




Student Services Levy Statute

Non-Academic

2018

**Student Services Levy Statute (Non-Academic) pursuant to
Section 194 of the Education Act 1989**

Pursuant to Section 194(1) of the Education Act 1989 the Council hereby resolved to make the attached Student Services Levy Statute effective 1 January 2019:

Signature  Date 31/10/18
(Member, UCOL Council)

Signature  Date 31.10.18
(Member, UCOL Council)

Signature  Date 5/11/18
(Chief Executive)

UCOL Student Services Levy Statute 2018

1. Title and Commencement

- (1) This Statute is known as the Student Services Levy Statute 2018.
- (2) Except as otherwise provided in this Statute, this Statute comes into force on 1 January 2019.
- (3) This Statute is made pursuant to the Education Act 1989, Section 194(1)(e) following consultation with the UCOLSA.

2. Purpose

- (1) The purpose of this Statute is to:
 - (a) provide for a Student Services Levy to be paid by Students enrolled at UCOL in accordance with the Act, and this Statute;
 - (b) enable flexibility in the categories of Student Support Services supplied by UCOL or by another person or body on behalf of UCOL in accordance with government requirements;
 - (c) enable flexibility in the types of Student Support Services supplied by UCOL or by another person or body on behalf of UCOL within the categories prescribed by the government;
 - (d) fix a fee for the provision of Student Support Services provided by UCOL or by another person on behalf of UCOL;
 - (e) enable UCOL to ensure that the amount of Student Services Levy fixed is varied by the Chief Executive to reflect inflation but remains within the limits set by government;
 - (f) enable the Chief Executive to exempt students from charges when government funding requires it in respect of that student's programme or training scheme and otherwise when circumstances require it;
 - (g) provide for consultation with the UCOL Students Association (UCOLSA) with respect to Student Services Levy matters.

3. Application

- (1) This Statute applies to all Students enrolled at UCOL.

“Internal Student” means a Student who undertakes some or all of their study on a UCOL campus or at another site where Student Support Services are provided.

“International Student” means a learner who is not a Domestic Student as defined by the Act.

“Online/Distance Student” means a Student whose entire Programme at UCOL for the enrolment period is made up of Online and/or Distance courses.

“Programme of Study” means that collection of Courses or a Training Scheme that a Student is enrolled in during an enrolment period. Enrolment periods do not exceed two semesters.

“Student Services Levy” means a compulsory non-tuition levy for Student Support Services fixed and payable in accordance with this Statute.

“Student Support Services” means those types of student support services in categories that are permitted by the Minister of Education from time to time by delegated legislation currently described in Schedule 1 in respect of which UCOL is entitled to use the Student Services Levy to fund. Student Support Services available vary from campus to campus and vary from year to year.

“Students” means full-time and part-time domestic and international students enrolled at UCOL in a Programme or Training Scheme including international students who pay domestic fees.

“Training Scheme” means study and training that leads to an award but does not, of itself, lead to a qualification listed on the New Zealand Qualifications Framework. A Training Scheme may comprise a total of 1 to 39 credits and can be at any level.

“UCOLSA” means the UCOL student association or any other replacement student association.

5. Student Services Levy

- (1) Subject to subsection (2) and subsection (3) of this section, unless the Student is an Exempt Student from 1 January 2019 all Internal Students will pay \$4.17 (plus GST) per Credit and all Online/Distance Students will pay a rebated amount of \$2.08 (plus GST) per Credit.
- (2) Subject to subsection (3) of this section, from 2020 and each year thereafter the Student Services Levy will be increased generally in accordance with the CPI (All Indexes) as specified in writing by the Chief Executive from time to time

- (3) Any increase applied must mean that the Student Services Levy does not exceed any maximum Student services fee in respect of Domestic Students set by the government.

6. Use of Student Support Services and Further Fees

- (1) Unless the Student is an Exempt Student, the UCOL's Student Services Levy is payable irrespective of whether or not the Student concerned utilises any of the Student Support Services available. There may also be additional charges to the Student concerned for the particular Student Support Service consumed, for example, but not limited to, doctor services.

7. Enrolment Over Two Semesters in Different Years

- (1) Students who enrol in a Programme and who are not Exempt Students whereby the first day of teaching of that Programme is in one calendar year and the last day of that Programme is in another calendar year, will pay the Student Services Levy at the rate applicable at the first day teaching starts for that Student's Programme for the enrolment period.

8. Refunds

- (1) When UCOL receives signed completed Change of Details/Change of Circumstances forms from Students within UCOL's Refund Period and those Students cease studying at UCOL, then they will receive a full refund of the UCOL Student Services Levy. When UCOL receives completed signed Change of Details/Change of Circumstance forms within the UCOL Refund Period and Students are only withdrawing from part of their Programme, those Students will be eligible for a partial refund of the UCOL Student Services Levy as calculated by UCOL. Where the Students accessed student loan scheme the refund or partial refund will be made directly to that loan account. If withdrawal occurs after the withdrawal with a refund period no refund of the Student Services Levy will be provided.

9. Consultation

- (1) The Chief Executive must consult with UCOLSA on:
 - (a) the type of Student Support Services that are made available to Students using the Student Services Levy funds within the categories prescribed by the government from time to time;
 - (b) the categories of Student Support Services within the government prescribed categories that are made available to Students using the Student Services Levy funds;

- (c) the maximum Student Services Levy payable by Domestic Students within the limit prescribed by government;
- (d) the procurement of those Student Support Services and associated matters.

10. Publication

- (1) Each year UCOL will publish on its website:
 - (a) the Student Services Levy payable by Students who are not Exempt Students expressed as an amount payable per Student;
 - (b) the arrangements for annual consultation with UCOLSA; and
 - (c) how Students can participate with UCOLSA and otherwise in the consultation process in section 9.

11. Repeal and Transitional Provision

- (1) The Student Services Levy Statute (Non-Academic) 2009 is repealed as at 31 December 2018.
- (2) Students who are not Exempt Students and who enrolled in a Programme starting Semester 2 2018 and where the last day of that Programme is in 2019, will pay the Student Services Levy at the rate applicable at the first day teaching started for that Student's Programme in 2018.

Schedule 1

Categories of Student Support Services

Currently those categories are:

- (a) Advocacy and legal advice - Advocating on behalf of individual students and groups of students, and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
- (b) Careers information, advice and guidance - Supporting students' transition into post-study employment.
- (c) Counselling services - Providing non-academic counselling and pastoral care, such as chaplains.
- (d) Employment information - Providing information about employment opportunities for students while they are studying.

- (e) Financial support and advice - Providing hardship assistance and advice to students on financial issues.
- (f) Health services - Providing health care and related welfare services.
- (g) Media - Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
- (h) Childcare services - Providing affordable childcare services while parents are studying.
- (i) Clubs and societies - Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
- (j) Sports, recreation and cultural activities - Providing sports, recreation and cultural activities for students.

Note: These categories are subject to change by the Minister of Education by Delegated Legislation.