

STATUTE 9.1-FEES AND CHARGES (HIGHER EDUCATION DIVISION)

Definitions

1. In this Statute-

“academic transcript” means a record of every year of a student’s admission and includes all results of assessment;

“full time student” means a student admitted for three quarters or more of the work of a program normally undertaken by students admitted full time in that program;

“Fund” means a general service fee fund which may be in place from time to time and includes the capital and income of the Fund;

“limited time student” means a student admitted for less than one quarter of a program normally undertaken by students admitted full time in that program;

“overseas student” means an international student who does not hold Permanent Resident status in Australia;

“part time student” means a student admitted for less than three quarters but greater than one quarter of a program normally undertaken by students admitted full time in that program;

“Student Discipline Committee” means the Student Committee established under Statute 2.4;

“Vice-Chancellor” means the Vice-Chancellor or his or her delegate.

General Service Fee

2. Subject to section 7, persons admitted as students of the University may be required to pay to the University in accordance with any prevailing Act of the Commonwealth or State in which the University operates, for each year (or part thereof) in which they are admitted, a general service or amenities fee or its equivalent, the amount which shall be determined by the Council.

The Fund

3. The money received under section 2 constitutes the Fund and must be invested as the Council directs from time to time.

Expenditure from the Fund

4. After deduction from the Fund of an amount annually determined by the Council for the cost of administering the Fund, the Fund shall be applied by the Council to the provision of facilities, services or activities of a non academic nature of a direct benefit to the University or the students.

Non-award fees

5. The Council may prescribe the fee to be charged to a person for enrolment for a course that is not being undertaken for the purposes of obtaining a higher education award.

Tuition fees and other charges

6. Every student who is a member of a class of students in respect of whom the University is required to charge fees or impose other charges as a consequence of an Act of the Commonwealth or State in which the University operates or a determination of the University shall pay to the University, for each year the student is admitted, an amount prescribed as being payable for the fees and other charges.

Exemption from fees

7.
 - (1) Subject to any Act and this Statute, the Council may exempt any class of persons from liability to pay any fee or charge payable under this Statute.
 - (2) The Council may delegate to an officer prescribed under Statute 2.1-The Council, the Schedule of Prescribed Officers, its power to exempt a student from the liability to pay the whole or part of any fee or charge payable under this Statute.

Payment of fees

8.
 - (1) All fees and charges payable under this Statute shall be paid in full at the time of admission or re-admission, or as otherwise specified on the student's invoice or on acceptance of an offer of a place.
 - (2) The Vice-Chancellor or nominee may grant to any person an extension of time for payment of fees, which extension of time may be subject to the payment of an additional fee determined by the Vice-Chancellor or nominee under sub-section 11(1)(d).
 - (3) The Vice-Chancellor or nominee may suspend or terminate a student's admission if all fees due have not been paid by the specified date.
 - (4) A student may appeal to the Student Discipline Committee against the decision of the Vice-Chancellor made under sub-section 8(3). An appeal must be lodged in writing with the Secretary to the Student Discipline Committee within 20 working days of the date of the decision appealed against and must cite new evidence to support this appeal.

Recovery of amounts owed as fees

9. Any amount owed to the University as fees or charges by a student whose admission is suspended or terminated, including a student whose admission is suspended or terminated under sub-section 8(3), shall be payable as a debt and may be recovered by the University.

Refund of fees

10. (1) A student, upon payment of the charges (if any) determined under sub-section 11(1)(f), may apply to the Vice-Chancellor for the refund of all or any part of the fees and other charges paid by the student if he or she has-
- a) withdrawn from a program;
 - b) approved leave from studies;
 - c) changed student status from being a full time student to a part time student or limited time student or, from being a part time student to a limited time student-
- and shall, subject to any provision in any Regulation, payment or refund policy for overseas students made in accordance with sub-section 13 below, be entitled to a refund calculated on a pro-rata basis if the application is received before the applicable census date.
- (2) Notwithstanding the provisions of sub-section (1) if, in the opinion of the Vice-Chancellor, special circumstances have caused a student to cancel his or her admission during the year, the Vice-Chancellor may refund all or part of any fee owed or paid by the student for that year.

Charges for amenities, services and facilities

11. (1) The Vice-Chancellor may, by an instrument in writing, from time to time determine the charges to be made to any person or organisation as the case may be -
- a) in respect of any goods, equipment, facilities, services or activities provided by the University for the use by the organisation or person;
 - b) in respect of any re-assessment, further or supplementary assessment other than where special consideration has been applied for and granted;
 - c) for providing a copy of his or her academic transcript;
 - d) in respect of an extension of time for admission, re-admission, or payment of fees under sub-section 8(2);
 - e) in respect of any fee or charged levied to the University by any organisation or person in relation to the cancellation of any goods, service, activity or placement or non-attendance at an activity or placement other than where cancellation or non-attendance has been as a result of the University's actions or initiated by the University;
 - e) for providing replacement identity cards;
 - f) in respect of an application for a refund of fees and charges;

- g) in respect of a cancellation, variation or addition of courses before the applicable census date;
 - h) in respect of an extension of time for any administrative service provided by the University.
- (2) The Vice-Chancellor shall inform the Council of the terms of every determination made under sub-section (1) at the next meeting of the Council after the determination has been made.

Non-payment of amounts owing

12. (1) Unless the Vice-Chancellor in a particular case decides otherwise, a person who has not paid all fees or charges owing by the person to the University will not be entitled to the rights and privileges of a student of the University and/or the use of the University services and facilities as prescribed in the regulations.
- (2) Any money owed in respect of-
- a) any fee or charge payable under this Statute;
 - b) a loan provided from the University Student Loan Fund;
 - c) accommodation provided by the University Halls of Residence;
 - d) library fines and charges for book replacements from the Library;
 - e) a fine or order of compensation made by the Student Discipline Committee under section 6 of Regulation 2.4-The Student Discipline Committee,
- which remains unpaid beyond the due date for payment shall be regarded as a charge for purposes of this section.
13. Notwithstanding the provisions of this Statute, the Vice-Chancellor may specify by Regulation the fees or charges payable by an overseas student and prescribe a payment and refund policy for overseas students.

Regulations

14. (1) The Council and the Vice-Chancellor may at any time make Regulations, not inconsistent with this Statute, prescribing all matters which by this Statute are required or permitted to be prescribed, or which are necessary or convenient to be prescribed for carrying out or giving effect to this Statute and by later Regulation revoke or amend any such Regulations.
- (2) Regulations made under this Statute shall be promulgated by being exhibited on the official notice boards of the University and after being so promulgated shall remain so exhibited for at least fourteen days during which time the University is operating.

Made 25/02/97 Promulgated 14/03/97
Amendment 1 Made 03/12/97
Amendment 2 Made 16/09/98 Approved 19/11/98
Amendment 3 Made 24/02/05 Approved 09/06/05
Amendment 4 Made 25/10/07 Approved 19/12/07
Amendment 5 Made 20/07/10 and 31/05/11, Approved 09/08/11
Amendment 6 Made 29/05/12 Approved 25/09/12