May 2018	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's summary financial position to 31 May 2018.
➤ Ten-year Strategic Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the ten-year strategic forecast for submission to TEC.
➤ Student Recruitment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Brand Implementation Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Strategy Implementation Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for confirmation of the University's adoption of an ambidextrous strategy.
➤ Financial Report for the Year to Date 31 May 2018	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the University's summary financial position to 31 May 2018.

General Subject Matter	Reason for passing this resolution in relation to each matter
Vice-Chancellor's Report (continued):	
➤ Ten-year Strategic Forecast	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the ten-year strategic forecast for submission to TEC.
➤ Student Recruitment Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Brand Implementation Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Strategy Implementation Plan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for confirmation of the University's adoption of an ambidextrous strategy.
➤ Lincoln University-AgResearch Joint Facility: Report by the Senior Responsible Owner	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Online Education Services Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Campus Redevelopment Programme: Hudson (Phase 2 and 3) Works	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Updated Draft Delegations of Authority Policy and Schedule of Limits of Delegated Authority	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above, except for the approved Delegations of Authority Policy.
➤ Cyber Insurance Policy Proposal	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Draft Strategic Risk Register	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Academic Programmes	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Māori and Pasifika Update	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
➤ Research Performance	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Reports from Subsidiaries	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.
Council and Committees Workplan	The report was RECEIVED. The discussion and any decision shall remain confidential at this time for the reasons noted above.

12. ***Closure and Next Meeting***

The meeting closed at **1.08pm**.

The next meeting is scheduled for **Tuesday, 31 July 2018** at **8.30am**, Lincoln University.

Signed: _____ **(Convenor)**

Date: _____

**ACTION SCHEDULE resulting from the Council meetings
AS AT 26 June 2018**

Action	Responsibility	Meeting/Item	Due
Draft brief Terms of Reference for Council itself, including the intended relationship between Council and the Academic Board and any other points of difference from the standard model.	Secretary	26 Jan 2016 Item 7	Q2 2018
Consider the incorporation of resilience/wellbeing issues and initiatives as part of a standard reporting item to Council.	Vice-Chancellor/LUSA President/Secretary	26 Sep 2017 Item 8	Ongoing
Provide an update to Council on Health and Safety across the farms, in light of the concerns identified in the Ashley Dene review, and report to each meeting of the Council Farms Committee (CFC).	Chief Operating Officer	21 Nov 2017 Item 7.3	Ongoing
Confirm to academic staff that only digital teaching aids may be used.	Acting Vice-Chancellor	29 May 2018 Item 8.3	As soon as possible
Revise further the Academic Board Terms of Reference to reflect the work of the Student Experience Board.	Academic Board Chair	26 Jun 2018 Item 7.2	31 Jul 2018

Attachment 2

TABLE 2 – Domestic Fees 2019

Domestic fees show 'average' for programme for 2016 to 2018, and with the 2% fee maxima increase for 2019

