

International Student Tuition Fees Procedures

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1. Governing Policy

[Student Fees Policy](#)

2. Purpose

Payment of tuition fees is a condition of enrolment for international students. These procedures specify how international student tuition fee charges, calculations, payments and refunds are processed.

3. Definitions

Semester	the academic year is typically divided into two main halves, known as semesters. Each semester lasts around 13 weeks, with a 2-week mid-semester break, and typically commence in March and July each year.
Non-semester study period	courses and their topics may also be offered in non-semester study periods, typically commencing in February, April or October.
Onshore student	means an international student studying or intending to study a course that is delivered at a Flinders campus in Australia.
Offshore online student	means an international student not in Australia studying or intending to study a course that is delivered fully online.
Transnational Education student	means an international student studying or intending to study a Flinders course delivered at a partner institution campus outside Australia.
Full-time study load	means being enrolled in 18 units per semester, or in enough units each study period to complete a course within the minimum time.
Study underload	means being enrolled in fewer than 18 units per semester, or insufficient units in each study period to complete the course within the minimum time.

Compassionate or compelling circumstances	<p>circumstances beyond the student's direct control that significantly impact the student's ability to study such as serious illness or injury, death of a close family member, traumatic experience (involvement or witnessing a serious accident or crime), major political upheaval or natural disaster, mandatory military service in home country.</p> <p>Circumstances not considered compassionate or compelling are those considered to be within the control of the student such as desire to change course, failure to enrol in the course by deadline, family or customary obligations, minor illness or homesickness, financial difficulties, desire to move providers to be with friends/family, work commitments.</p>
Documentary evidence	<p>independent evidence (including statements from doctor, death certificate or death notice, legal documents, police reports etc) provided by counsellors, psychologists or official authorities which include details and impact of the circumstances to support claims for special consideration.</p>

4. Procedures

4.1. Tuition fees

- The annual tuition fees for international students will be published on the [International Fees](#) webpage and are subject to annual calendar-year percentage increases.
- Students who change course or undertake higher level studies will be subject to the tuition fees applicable to students commencing the course or program of study in that calendar year.
- Students enrolled in a bachelor/postgraduate double degree will be charged a separate fee for each component of the course, as published in the approved schedule of fees. The postgraduate component will be subject to annual increases, in accordance with b. above, from the time the student commences the bachelor component. Therefore, the fee charged will be higher than the published postgraduate fee for the commencing year.

4.2. Calculating tuition fee charges for individual students

- For **coursework** students, published tuition fees are based on a standard full-time enrolment load, which usually equates to 36 units per year, or 18 units per semester. If a student's enrolment load is more or less than a standard full-time load, the tuition fee will be calculated on a pro-rata basis as follows (excluding students enrolled in a [Study Abroad Program](#)):

Annual course tuition fee x number of units enrolled / 36 units (or standard full-time enrolment load)

Example 1: for a student enrolled in 27 units of a course which has an annual fee of \$30,000 and for which the standard full-time load is 36 units, the tuition fee is:
 $\$30000 \times 27 \text{ units} / 36 \text{ units} = \$22,500$

Example 2: for a student enrolled in 40.5 units of a course which has an annual fee of \$30,000 and for which the standard full-time load is 36 units, the tuition fee is:
 $\$30,000 \times 40.5 \text{ units} / 36 \text{ units} = \$34,714$

- For **higher degree by research** students, the tuition fee is based on the number of days of candidature in each half-year period (1 January to 30 June and 1 July to 31 December).
- Students enrolled in a [Study Abroad Program](#) will be charged the tuition fee published annually in the [fee schedule](#) for each semester of enrolment.

- d. Cross-institutional enrolments:
 - i. International students enrolled at Flinders University and undertaking approved studies offered by another institution will be required to pay the tuition fees that apply to that institution.
 - ii. International students enrolled at an institution other than Flinders University and undertaking approved studies offered by Flinders University, will be required to pay the tuition fees that apply to the Flinders University for cross-institutional study.

