

## Fees Rules

### Preliminary

1. The Council may impose and determine from time to time by rule the fees and charges to be paid for examinations, for the granting of degrees, diplomas and certificates, for attendance at the lectures and classes of the University and for the use of the facilities of the University, including facilities associated with student residences, playing fields and with all other activities of the University.

2. Where the Council has resolved that a fee or charge should be imposed in relation to any matter but has not determined the amount of such fee or charge, the Vice-Chancellor may from time to time determine the fee or charge payable in relation to that matter and that fee or charge shall be the amount payable until such time as the Council otherwise determines.

3. Any student who fails to complete the payment of fees by the time determined by the Council shall be liable to pay such late fees as the Council may from time to time determine.

4. The Registrar may exclude from an examination and from the use of any facilities of the University any student who has not paid the fees due by him or her and who has not discharged any indebtedness to the University.

5. The Council may make provision for waiving fees and late fees in full or in part.

Fees quoted in these rules are current at the time of publication but may be amended by the University Council without notice.

### Fees

1. (1) The fees to be paid to the University by students shall be as prescribed by these rules.

(2) For the purpose of these rules:

- (i) a student, who is a candidate for a degree or diploma, shall be regarded as full-time, part-time, or external as designated by the rules pursuant to which the course or program of study in which the student is enrolled is offered;
- (ii) the dates of the first half-year and second half-year shall be as determined from time to time and shown as such in the University Calendar;
- (iii) a non-award student is a student who is enrolled in one or more units from the University's award program but who is not enrolled for an award;
- (iv) a Continuing Education student is a student who is enrolled in one or more units conducted by the University, but who is not enrolled as an award, non-award, enabling or cross-institutional student;
- (v) an international student is a student who is not an Australian or New Zealand citizen nor the holder of permanent residence status in Australia and who is enrolled in a program of study on a fee-paying basis.

2. *Repealed*

### Continuing Education and Non-Award

3. The fees to be paid by students enrolled in units conducted by the University under its Continuing Education Program, or by students enrolled as a non-award student, shall be as determined from time to time by the Vice-Chancellor pursuant to By-law 35(2), who shall also determine the conditions under which refunds of such fees may be made.

### Tuition Fees for Specified Postgraduate Courses

4. (1) Unless granted exemption from payment by the Registrar, in terms of the provisions contained in Schedule 2 to these rules, students enrolled for certain postgraduate courses shall be liable to pay tuition fees as specified in Schedule 2.

(2) Tuition fees shall be payable each half-year by a date specified by the Director, Financial Services.

(3) Tuition fees shall be payable for the total Effective Full-time Student Unit (EFTSU) value for which a student is enrolled in each half-year.

(4) Save as provided in Rule 4(5), a student who discontinues, by the date specified, a unit for a course for which tuition fees are payable, shall be granted a refund of fees paid in respect of that unit:

- (a) First half-year units: 31 March
- (b) Second half-year units: 31 August
- (c) Full-year units: 30 April
- (d) Long-vacation units: date of commencement of unit or such later date as specified by the Head of the School or Director of the Centre in which the unit is offered.

(5) The Vice-Chancellor may determine special conditions under which refunds of tuition fees may be made in respect of a particular course where the Vice-Chancellor considers that the provisions of sub-rule (4) are inappropriate for that course.

### Higher Education Contribution Scheme

5. (1) In accordance with the *Higher Education Funding Act 1988* (as amended), students will be liable to pay a contribution as specified under the Higher Education Contribution Scheme (HECS) except for those students who are exempted from such contribution.

(2) The HECS contribution shall be calculated for the student in the manner used to determine student load for the Department of Education, Training and Youth Affairs. Each unit or component of a student's program shall be given a weight by the Registrar, representing the proportion of 1 EFTSU that the unit or component represents. The weight for full-year units or components shall be assessed to be equally distributed over each half-year.

(3) HECS contribution shall be payable for the total EFTSU for which a student is enrolled in each half-year.

- (4)(a) Where the student discontinues by 31 March a unit or other component of a program taken in the first half-year, no HECS contribution shall apply in respect of that unit or component.

- (b) Where the student discontinues by 31 August a unit or other component of a program taken in the second half-year, no HECS contribution shall apply in respect of that unit or component.
- (c) Where the student discontinues by 30 April a unit or other component of a program taken over the full year, no HECS contribution shall apply in respect of that unit or component for the second half-year.

### International Students

6. The fees to be paid by international students shall be determined, pursuant to By-law 35(2), by the Vice-Chancellor who shall also determine the conditions under which refunds of such fees shall be made.

### Late Fees

- 7. (a) Late fee payable if application for admission is lodged after the day specified by the Registrar — late fees similar to the UAC late fees for the relevant admission period.

The late application fee will not be refunded under any circumstances.

- (b) Late fee payable if enrolment is completed after the day specified by the Registrar or if fees are outstanding by the date specified by the Director, Financial Services — \$200 provided that in no case will enrolment be accepted more than one month after the day specified for the completion of enrolment except with the approval of the Registrar. In exceptional circumstances the Vice-Chancellor may waive payment of the late enrolment fee.

### 8. Repealed

### Charges

9. Charges to be made for use of facilities or services provided by the University shall be as specified in Schedule 4.

### Assisted Students

10. Holders of scholarships or other forms of financial assistance who have not received an enrolment voucher or appropriate letter of authority from their sponsor by the due date to pay fees are required to pay their own fees. A refund will be made after the enrolment voucher or letter of authority has been lodged.

### Extension of Time for Payment

11. Any student who owing to exceptional circumstances is unable to pay fees by the due date may apply in writing to the Director, Financial Services for an extension of time. Such application must state clearly and fully the reasons why payment cannot be made and the duration of extension sought and must be lodged before the date on which a late fee becomes payable.

### Failure to Meet Liabilities

- 12. (a) Students who are indebted to the University for \$200 or less will be denied access to

examination results and permission to re-enrol.

- (b) Students who are indebted to the University for amounts totalling \$200 or more will be warned that their enrolment will be cancelled and if they remain indebted beyond a date determined by the Chief Financial Officer that their enrolment will be cancelled and that they will be denied permission to re-enrol and denied access to examination results.
- (c) Students who are indebted to the University shall not be permitted to graduate until such debt is cleared.

## SCHEDULE 1

*Repealed*

## SCHEDULE 2 — TUITION FEES FOR POSTGRADUATE COURSES

*For these Fees please refer to the Handbook of Postgraduate Studies.*

## SCHEDULE 4 — CHARGES FOR USE OF UNIVERSITY FACILITIES

- (i) *Examination charge:*

Charge for examination requiring special arrangements, per paper — \$70. This charge does not apply for an examination requiring special arrangements where such arrangements are made necessary by the illness or physical disability of the candidate.

- (ii) *Statement of Academic Records charge:*

Issued with original testamur (two copies) — no charge. Thereafter, each request, processing charge \$15, plus \$1 per copy except that requests requiring immediate production, processing charge \$25 plus \$1 per copy.

Note that no charge shall be levied for the supply of academic records where the University is under a statutory obligation to supply a transcript, and in certain other specific circumstances as approved by the University Council.

- (iii) *Replacement testamur charge:*

Where the testamur is to be issued in the same name by which the candidate was known at graduation - \$50.

Where the testamur is to be issued in a name different to the name by which the candidate was known at graduation - \$65.

- (iv) *Service charge for application for admission to non-award units:*

Charge for each application lodged to enrol in one or more non-award units in a given year \$60.

- (v) *Replacement of Student Identity Card:*

Charge for replacement of lost or damaged student identity card — \$10.