

## Management of Tauria Fees

Uepū	Rangatahua
Policy Owner	Tumutahua
Policy Holder	Lead – Financial Transactions
Approved by	Te Mana Whakahaere
Date Established	July 2008
Last approved revision	26 August 2020
Review Date	August 2023

### 1.0 Te Pūtake

Te Wānanga o Aotearoa (TWoA) is committed to properly collecting and recording all Tauria enrolment fees in support of a quality tauria experience.

- Education Act 1989
- Fair Trading Act 1986
- Financial Reporting Act 1993
- Minors' Contracts Act 1969
- S74 of the Public Finance Act 1989
- Privacy Act 1993

### 2.0 Ngā Ture Whakapai

### 3.0 Tikanga Whakahaere

Ngā Uara	Policy
<p><b>Te Aroha</b> Having regard for one another and those for whom we are responsible and to whom we are accountable</p> <p><i>Policy statements related to the allocation of responsibilities or accountabilities.</i></p>	<p>3.1 All Tauria fees are to be approved annually by Te Mana Whakahaere, with reference to the Annual Maximum Fee Movement.</p> <p>3.2 Te Mana Whakahaere, and others in accordance with Delegations of Financial Authority, has authority to:</p> <ol style="list-style-type: none"> <li>Waive and/or refund of Tauria fees as a form of resolution for a complaint or an exceptional circumstance</li> <li>Write off bad debt and/or allow for a bad debt provision</li> </ol> <p>3.3 Rangatahua will create and distribute all tax invoices, tax credit notes, tax receipts and statements, for all accepted Tauria enrolments who incur Tauria fees with TWoA.</p> <p>3.4 Rangatahua will properly maintain true and accurate records for the payment of Tauria fees through best practice invoicing and receipting processes.</p> <p>3.5 Te Wānanga o Aotearoa will fully inform Tauria about their obligations and responsibilities for fees, during recruitment, enrolment and/or induction.</p>

	3.6	Parental consent is required when enrolling taura under 18 years of age on any fee paying TWoA programme.
	3.7	Taura are responsible for all Taura fees (if applicable) as they are due, and for any charges associated with debt recovery, for non-payment.
<p><b>Te Whakapono</b> The basis of our beliefs and the confidence that what we are doing is right</p> <p><i>Policy statements related to stakeholder participation or reporting.</i></p>	3.8	Te Wānanga o Aotearoa will ensure that proper and appropriate systems and processes are in place to meet all stakeholder requirements in relation to the invoicing, collection, recording and reporting of Taura fees.
	3.9	Any disputes regarding outstanding Taura fees are to be submitted by the Taura within the year of study. Requests to dispute outstanding Taura fees received after the finish date will not be considered.
<p><b>Ngā Ture</b> The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p> <p><i>Policy statements related to compliance or process / system integrity</i></p>	3.10	Taura are eligible for a reduction of Taura fees based on the reduced credit value and equivalent full-time study value of the taura enrolment.
	3.11	Any payment of Taura fees received from taura that have early withdrawn, will be deemed an overpayment, and be refunded back to the original payer of the Taura fees.
	3.12	Any overpaid Taura fees held by TWoA for more than six (6) years from the date it was payable, will be paid to the Treasury and registered with, Inland Revenue – Unclaimed Money.
<p><b>Kotahitanga</b> Unity amongst iwi and other ethnicities, standing as one</p> <p><i>Policy statements related to cohesion, uniformity, integration or transparency</i></p>	3.13	Enrolment and graduation will be affected for Taura who do not pay the required Taura fees, have outstanding fees, charges or resoures, as per Regulations 2, 6 and 23 of Tikanga Ako.
	3.14	Te Wānanga o Aotearoa will develop and implement tikanga here to provide for, and give effect to, this Tikanga Whakahaere.

#### 4.0 Whanuitanga

This tikanga whakahaere applies to all Taura, Governance Members and Kaimahi of Te Wānanga o Aotearoa.

#### 5.0 Whakamāramatanga

Term	Description
Annual Maximum Fee Movement (AMFM)	The maximum level by which tertiary education organisations can increase tuition fees for domestic students enrolled in courses that receive government funding at New Zealand

Term	Description
	Qualifications Framework (NZQF) level 3 or above. The AMFM is determined by the Minister of Education.
Debt Recovery	For the purposes of this Tikanga Whakahaere, the defined timeframes where recovery action is taken (and associated late fees and or collection charges will be incurred), as follows: <ul style="list-style-type: none"> <li>• 31- 90 days: Overdue fees</li> <li>• 91-99 days: Debt collection fees</li> <li>• 100+ days: Debt Collection Agency charges</li> </ul>
Kaimahi	All persons employed by, seconded to, volunteering to, and authorised contractors of Te Wānanga o Aotearoa.
Line Manager	The person who a kaimahi directly reports to and has direct influence over an individuals employment through decisions and recommendations related to such matters as assessment of performance, salary, budget and discipline.
Tauira	All persons currently enrolled in Te Wānanga o Aotearoa programmes and courses.
Tauira Fees	For the purposes of this Tikanga Whakahaere, fees prescribed by Te Mana Whakahaere (under s193 of the Education Act) payable by Tauira of Te Wananga o Aotearoa.
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa and 100% owned and controlled entities.
Te Wānanga o Aotearoa Governance Members	Members of any established Te Wānanga o Aotearoa governance group e.g. Te Mana Whakahaere.
Unclaimed Money	Money owing for more than 6 years following the date it became payable by the holder is registered on the IRD website where persons can search for their name and claim their money back. Unclaimed money under \$100.00 cannot be sent to IRD under the Act.

## 6.0 Ngā Hononga

Related tikanga whakahaere:

- Tikanga Ako – Teaching and Learning
- Delegations of Financial Authority
- Receipting and Banking

Related tikanga here:

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Related Documents:

- Annual Maxima Fee Movement – TEC Funding Conditions