Campus	Table 2 Domestic Fees	2017 = +2%	2018 = +2%	2019 = +2%	18 vs 19 %
Lincoln	Certificate in University Studies (60 credits)	2,448	2,497	2,547	2.0%
Lincoln	Diploma of University Studies - semester 1: 4 courses, 60 credits	2,550	2,601	2,653	2.0%
Lincoln	Diploma of University Studies - semesters 2 & 3: 8 courses, 120 credits	6,018	6,138	6,261	2.0%
Lincoln	English Language	\$145/week	\$148/week	\$151/week	2.0%
Lincoln	Diploma of Agriculture	6,719	6,853	6,990	2.0%
Lincoln	Diploma of Horticulture	6,738	6,873	7,010	2.0%
Lincoln	Diploma of Farm Management	6,710	6,844	6,981	2.0%
Lincoln	Diploma of Horticultural Management	6,730	6,865	7,002	2.0%
Lincoln	Diploma in Organic Agri-Food Production			6,540	
Lincoln	Diploma of Applied Science	6,733	6,868	7,005	2.0%
Lincoln	Diploma of Commerce	5,863	5,980	6,100	2.0%
Lincoln	Diploma of Natural Resources *	6,647	6,780	6,500	-4.1%
Lincoln	Bachelor of Science – all majors	6,603	6,736	6,871	2.0%
Lincoln	Bachelor of Agriculture	6,736	6,871	7,008	2.0%
Lincoln	Bachelor of Agricultural Science	6,768	6,903	7,041	2.0%
Lincoln	Bachelor of Viticulture & Oenology	6,744	6,879	7,017	2.0%
Lincoln	Bachelor of Environment & Society - all majors *	5,986	6,106	6,395	4.7%
Lincoln	Bachelor of Environmental Policy and Planning (Honours): Years One to Three *	5,814	5,930	6,370	7.4%
Lincoln	Bachelor of Environmental Policy and Planning (Honours): Year Four (Honours Year) *	7,038	7,179	7,549	5.1%
Lincoln	Bachelor of Landscape Architecture *	7,149	7,292	7,822	7.3%
Lincoln	Bachelor of Sport and Recreation Management	5,794	5,909	6,027	2.0%
Lincoln	Bachelor of Tourism Management	5,824	5,941	6,060	2.0%
Lincoln	Bachelor of Commerce – all majors	5,674	5,788	5,904	2.0%
Lincoln	Bachelor of Commerce (Agriculture)	6,377	6,505	6,635	2.0%
Lincoln	Bachelor of Commerce (Agri & Prof Acct)			6,250	
Lincoln	Bachelor of Agribusiness & Food Marketing	5,960	6,079	6,201	2.0%
Lincoln	Bachelor of Land and Property Management	5,766	5,881	5,999	2.0%
Lincoln	Graduate Certificate (60 credits, 1 semester) in <i>Applied Science, Landscape Architecture</i>	3,264	3,329	3,396	2.0%
Lincoln	Graduate Certificate in <i>all other disciplines</i>	2,965	3,024	3,084	2.0%
Lincoln	Graduate Diploma (120 credits, 1 year) in <i>Applied Science, Viticulture & Oenology</i>	7,060	7,202	7,346	2.0%
Lincoln	Graduate Diploma in <i>Landscape Architecture</i>	7,140	7,283	7,429	2.0%
Lincoln	Graduate Diploma in <i>all other disciplines</i>	5,643	5,755	5,870	2.0%
Lincoln	Honours (120 credits, 1 year)	7,105	7,247	7,392	2.0%
Lincoln	PG Certificate (60 credits, 1 semester)	3,649	3,722	3,796	2.0%
Lincoln	PG Diploma (120 credits, 1 year)	7,249	7,394	7,542	2.0%
Lincoln	Master's (Course Component) – 120 credits	7,264	7,410	7,558	2.0%
Lincoln	Master's Thesis – 1 EFTS / 120 credits	7,249	7,394	7,542	2.0%
Lincoln	Master of Professional Accounting (CPA)			7,500	
Lincoln	Taught Master's – 180 credits	10,889	11,107	11,330	2.0%
Lincoln	PhD (1 EFTS, 1 year)	7,078	7,219	7,363	2.0%

* Fees updated to reflect true mix of courses being selected

Attachment 3

Administration Fees 2019

Academic fees

	2018	2019
Discretionary Entrance, per application	\$60.00	\$60.00
Occasional enrolment, per course	\$50.00	\$50.00
Recount of final grade, per course	\$50.00	\$50.00
Reconsideration of final grade, per course	\$120.00	\$120.00
Partial waiver of assessment, per course	\$50.00	\$50.00
Cross Credit, per submission	\$100.00	\$100.00

Examination fees

	2018	2019
Special examinations	\$250.00	\$250.00
English language proficiency test	\$50.00	\$75.00
English language proficiency test re-sit		\$25.00
Examination centres outside Lincoln University	\$72.00	\$72.00
Return of examination script	\$30.00	\$30.00
Examination for the degree of Doctor of Science, Doctor of Commerce, or Doctor of Natural Resources	\$1,125	\$1,125

Note: Students who sit examinations at centres outside Lincoln University may also be liable for supervision costs or any other costs that may be charged in a particular case.

General fees

	2018	2019
Certified Digital Academic transcript		\$30.00
Certified Digital Course of Study letters/confirmation of enrolment		\$30.00
Certified Digital Eligible to Graduate letters		\$30.00
Certified Digital confirmation of graduation		\$30.00
Academic Transcript - hard copy	\$20.00	\$35.00
Course of Study letter – hard copy	\$20.00	\$35.00
Confirmation of enrolment letter – hard copy	\$20.00	\$35.00
Eligible to Graduate letters - hard copy	\$20.00	\$35.00
Confirmation of graduation - hard copy	\$20.00	\$35.00
Replacement of degree or diploma certificate	\$60.00	\$65.00
Replacement of student identity card	\$30.00	\$30.00
Revocation of Qualification, per application	\$50.00	\$50.00
Copy of course outline, per course	\$10.00	\$10.00

Note: Courier charges may apply and are based on the actual charges.

Withdrawal and refund fees

	2018	2019
International withdrawal fee	\$1,000.00	\$1,000.00
Oversees refund administration fee	\$50.00	\$50.00
Domestic late withdrawal fee	\$200.00	\$200.00

Late fees and penalties

	2018	2019
Fee for late course enrolment and late course change or addition, per course	\$50.00	\$50.00
General late enrolment fee	\$50.00	\$50.00
Domestic late enrolment fee	\$100.00	\$100.00
International late enrolment fee	\$500.00	\$500.00