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## **Payment of Student Contribution Amounts and Tuition Fees by Domestic Students Policy and Procedures**

**Establishment:** Council, 30 October 1997

**Last Amended:** Deputy Vice-Chancellor (Students), 4 October 2023

**Nature of Amendment:** Updated Responsible Officer.

**Date Last Reviewed:** October 2022

**Responsible Officer:** Senior Director, Student Experience and Management

### **1. Preamble**

1.1 Student Contribution Amounts and tuition fees for courses for domestic students will be established in accordance with relevant legislation and guidelines issued by the Commonwealth Government.

1.2 For the purposes of this Policy, domestic students are defined as being Australian citizens, Australian permanent residents or New Zealand citizens.

1.3 Direct admission to fee-paying places for domestic students is available for postgraduate coursework courses and in respect to places within courses funded under an agreement with an employer (employer reserved places). In some circumstances, tuition fees may be charged to enable certain categories of domestic students to continue in their course of study. These categories of students are set out in the [Policy on Continuity of Study](#).

### **2. Payment of Student Contribution Amounts by Commonwealth supported students**

2.1 Commonwealth supported students must pay the student contribution amount up-front or, if eligible, apply for a HECS-HELP loan by the required date.

2.2 A student who elects to pay the student contribution amount up-front, but fails to either make payment or apply for a HECS-HELP loan by the required date, will be subject to the [Students with Outstanding Debt Procedure](#).

### **3. Payment of Tuition Fees**

3.1 A schedule of approved tuition fees will be published annually.

3.2 Payment of tuition fees must be made in full by the due date specified by the University. A student who fails to make payment by the due date will be subject to the [Students with Outstanding Debt Procedure](#).

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3.3 A student enrolled after the census date for the period during which the topic is undertaken will incur liability for the full fee for that teaching period.

3.4 Requests for FEE-HELP must be completed and submitted on or before the census date for the period during which the topic is undertaken.

3.5 Students will be charged tuition fees in accordance with those published by the University.

#### **4. Tuition Fee Payment Extension or Payment by Instalments**

4.1 A student who is ineligible for FEE-HELP and who has encountered exceptional circumstances, which could not reasonably have been foreseen, and which impact the ability to pay tuition fees by the due date, may apply to the Manager, Student Finance & Scholarships for a payment extension or payment by instalment plan.

4.2 If a payment extension is approved, a revised due date for payment will be determined and advised.

4.3 If a payment by instalment plan is approved, the first payment of 25% of the tuition fee will be due on the original date, and the remaining 3 payments of 25% of the fee will be due at monthly intervals thereafter.

4.4 If payment is not received by a due date, the enrolment and related tuition fee will be managed as per the [Students with Outstanding Debt Procedures](#).

#### **5. Refund of Student Contribution Amounts and Tuition Fees**

5.1 The conditions and procedures for lodging requests for refund of up-front student contribution amounts or tuition fees or remissions of FEE-HELP debts are set out in the [Policy](#) on Refund of Student Contribution Amounts and Tuition Fees, and Remission of Higher Education Loan Program (HELP) Debts.