

MANAGEMENT OF TAUIRA FEES

Uepū	Rangatahua
Owner	Tumutahua
Approved by	Te Ohu
Date first approved	July 2008
Date approved	May 2017
Date of the next review	May 2021

1.0 Te Pūtake

Te Wānanga o Aotearoa (TWoA) will ensure that it conducts its business in accordance with āhuatanga and tikanga Māori informed by Ngā Uarā, whilst ensuring that financial best practice principles are upheld.

TWoA is committed to:

- Collecting in full Taura fees from domestic enrolments in TWoA programmes;
- Providing effective and efficient administration services to support a quality taura experience;
- Ensuring stakeholder requirements are met;
- Maintaining true and accurate records for the payment of Taura fees through best practice invoicing and receipting processes;
- Check Annual Maxima Fee Movement (AMFM) prior to setting fees.

2.0 Tikanga Whakahaere

Rangatahua will ensure consistency of practice to prevent mishandling of funds or exposure to risks under the following principles:

A. Enrolments:

TWoA Values	Principles
Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable	2.1 Rangatahua will create and distribute invoices for accepted enrolments of those taura who incur Taura fees with TWoA.
Te Whakapono The basis of our beliefs and the confidence that what we are doing is right	2.2 Taura are eligible for a reduction of Taura fees based on the reduced credit value and equivalent full-time study (EFTS) value of the taura enrolment.
Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner	2.3 Parental consent is required when enrolling taura under 18 years of age at the time of signing the Application of Enrolment or Application for Re-enrolment on any fee-paying TWoA programme.

B. Payments and Collection:

TWOA Values	Principles
Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable	2.4 All TWOA Taura fees are to be approved annually by Te Mana Whakahaere (TMW).
Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner	2.5 Non-payment of Taura fees, including all late fees and collection charges associated with debt recovery will be the responsibility of the taura, as per the Terms and Conditions of Application for Enrolment/Re-enrolment.
Kotahitanga Unity amongst iwi and other ethnicities, standing as one	2.6 In accordance with the Delegations of Financial Authority policy, TMW and delegated Tumu hold authority to: <ul style="list-style-type: none"> • Waive and/or refund of Taura fees as a form of resolution for a complaint or an exceptional circumstance • Write off bad debt and/or allow for a bad debt provision

C. Taura Communication:

TWOA Values	Principles
Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable	2.7 All tax invoices, tax credit notes, tax receipts and statements are to be distributed to taura by Rangatahua.
Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner	2.8 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. 2.9 Any disputes regarding outstanding Taura fees are to be submitted in writing, within the year of study by the taura. Requests to dispute outstanding Taura fees received after the finish date will not be considered. 2.10 The full payment of programme fees and the return of any property of TWOA is required prior to receiving Tohu (certificate) – as referred to in Tikanga Ako: Awards and Graduation 24.3.

D. General:

TWOA Values	Principles
Kotahitanga Unity amongst iwi and other ethnicities, standing as one	2.11 As per section 74 of the Public Finance Act 1989, any overpaid Taura fees of \$100.00 or more, held by TWOA for more than six (6) years, will be paid to and registered with Inland Revenue – Unclaimed Monies department for persons to claim.

3.0 Whanuitanga

This policy applies to all TWoA kaimahi supporting taura in the payment of their Taura fees.

4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Taura	Taura at TWoA.
Taura Fee	Cost to a taura for the programme they are completing.
Debt Recovery	<ol style="list-style-type: none">1 - 30 days – <u>Due-by-date</u>31- 90 days – <u>Overdue fees</u>91 + days – <u>Debt Collection process</u>100+ days – Taura account sent to Collection agency
External Stakeholders impacting on Taura fees	<ul style="list-style-type: none">• Taura• Studylink• Work and Income• Collection Agency• Any other financial source for Taura fee payments
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.
Te Mana Whakahaere (TMW)	Members of any established TWoA governance group
Te Wānanga o Aotearoa (TWoA)	Includes Te Wānanga o Aotearoa and 100% owned and controlled entities.

5.0 Ngā Hononga

The following tikanga whakahaere applies to this tikanga whakahaere:

- Education Act 1989
- Fair Trading Act 1986
- Financial Reporting Act 1993
- Minors' Contracts Act 1969
- Public Finance Act 1989
- Privacy Act 1993
- Tikanga Ako 2017
- Delegations of Financial Authority Policy
- Receipting and Banking Policy
- Annual Maxima Fee Movement