



SUPPLEMENTARY FEES LIST

(for domestic and international students)

September 2017

NZ\$ (including GST)

STUDENT SERVICES - ADMINISTRATION:

Sino-NZ Registration Fee	\$250.00
Cross-Credit Application	\$50.00 per credit for domestic courses \$275.00 per credit for overseas courses (There is no charge for courses included in approved articulation agreements with other providers, or for credit of NZDB courses or unit standards achieved)
Recognition of Prior Learning Application.....	\$300.00 per course \$17.65 per credit for unit standard-based courses, plus additional expenses, e.g. travelling to a work site for observation
Late Payment Fee.....	\$150.00 (from four weeks after programme start)
Late Course Change Fee.....	\$20.00 (There is no charge if change of course made within seven days of commencement of course)
Student ID Card Replacement.....	\$10.00
Original Transcript Re-print.....	\$20.00
Certificate Replacement.....	\$20.00 (only provided with genuine reason for replacement, i.e. original destroyed), plus an extra \$20.00 for overseas despatch

Certificate of Enrolment	\$20.00
ELC Certificate of Attendance.....	\$20.00 (provided at end of course only)
Graduation - Academic Dress Hire Fees	\$78.00 - Degree graduands \$58.00 - Graduate and Postgraduate graduands \$50.00 - Level 5 and 6 Diploma Graduands \$38.00 - Certificate graduands
Graduation - Late Application Fee	\$50.00
Academic Dress Hire Fees	\$20.00 - Degree hood
<i>(for casual hire of items not related to AIS graduation ceremony)</i>	\$20.00 - Trencher \$38.00 - Gown \$20.00 - Diploma scarf (gold) \$12.00 - Diploma scarf (red)
	Plus a bond of \$50.00 per item
Withdrawal Fee	a) Programmes under five weeks - 50% of fees paid within first two days of programme, thereafter non-refundable b) Programmes of five weeks to three months - 25% of fees paid within first five days of programme, thereafter non-refundable c) (i) International Students: Programmes over three months - up to 25% of course fees within the first 10 working days of programme start date (ii) Domestic Students: Programmes over three months - \$500.00 or 10% of course fees (lesser of) up to the end of 7 th day after programme start date
Students Online Student Visa Application	\$170.00
Urgent Students Online Student Visa Application <i>(less than two weeks prior to visa expiry date)</i>	\$220.00
Manual Student Visa Application	\$250.00 (online) / \$277.00 (paper-based)
Post-Study Work Visa - Online	\$298.00 (credit card payments only direct to INZ)
Post-Study Work Visa - Hard Copy (Manual)	\$318.00 (credit card payments only direct to INZ)

Variation of Conditions..... \$170.00 (credit card payments only direct to INZ)

ACADEMIC:

Re-count Application..... \$20.00 per course, refundable if error by AIS

Re-mark Application..... \$50.00 per course

Copy of Examination Script..... \$20.00

Hospitality - branded shirts \$30.00

AIS Test of English Proficiency (*TEP*) \$35.00 for currently enrolled AIS students
\$60.00 for non-AIS students

TEP Preparation Book and CD \$25.00

TEP - Re-count Application..... \$10.00

TEP - Re-mark Application \$15.00

ELC Self-Study Booklet \$8.00

2000 Wordlist Workbook (*EAP I*) \$15.00 per six weeks (includes access to online version)

Academic Vocabulary Texts (*EAP II and IELTS*)..... \$15.00 per six weeks (includes access to online version)

English Language Centre Texts (*Master English*) \$20.00 per half module (six weeks)
(\$12.00 General English / \$8.00 Skills English)

Replacement Texts for Undergraduate Courses \$120.00 per text (excluding I.T. courses)
\$220.00 per text for I.T. courses

Undergraduate Stage III Project Extension Fee \$200.00 per month (academic support for extensions after the third week of the next semester)

Course/Module Repeat Fee (*for D, D+ and D* fails only*)..... 50% of tuition fee (available once per course/module only)

Course/Module Repeat Resource Fee 50% of Resource Fee (where textbook is unchanged)

Course/Module Change Resource Fee 50% of Resource Fee (where textbook is non-returnable)