4.3. Payment of tuition fees

- a. Fees must be paid in advance.
- b. Commencing international students are usually required to pay tuition fees for their first semester of enrolment before the University will issue a Confirmation of Enrolment.
- c. Selected courses may require:
 - i. commencing students to pay a different amount to that of their first semester of enrolment to secure a place in the course, as stated in their offer letter, and/or.
 - ii. payment to be paid by a deadline, as stated in the offer letter, to secure a place in the course.
- d. All remaining or future tuition fee payments are due by the Friday of teaching week two in each semester as outlined in the university's [Critical Enrolment Dates](#) webpage.
- e. For non-semester or summer topics, the payment due date is the first day of teaching or two weeks prior to the census date, whichever date is later.
- f. Students enrolled in transnational education programs may be subject to different dates, which will be specified in their letter of offer.
- g. Payment of all tuition fees and charges is a condition of enrolment and must be made in full by the due date. Failure to pay will result in cancellation of enrolment as set out in the [Student Debt Procedures](#).
- h. Students who have some of their enrolment in topics cancelled for failure to pay fees may find that the University is unable to extend their Confirmation of Enrolment beyond the original completion date and students may therefore be unable to complete their course.
- i. Students in Australia on a student visa who have all of their enrolment in topics cancelled in any given semester will be reported to the Australian Government.
- j. Students whose total topic enrolment in a semester or study period has been cancelled for failure to pay fees will have a sanction placed on their account in accordance with Procedure 4.3 of the [Student Debt Procedures](#). Students will need to demonstrate their capacity to pay future fees before the sanction can be lifted.
- k. Fees paid by a commencing student who has had approval to defer their commencement date according to the [Student Admissions Procedures](#) to a later intake, will be automatically applied to the tuition fees later intake. Until a written agreement is signed for the later intake, the original agreement will be deemed to apply to the later intake.

4.4. Payment extension or payment by instalments

- a. Where there are [compassionate or compelling circumstances](#) which impact on a student's ability to pay tuition fees by the due date, the student may apply for a payment extension as per the [Fee Payment Extension or Instalment Procedures](#).
- b. Failure to make payments per the revised due dates will result in enrolment in topics being cancelled in accordance with the [Fee Payment Extension or Instalment Procedures](#).

4.5. Tuition fee refunds

- a. Tuition fee refunds will only be given in accordance with the following refund amounts, unless there are compassionate and compelling circumstances as outlined in Procedure 4.7.
- b. To apply for a refund, a student must follow the instructions as outlined on the [Student Refund](#) website.
- c. If approved, refunds will normally be paid in Australian dollars. The University is not responsible for any variation because of a difference in exchange rates when processing a refund and is not responsible for any international wire fees, or other, similar charges that any other party, might impose, including financial institution fees.
- d. If a student who has deferred their start date per Procedure 4.3 (j) subsequently withdraws their application and requests a refund, the refund will be made as though a written agreement were in place.
- e. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and transfer to another institution are to refer to the [International Student Transfer Procedures](#) and must complete a Request for Transfer to Another CRICOS Registered Provider form. Where a student is assessed as meeting the criteria for transfer, refunds will be paid in accordance with the table below. Where a student does not meet the criteria for transfer, no refund will be paid.
- f. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and are not transferring to another institution, must satisfy their continued compliance with their visa conditions. This may include, but is not limited to, departing Australia or changing to a different visa type. Evidence of their departure from Australia and evidence a voluntary visa cancellation application to the Australian Government has been submitted once departed must be provided.

4.6. Refund amounts

Reason for refund	Refund amount
University initiated	
a. University default – University is unable to provide the course	100% of prepaid tuition fees or the acceptance fee amount paid
b. Withdrawal of offer	
i. Offer was withdrawn by the University, including where the offer was made in error by the University	100% of prepaid tuition fees or the acceptance fee amount paid
ii. Offer was made on the basis of incorrect or misleading information provided by the student and withdrawn by the University	No refund
c. Lapsing of offer – conditions of offer not met (including where deadlines apply to meet conditions)	
i. Applicant is able to demonstrate they attempted to meet the conditions by teaching commencement date or the deadline stated in the offer letter	90% of prepaid tuition fees or the acceptance fee amount paid
ii. Applicant did not attempt to meet the conditions by teaching commencement date or the deadline stated in offer letter	50% of prepaid tuition fees or the acceptance fee amount paid

d. Visa change of status	
Visa is cancelled by Australian Government on basis of fraud, not meeting visa conditions, failed character test etc.	No refund
e. Preclusion – Student is precluded by the University after failing to meet course progression rules	100% refund of any tuition fees paid for the semester or study period for which the preclusion takes effect from

