
Fees Statute

1. Purpose

The purpose of this Statute is to set out the rules governing fees and to establish the framework for charging fees at Te Herenga Waka – Victoria University of Wellington (the University).

2. Application of Statute

This Statute applies to members of Te Rūnanga – the University Council (Council), Te Tumu Whakarae – the Vice-Chancellor, members of Te Hiwa, and any staff members, individuals, or University bodies involved in setting University fees or exercising any other Delegated Authority in relation to fees at the University, as well as Students of the University and persons who have applied for enrolment at the University.

Only fees charged to Students in relation to their status as a Student at the University are covered by this Statute.

Statute Content

3. General

3.1 In accordance with sections 256, 283 and 526 of the Education and Training Act 2020, fees at the University must be prescribed or amended by Council or by individuals or bodies to whom Council has formally delegated this authority.

3.2 The authority to prescribe or amend the following categories of fees is a reserved power of Council under the Delegations Statute:

- (a) Tuition Fees for courses or programmes of study at the University;
- (b) fees for the provision of student services or by another person or body on behalf of the University (Student Services Fee); and
- (c) fees to assist Students suffering exceptional financial hardship (Student Hardship Fee).

Note: The categories listed in (a)–(c) do not limit or restrict Council's authority to prescribe or amend any other fees within its statutory or regulatory powers.

3.3 Te Tumu Whakarae – the Vice-Chancellor has the Delegated Authority to make decisions on all fees-related matters, other than those covered in clause 3.2 above. This includes but not limited to the following:

- (a) approving discounts on Tuition Fees and Student Services Fees (within Financial Delegated Authority limits);
- (b) setting provisional fees for individual courses until ratified by Council;
- (c) varying fees set out in the Fees Schedule to give effect to contractual agreements entered into in accordance with the Delegations Statute;
- (d) prescribing fees for Micro-credentials;
- (e) setting any other fees, such as administration fees and charges for University Halls of Residence, where approval authority is not expressly reserved to Council; and

- (f) developing and maintaining a Fees Procedure to give effect to, and ensure consistent application of, this Statute.
- 3.4 The Vice-Chancellor may, in accordance with the Delegations Statute, further delegate the responsibilities specified in clause 3.3 and approve additional Delegated Authorities required for operational purposes.

Note: Any fees-related delegations approved by the Vice-Chancellor will be recorded in the Delegations Schedule in the usual manner.

- 3.5 Fees set by Council, the Vice-Chancellor, or any other individual or body acting under University Delegated Authority, and any fees-related Policy Documents of the University, will be developed and applied in a manner guided by the principles of kāwanatanga and kaitiakitanga, and will comply with this Statute and all applicable legal and regulatory requirements, including any funding conditions imposed by the Tertiary Education Commission (TEC) (as amended from time to time).

4. Basis for Charging Fees and Fee Components

- 4.1 Fees charged to Students are determined based on the following criteria:
- (a) whether the Student is a Domestic Student or International Student;
 - (b) the courses and programmes in which the Student is enrolled;
 - (c) whether the enrolment is Internal or Distance; and
 - (d) the services provided by the University.
- 4.2 The components of fees and other charges that are, or may be, payable by Students are set out in Appendix 1, together with accompanying explanatory notes and the general rules applicable to each component.
- 4.3 The University will provide prospective Students, before enrolment is completed, with full written details of the fees, charges and other costs applicable to their course or programme of study.
- 4.4 The University will take all reasonable steps to ensure that Students are given written notice of any circumstances in which they are or may be entitled to a refund of all or any part of fees paid or to be paid to the University. This information will be provided:
- (a) for Domestic Students, before the procedures for enrolling the Student for the first time in any year are complete; and
 - (b) for International Students, when the Student enrolls at the University whether for the first time or a subsequent time.

Note: Refer to the Fees Procedure for further details on refunds.

- 4.5 A Student may not be or continue to be enrolled in any course or programme of study unless—
- (a) the University has taken all reasonable steps to establish whether the person is a Domestic Student or an International Student; and
 - (b) the Student has, by the due dates set by the University satisfied all requirements relating to the payment of—
 - (i) the Tuition Fee;
 - (ii) the Student Services Fee; and
 - (iii) any other applicable fees prescribed in accordance with this Statute.

Note: Nothing in this clause prevents the University from accepting payment of fees by instalments including under an approved funding or payment arrangement.

- 4.6 A Student becomes liable for all applicable fees when they;
- (i) accept an Enrolment Agreement; or
 - (ii) are approved for any additional course or change of course.
- 4.7 A Student's failure to pay fees or failure to attend a course does not, of itself, constitute withdrawal from a course or programme of study, and the Student remains liable for all applicable fees unless and until:
- (i) the Student withdraws in the timeframe to remove liability for fees in accordance with the University's prescribed withdrawal procedures; or
 - (ii) the Student's enrolment is suspended or terminated by the University in accordance with this Statute or any other applicable Policy Document.

Note: Refer to the Fees Procedure for further details on withdrawal.

5. Record-keeping

- 5.1 As with other University information and records that support routine operational, financial, and accounting activities, all information and records related to fees (such as student fees, refunds, and data sent to TEC for funding compliance) will be retained for the minimum retention periods specified in the New Zealand Universities Disposal Schedule.

Note: Refer to the Information and Records Management Policy for the principles and high-level rules governing information and records management practices at the University.