Full MBA / PGDBA Module Repeat Fee	Dom: \$660.00 Tuition / \$90.00 Resource Fee Int: \$1,000.00 Tuition / \$90.00 Resource Fee
MBA Dissertation Repeat Fee	Dom: \$6,600.00 Tuition / \$900.00 Resource Fee Int: \$10,000.00 Tuition / \$900.00 Resource Fee
MBA/PGDBA Internship Repeat Fee	Dom: \$3,300.00 Tuition / \$450.00 Resource Fee Int: \$5,000.00 Tuition / \$450.00 Resource Fee
MBA Field Study Repeat Fee	Dom: \$1,980.00 Tuition / \$270.00 Resource Fee Int: \$3,000.00 Tuition / \$270.00 Resource Fee
MBA/PGDBA Internship Withdrawal Fee	\$460.00 (for withdrawal after submission of application)
MBA/PGDBA Internship Termination Fee	\$230.00 (for termination of internship process by an internship provider)
MBA / PGDBA Module Rescheduling Fee	\$50.00 (for second and any subsequent modules rescheduled)
MBA / PGDBA Examination Rescheduling Fee	\$100.00
MBA / PGDBA Programme Extension Fee	\$100.00 per month (academic support where no additional tuition fees are paid), plus \$27.00 per month Student Services Fee
Information Technology Programme Laptop Computer Bond	\$200.00

LIBRARY:

Overdue Main Collection Items	30 cents per item per day, or part thereof
Overdue Restricted Loan Items	\$2.00 per day
Overdue Overnight Loan Items	\$2.00 per item per day, or part thereof, except during examination periods when the fine shall be \$5.00 per item per day, or part thereof overdue
Overdue Desk Loan Items	50 cents per each 15 minutes overdue
Administration Fee for Lost or Damaged Item	The replacement cost of each item lost or damaged, plus an administrative fee of \$15.00 per item

Recalled Items	As advised in the Recall Notice
Failure to Turn Off Cellphone.....	\$10.00 per infringement

ADMINISTRATION:

Book Binding.....	\$2.00 per book (includes covers, coil and binding)
Laminating	A4 \$1.00 per sheet A3 \$2.00 per sheet
Printing - A4 black and white (<i>Papercut</i>).....	\$5.00 for 50 pages \$10.00 for 120 pages \$15.00 for 170 pages \$20.00 for 250 pages
Printing Costs.....	A4 black and white - 10 cents per page A4 colour - 20 cents per page A3 black and white - 20 cents per page A3 colour - 40 cents per page
Faxes - Sending.....	\$1.00 per page within New Zealand \$2.50 per page overseas
Smoking Fine - for smoking on campus grounds (<i>other than in designated smoking areas</i>).....	\$25.00
Smoking Fine - for smoking inside any campus building (<i>including the dormitory</i>) or AIS vehicle	\$50.00
False Fire Alarm Callout Fee (<i>New Zealand Fire Service</i>) ...	Approximately \$1,000.00
Alcohol Fine - for drinking alcohol on campus (<i>unless permitted at an approved event</i>).....	\$50.00
Parking Fine (<i>wheel unclamping</i>).....	\$25.00
Stop Payment Fee (<i>for lost or stolen cheque</i>)	\$15.00

DORMITORY:

Dormitory Cancellation Fee	\$200.00 if cancelled within two weeks of expected check-in
Lost Dormitory Room Key.....	\$25.00
Lost Dormitory Security Tag	\$25.00
Change of Room Fee.....	\$50.00 (at discretion of dormitory staff)
Leave of Absence Fee	100% of regular dormitory fee
Left Luggage in Dormitory Storage Fee.....	\$2.00 per day
Mini Fridge Hireage Fee	\$4.00 per week paid in advance for either: 8-week period \$32.00 (non-refundable/transferable) 12-week period \$48.00 (non-refundable/transferable)
Washing Machine/Dryer.....	\$2.00 each per load
BBQ Hireage Fee.....	\$10.00
Overnight Guests (Parents)	\$35.00 per night (accommodation only)
Key/Tag Deposit for Guests.....	\$50.00 (refundable on return of key/tag)
Unauthorised Overnight Guest Fine	\$50.00

HOMESTAY:

Standard Arrangement Fee	\$260.00
Caregiver Arrangement Fee	\$280.00
Subsequent Placement Arrangement Fee.....	\$110.00
Homestay Cancellation Fee.....	50% of arrangement fee if cancelled prior to expected arrival
Homestay Accommodation Payment Service Fee.....	\$10.00 per week

Left Luggage Storage/Homestay Retainer Fee \$70.00 per week
Daily Transfer to School (*drop-off and pick-up*) \$40.00 per week