Student initiated

Release restrictions under the National Code 2018

a. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and transfer to another institution are to refer to the International Student Transfer Procedures. Students must complete the Request for Transfer to Another CRICOS Registered Provider form.	
i. Where a student is assessed as meeting the criteria for transfer	Refunds will be determined according to the relevant section below
ii. Where a student does not meet the criteria for transfer	No refund
b. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and who are not transferring to another institution must satisfy the university of their continued compliance with their visa conditions. This may include, but is not limited to, departing Australia or changing to a different visa.	Refunds will be determined according to the relevant section below
c. Commencing students who are not student visa holders	Refunds will be determined according to the relevant section below

Commencing coursework students

a. Packaged offer students	
i. University advised of intention to withdraw from the Flinders course of the packaged offer and the student fails to meet conditions to progress to the Flinders course AND the pathway provider confirms, according to the agreed process, that the student has made a genuine effort to meet the conditions of their offer	90% refund of the first semester/study period's tuition fees of the Flinders course
ii. University advised of intention to withdraw from the Flinders course of the packaged offer and the student fails to meet conditions to progress to the Flinders course AND the pathway provider confirms, according to the agreed process, that the student has NOT made a genuine effort to meet the conditions of their offer	50% refund of the first semester/study period's tuition fees of the Flinders course
iii. University advised of intention to withdraw from Flinders course of the packaged offer and the student has met conditions to progress to Flinders course of package	50% refund of the first semester/study period's tuition fees of the Flinders course

iv. Visa is cancelled by Australian Government on basis of fraud, not meeting visa conditions, failed character test etc.	No refund
b. Direct entry coursework students	
Onshore students	
i. Unlimited intake courses	
<ul style="list-style-type: none"> University advised of withdrawal <i>six weeks or more</i> before course teaching commencement date 	90% refund of the first semester/study period's tuition fees
<ul style="list-style-type: none"> University advised of withdrawal <i>less than six weeks</i> before course teaching commencement date and up to the census date 	50% refund of the first semester/study period's tuition fees
<ul style="list-style-type: none"> University advised of withdrawal after census date of their first semester/study period of study 	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
ii. Limited intake/quota courses <i><u>Students packaged with limited intake/quota courses refer to Packaged Student section</u></i>	
<ul style="list-style-type: none"> University advised of withdrawal six weeks or more before course teaching commencement date 	70% refund of the first semester/study period's tuition fees or the acceptance fee amount paid
<ul style="list-style-type: none"> University advised of withdrawal less than six weeks before course teaching commencement date and up to the census date 	50% refund of the first semester/study period's tuition fees or the acceptance fee amount paid
<ul style="list-style-type: none"> University advised of withdrawal after census date of their first semester/study period of study 	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
iii. Condition(s) of offer not met	
<ul style="list-style-type: none"> The applicant has made a genuine effort to meet the conditions of their offer by the teaching commencement date or deadline stated in the offer letter 	90% of prepaid tuition fees or the acceptance fee amount paid
<ul style="list-style-type: none"> The applicant has not made a genuine effort to meet the conditions of their offer by the teaching commencement date or deadline stated in the offer letter 	50% of prepaid tuition fees or the acceptance fee amount paid
iv. Deferred offer – where deferment is approved	
<ul style="list-style-type: none"> The applicant has demonstrated compassionate or compelling circumstances will prevent them from commencing the course after their offer has been deferred 	90% of prepaid tuition fees or the acceptance fee amount paid
<ul style="list-style-type: none"> The applicant has not demonstrated compassionate or compelling circumstances will prevent them from 	50% of prepaid tuition fees or the acceptance fee amount paid

commencing the course after their offer has been deferred	
v. Student visa application delay or change of status	
<ul style="list-style-type: none"> The delay is due to circumstances beyond the applicant's direct control and therefore cannot commence their study in the expected semester/study period, and is unable to support their claim or sufficient explanation with documentary evidence for why a deferral to the next intake is not suitable 	90% of prepaid tuition fees or the acceptance fee amount paid
<ul style="list-style-type: none"> The delay is due to circumstances beyond the applicant's direct control and therefore cannot commence their study in the expected semester/study period and is able to support their claim or sufficient explanation with documentary evidence for why a deferral to the next intake is not suitable 	Full refund
<ul style="list-style-type: none"> The delay is due to circumstances within the applicant's control i.e. applied for the visa late or did not apply for their visa at all as expected 	No refund
<ul style="list-style-type: none"> Visa is cancelled by Australian Government on basis of fraud, not meeting visa conditions, failed character test etc. 	No refund
Offshore online or branch campus students	
i. University advised of withdrawal prior to course teaching commencement or before census date	90% refund
ii. University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
Transnational Education students	
i. University advised of withdrawal prior to course teaching commencement or up to 30 days after course teaching commencement	90% refund
ii. University advised of withdrawal more than 30 days after teaching commencement	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
Continuing coursework students	
a. Onshore	
i. Withdrawal after study underload	
<ul style="list-style-type: none"> Student is authorised to enrol in less than a full-time study load in their first semester/study period, and does not re-enrol in the subsequent semester/study period. 	90% refund of any remaining portion of paid tuition fees.
<ul style="list-style-type: none"> Student was not authorised to enrol in less than a full-time study load in their first semester/study period and 	No refund of any remaining portion of the paid tuition fees.

