



# College Fee Schedule 2024

All fees described here are for 2024 only and will be reviewed annually. Students should note that the Level 6 NZ Diploma of Christian Studies is not currently eligible for Studylink

funding - students cannot access loans, allowances, or course related costs.

## STUDENT FEES

### LEVEL 6 NEW ZEALAND DIPLOMA OF CHRISTIAN STUDIES (BIBLICAL STUDIES OR CHRISTIAN LEADERSHIP)

#### FOR-CREDIT STUDY

Per Credit	\$56.67
Per 15 credit course	\$850.00
For a full-time year * Based on 120 credits	\$6,800.00

#### OTHER ENROLMENT OPTIONS

Non-Formal Study * Per 15 credit course	\$300.00
Certificate of Proficiency * Per 15 credit course	\$850.00

## STUDENT SERVICES FEE

Formal Students * Certificate of Proficiency * Level 6 New Zealand Diploma of Christian Studies	\$4.17 per credit \$65 per course \$500 for a full-time year
Non-Formal Study * Per 15 credit course	\$30.00

## MISCELLANEOUS COSTS

Textbooks	Students should allow approximately \$500-\$800 for textbooks per fulltime year
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Credit Recognition from NZ Institutions	\$100 for 15 credits \$200 for 30 credits or more
Credit Recognition from International Institutions	\$200 for 15 credits \$400 for 30 credits or more
Recognition of Prior Learning	\$200 for 15 credits \$400 for 30 credits or more
Repeating a course	75% of the course fee
Key for building access	\$20.00 (refundable when key is returned)
Course change fee * After second Friday of semester	\$50.00
Student ID card replacement	\$15.00
Printing	10c per A4 page in black and white 15c per A4 page in colour
Library Fines	As displayed in the library
Replacement of academic transcript	\$25 for two copies
Replacement of graduation certificate	\$80

## ADDITIONAL COSTS

Computer / laptop	All students are required to have access to a computer to prepare and submit assignments, running at least Windows 7, or Apple OS 10.4, or equivalent. You must have audiovisual capacity for video-conference tutorials if required
English language proficiency tests	Students who need to take an academic English language proficiency test should allow up \$500 for taking this test during their application process.
Personal expenses	Personal expenses like photocopying, printing, stationery, phone calls, travel to campus, contents insurance and food are personal items that students must budget for independently.

# ELIGIBILITY FOR STUDYLINK LOANS, ALLOWANCES AND COURSE RELATED COSTS

Bishopdale College is not currently funded by the Tertiary Education Commission, so students are unable to access student loans, student allowance, or course related costs through Studylink. Students are also ineligible to utilize Fees Free study.

## FEE PAYMENT AND PROTECTION

Students must make arrangements to pay their fees for both Semester 1 and 2 at the same time. These are due by the first day of Semester 1 (19 February 2024).

Fees for students who are only studying in Semester 2 are due by the first day of Semester 2 (15 July 2024).

Before the programme commences, all students will be provided with the following paperwork:

- **Public Trust Form:** Bishopdale College uses the services of Public Trust in order to provide fee protection for students. Student fees are paid directly to Public Trust and released to Bishopdale College throughout the year, which ensures they are protected in the case that the College is unable to fully deliver your qualification. Students will sign this form which gives permission for these funds to be released. If any changes are made to your enrolment, a new version of this form will be signed.
- **Enrolment Contract:** This must be signed and returned to Bishopdale College to formalise your enrolment.
- **Fees Invoice:** You will receive a fees invoice which must be paid by the due date, which is usually early in the first semester. If you are paying yourself, or an organisation is paying fees on your behalf, you can pay by cheque, cash, or direct credit. Fee penalties will apply for late payments – these will be available on the 'Fees' section of our website.

### Notes

- All fees must be paid at the start of each academic year, before the start of tutorials. You are responsible for ensuring that you have completed any paperwork and met the requirements.
- In addition to course fees, you will also have to pay a student services fee, and will be required to purchase the appropriate textbooks for each course.
- Please visit [www.publictrust.co.nz/fee-protect/information-for-students](http://www.publictrust.co.nz/fee-protect/information-for-students) if you have questions about the services of Public Trust.

## WITHDRAWAL AND REFUND INFORMATION

### FEE REFUNDS

Before the second Friday of semester	No withdrawal fee, and a full refund of student fees is provided.
After the second Friday of semester but before the seventh Friday of semester	A refund of student fees is provided, less either: 10% of course fees or \$500 (whichever is less).
After the seventh Friday of semester	No refund of student fees is provided.

**WITHDRAWING AND REFUNDS**

If you wish to change your course or enrolment details, you must contact the College Director and complete a change of enrolment form which is available on the Bishopdale website.

- Students who withdraw from a course or courses before the second Friday of semester will receive a refund, and the course is removed from their academic record.
- Students who withdraw from a course or courses before the third Friday of semester will receive a refund, minus a withdrawal fee (10% or \$500, whichever is lesser), and the course is removed from their academic record.
- Students who withdraw after the third Friday but before the seventh Friday of semester do not receive any refund, and the course will be shown as WDN (withdrawn) on their academic record.
- Students who withdraw after the seventh Friday of semester do not receive any refund and will have the course shown as DNC (Did Not Complete) on their academic record.