

## **Important information for doctoral candidates about fee charging changes**

Dear Doctoral Candidate

As a doctoral candidate with Massey University, you will be interested in the changes to fee charging throughout your candidature. In future, you will be charged fees on a calendar year basis within the calendar year rather than on the anniversary of commencement. This will be a more streamlined process and will work as follows:

1. A candidate who commences in June 2017 would receive an invoice for 6 months to end December 2017
2. The next invoices would be received annually in January throughout the candidature, for the period 1 January 2018 – 31 December 2018, 1 January 2019 – 31 December 2019, 1 January 2020 – 31 December 2020
3. Invoices for 2018 will be sent out during January/February 2018.
4. When the candidate finishes in June 2021, the invoice would be to June (final 6 months).
5. If a candidate is approved to extend the candidature, an invoice will be generated for the additional time.
6. If a candidate is approved to suspend the candidature, a credit note will be generated for the period suspended. This will then be taken up against subsequent invoices.
7. Fees are not charged once the thesis is submitted, and candidates will receive a refund if they submit before the end of their invoiced period.
8. Candidates who are under examination should retain access to services

### **Transition process**

We recognise that some candidates have paid fees until the anniversary of their start date, in 2018. In order to move to the new invoicing dates, the transition process will be as follows:

1. Invoices that were due in August and September 2017 have been generated and are available in the portal to view and print. They cover the period from date of invoice to 31/12/17.
2. We expect to generate all other invoices due for the remainder of the year (i.e. October – December) at the commencement of 2018.
3. Staff are checking and confirming all other doctoral candidate dates, to ensure that the underlying transactions reflect their study dates accurately.
4. Checking of invoices could take the period of January/February 2018 to complete. The transitional candidates should then receive an invoice that may be a combination of credit/invoice. As an example, if you had previously paid to June 2018, you would expect a credit note for 6 months, and an invoice for one year. This would reflect in the balance to pay that covers the 6 months from July to December 2018.
5. As noted above the 2018 invoices will also be generated during the January and February period (it may be possible for 2018 invoices to be

generated prior to the transitional 2017 invoices due to the work involved in balancing student accounts).

6. Candidates who had a commitment to receive no further fees as they were on the point of submitting their thesis during the transition period will have this commitment honoured.

If you have any questions please direct these to [contact@massey.ac.nz](mailto:contact@massey.ac.nz)