

Course Fee Information and Payment



INSTITUTE of
PROFESSIONAL
LEGAL STUDIES

The course fee is in addition to the non-refundable application fee payable on application. A 2.85% credit card surcharge applies to all payments made by credit card. A tax invoice/receipt will be emailed to you after payment is received. See the Fee Remittance Advice form for details of the fee amounts payable.

When to pay

- Full payment is due prior to the commencement of your intake. Any fees not paid by the first day of your intake may incur a late payment penalty of \$150.00 (including GST).
- Please advise us if you anticipate a delay that is out of your control. It is your responsibility to contact StudyLink to arrange your student loan.
- You may be withdrawn from the course if IPLS has not been able to make a full Verification of Study return to StudyLink, or you have outstanding fees at the commencement of the course.

Payment of fees

Email, post or fax the Fee Remittance Advice form to IPLS. You can make payment in the following ways:

Telebanking/Internet banking

Use your application number as the reference, with your surname followed by your initials in the particulars box.

Account name: Institute of Professional Legal Studies
Bank and branch: Bank of New Zealand, Wellington
Account number: 02-0506-0110311-000

Cheque

Make cheque payable to **Institute of Professional Legal Studies** and post with the Fee Remittance Advice form to IPLS.

Cash

Deposit cash into our bank account:

Account name: Institute of Professional Legal Studies
Bank and branch: Bank of New Zealand, Wellington
Account number: 02-0506-0110311-000

Ask the bank teller to use your application number as a reference number in the analysis code field.

Credit card

Visa or Mastercard only. Complete the Fee Remittance Advice form and post or fax to IPLS. A 2.85% credit card surcharge applies to all payments made by credit card.

Student loan

Contact StudyLink on 0800 88 99 00 or log onto www.studylink.govt.nz to pay your course fee by student loan or to apply for a student allowance. On the application form, please enter the following:

- Enter **yes** in the **Will you be studying full time** field (applies to onsite and online course delivery).
- Enter **Institute of Professional Legal Studies, [location]** including the location of your study in the **Provider/Campus** field, ie Auckland, Hamilton, Wellington, Christchurch or Dunedin.
- Your **student ID** is your application number shown on the letter sent to you.
- Enter **Extramural yes** if you are studying part-time online with IPLS. This includes the 3½ weeks onsite study that is part of the online course. Enter **Extramural no** if you are studying full-time onsite with IPLS.
- Enter **yes** in the **Do you need the student loan to pay the fees for this course** field if you do want your course fee paid by student loan. Entering **no** in this field may delay the payment of your fees.

If the application form is filled in incorrectly the payment of your loan will be delayed and you may incur the late payment penalty.