6. Review

- 6.1 This Statute will be regularly reviewed under the oversight of the Council's Audit and Risk Committee in accordance with the University's Policy Framework.

7. Definitions

In this Statute, unless the context otherwise requires:

Delegated Authority	has the meaning given in the Delegations Statute.
Distance/Distance Enrolment	means an enrolment where the Student studies primarily from outside the Wellington region or from offshore and is not able to attend most lectures and tutorials in person.
Domestic Student	means a "domestic tertiary student" as defined under section 10 of the Education and Training Act 2020, specifically an individual – (a) who is – (i) a New Zealand citizen; or (ii) the holder of a residence class visa who meets any applicable regulatory criteria; or (iii) a person who is required, by notice issued under section 10 of the Education and Training Act 2020, to be treated as if they are not an international student, and (b) who is enrolled at the University.

Internal/Internal Enrolment	means an enrolment by a Student who studies primarily within the Wellington region and is able to attend most lectures and tutorials in person.
International Student	means an individual who is enrolled at the University and is not a Domestic Student.
Micro-credential	means “micro-credential” as defined under section 10 of the Education and Training Act 2020, specifically study or training that— (a) leads to an award; but (b) does not, of itself, lead to an award of a qualification listed on the Qualifications and Credentials Framework.
Policy Document	has the same meaning given in the Policy Framework.
Student	means a Domestic Student or International Student enrolled in a personal course of study at the University or a person who is studying at the University under an exchange agreement with another institution.
Student Services Fee	means a fee charged to help fund the costs of services and facilities that support Students and enhance their academic experience.
Tuition Fee	means a fee charged to Students for the teaching and delivery of a University course or programme of study in accordance with the Education and Training Act 2020.

Related Documents and Information

8. Related Documents

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)

[Academic Transcripts and Certificates Procedure](#)
[Admission and Enrolment Regulations](#)
[Course Registration Procedure](#)
[Delegations Statute](#)
[Doctoral Regulations](#)
[Fees Procedure](#)
[Higher Doctorates: Guidelines for Applicants and Examiners](#)
[Information and Records Management Policy](#)
[Master's Thesis Regulations](#)
[Policy Framework](#)
[Scholarships Policy](#)
[Te Tiriti o Waitangi Statute](#)

[Delegations Schedule](#)
[Fees Schedule](#)
[New Zealand Universities Disposal Schedule](#)
[TEC Funding Conditions](#)

9. Document Management and Control*Essential Record*

Approver	Te Rūnanga – Council
Approval Date	14 September 2026
Effective Date	14 September 2026
Next Review Date	14 September 2029
Policy Sponsor	Tumu Whakauru – Deputy Vice-Chancellor (Students)
Policy Owner	Deputy Director, Future Students and Student Operations
Policy Contact	Mata Tahua Tauira – Manager, Student Finance

Modification History

Date	Approval Agency	Details
14 September 2026	Te Rūnanga – Council	Fees Policy replaced by the new Fees Statute

Appendix 1: Fee Components

1. Tuition Fee

- 1.1 Tuition Fees are subject to the requirements of the Education and Training Act 2020 and regulated through funding determinations and funding conditions administered by the TEC.
- 1.2 Tuition Fees are calculated based on the number of points assigned to each course. The charge per point for each course is listed in Part A (Domestic Students) and Part B (International Students) of the Fees Schedule.

2. Student Services Fee

- 2.1 Student Services Fees are regulated through funding determinations and are subject to the funding conditions administered by the TEC.
- 2.2 The Student Services Fee includes funding for the categories of student services permitted by the TEC, including financial support and advice. This includes the fees that contribute to Te Pūtea Āwhina – the Hardship Fund (known as the Student Hardship Fee). The Student Hardship Fee is payable at the time of enrolment each year by every person enrolling at the University, unless that person falls within the category of Students exempt from payment as specified in the Fees Procedure.
- 2.3 All decisions and reporting relating to Student Services Fees will be made in accordance with applicable statutory requirements, informed by the TEC's relevant [guidance for tertiary education providers](#), and the processes published on the University's [designated webpage](#).
- 2.4 The charge for the Student Services Fee is listed in Part C of the Fees Schedule.

3. Compulsory Course Costs

- 3.1 Compulsory course costs are fees that are charged to students enrolled in a certain course which include (but are not limited to) the following: any compulsory costs associated with enrolment, examinations (including reporting of credits to NZQA), field trips, and any compulsory purchase of equipment or books through the University. All compulsory course costs, where applicable, are specified in the relevant course description.

4. Courses Requiring an Overseas Travel Component

- 4.1 A small number of courses are offered by the University at one or more overseas locations. Where course content is delivered overseas, travel-related costs may not be included in the course fees. In such cases, students may be responsible for arranging and meeting their own travel costs, including insurance, accommodation, and any associated incidental expenses. The relevant School will advise students of the allocation of these costs prior to enrolment.

5. Administrative Fees and Other Charges

- 5.1 The University charges administrative fees for certain additional services provided to students. Details of these services and the applicable charges are normally set out in the Fees Schedule.
- 5.2 Halls of Residence charges are approved by the Vice-Chancellor (or delegate) and administered by Te Kopanga – University Accommodation Wellington. These charges are not included in the Fees Schedule and instead published on the University's [designated webpage](#) along with other key information.