does not re-enrol in the course in the subsequent semester/study period.	
ii. Withdrawal after full-time study load	
<ul style="list-style-type: none"> University advised of withdrawal on or before census date 	100% refund of that semester/study period's fees
<ul style="list-style-type: none"> University advised of withdrawal after census date 	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
b. Change of visa status	
Visa is cancelled by Australian Government on basis of fraud, not meeting visa conditions, failed character test etc.	No refund
c. Offshore online or branch campus student	
i. University advised of withdrawal on or before census date	100% refund of that semester/study period's fees if this was paid to the university
ii. University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7)
d. Transnational Education student	
i. University advised of withdrawal prior to or up to 30 days after the semester start date	100% refund of that semester/study period's fees if this was paid to the university
ii. University advised of withdrawal more than 30 days after commencement	No refund unless compassionate or compelling circumstances apply with supporting documentary evidence (see Procedure 4.7), if this was paid to the university
Higher degree by research students	
a. University advised of withdrawal prior to or up to 30 days after the commencement date	90% refund of first half-year fees
b. University advised of withdrawal between 30 days and 6 months after commencement date	No refund of first half-year fees
c. University advised of withdrawal more than 6 months after commencement date	Refund of tuition fees for remaining portion of the study period, calculated from the date of withdrawal notification
d. Student submits thesis before the end of a study period	Refund of tuition fees for remaining portion of the study period, calculated from the date of submission
e. Change of visa status	

Visa is cancelled by Australian Government on basis of fraud, not meeting visa conditions, failed character test etc.

No refund

4.7. Compassionate or compelling circumstances

- a. In compassionate or compelling circumstances, and where acceptable documentary evidence can be provided to demonstrate the student's ability to study was impacted, a student may be eligible for a total refund of tuition fees.
- b. Compassionate or compelling circumstances relevant to withdraw **after the census date** will be determined according to the principles established under Section 6 of the [Fee Refund and Remission Procedures](#).
- c. Compassionate or compelling circumstances do not include a lack of knowledge or understanding of the University's policies and procedures.

4.8. Refund application reviews and appeals

- a. A review of a refund-related decision by the University may be requested in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

4.9. Student Services and Amenities Fees

The Student Services and Amenities Fee is included in the tuition fee for international students. International students are therefore not charged any additional fee for student services and amenities.

4.10. Overseas Student Health Cover (OSHC)

- a. Unless specifically approved otherwise, the Australian Government requires all international students studying in Australia to subscribe to Overseas Student Health Cover (OSHC) for the duration of their student visa, and stipulates that overseas students are not permitted to enrol unless they have paid for their OSHC.
- b. The University is required to collect the OSHC charge on behalf of its preferred health insurance provider. This charge is payable with the first semester's tuition fees. The OSHC fee charged covers the period up to, and including, the visa expiry date.
- c. *Refunds*: If a student leaves Australia before the expiry date of their student visa, a partial refund may be available from the insurance provider. Claims must be presented to the insurance provider on the appropriate form, with proof of exit from Australia.

4.11. Students who obtain Permanent Resident status

- a. An international student who has commenced the course and is granted a Permanent Resident visa is liable to pay the full student contribution amount should their place be able to be converted to a domestic place (subject to the availability of domestic places, including a Commonwealth supported place). The change will take effect from the following semester of study.
- b. If their place is not able to be converted to a domestic place, the student is liable to pay tuition fees as determined by the University in accordance with the [Student Fees Procedures](#).
- c. An international student who is granted a Permanent Resident visa prior to accepting an offer will be required to withdraw their international application and apply as a domestic student in the next available intake.

- d. An international student who is granted a Permanent Resident visa after accepting an offer and prior to commencing the course will be required to withdraw their international application, withdraw their student visa application, and re-apply as a domestic student in the next available intake.

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