

# Student Fees Policy

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## 1. Purpose

- a. This policy sets out the University's principles for establishing and administering student fees to ensure compliance with relevant Australian government legislation, regulations and guidelines.
- b. It includes how the University will set, approve, publish, charge and refund student fees, and how it will administer tuition fee scholarships, sponsorships, and waivers in accordance with the *Higher Education Support Act 2003* (HESA) and any Commonwealth procedures and guidelines established pursuant to HESA.

## 2. Scope

- a. This policy applies to:
  - i. currently enrolled students in an award course
  - ii. students enrolled in a single topic on a non-award basis
  - iii. prospective students
  - iv. previously enrolled students who have fees outstanding with the University
  - v. staff who administer student fees and processes related to student fees.
- b. This policy does not apply to non-award courses as defined in the [Non-award Courses Policy](#).

## 3. Policy statement

### 3.1. Fee setting

- a. Student fees will be reviewed and approved on an annual basis by the [authorised delegate](#).
- b. Student fees are set, approved, and charged in accordance with the processes set out in the [Student Fees Procedures](#).
- c. Once student fees are approved, they will be published on the University's website in accordance with the [Student Fees Procedures](#) and these are fees that apply.
- d. The University will publish fees in time to allow current or prospective students to determine, before they enrol, all relevant study fees and important dates such as payment due dates and census dates – see [Fees and charges](#) and [Calendar and Key Dates](#).

- e. Coursework students will be charged fees based on their enrolment load. Higher degree by research students who are required to pay fees will be charged based on their time-based enrolment.
- f. The University may offer tuition fee waivers, scholarships, and sponsorships to an individual student or a cohort of students in compliance with Commonwealth legislation and in support of the strategic directions of the University. A tuition fee waiver, scholarship or sponsorship will be administered in accordance with the [Policy on Internal Tuition Fee Waivers, Scholarship and Sponsorships](#).

### **3.2. Fee payment**

- a. Students must pay either the student contribution amount or the tuition fees in full by the due date or, if eligible, obtain approval to defer their fees to a loan scheme before the census date, as a condition of enrolment.
- b. A student who does not pay their student contribution amount or tuition fees may incur sanctions or have their enrolment cancelled, or both, in accordance with the [Student Debt Procedures](#).
- c. Outstanding fees will be recovered in accordance with the [Student Debt Procedures](#).
- d. The University acknowledges that students may face unexpected short-term financial difficulties that impact their ability to pay fees by the due date. Students experiencing unexpected short-term financial difficulty may be eligible for a payment extension or instalment plan under the [Fee Payment Extension or Instalment Procedures](#).

### **3.3. Fee refund**

- a. The University will provide full, easily readable information, in an accessible format, to students on the circumstances in which student contribution amounts or tuition fees may be refunded, or their HELP loan debt remitted.
- b. Student contribution amounts or tuition fees may be refunded or HELP loan debts remitted in certain circumstances in accordance with the [Fee Refund and Remission Procedures](#) and/or the [International Student Tuition Fees Procedures](#).

## **4. Reviews and appeals**

- a. If a student is not satisfied with a fee-related decision they may apply for that decision to be reconsidered in accordance with section 209-10 of the Higher Education Support Act 2003.
- b. Requests for reconsideration of a fee-related decision must be made in writing no later than 28 calendar days after receipt of the notice of the decision. For the purposes of this policy, decision notices sent via email are deemed to be received on the date of transmission. At the discretion of the Director, Student Administration Services (or nominee) an extension to this period may be granted. Students seeking an extension must notify the Director, Student Administration Services (or nominee) of their intention to lodge a request for a reconsideration of a fee-related decision, and set out the reasons for their request.
- c. The Director, Student Administration Services (or nominee) will acknowledge receipt of the request for a reconsideration of a fee-related decision. In the case of students requesting remission of a HELP debt, or refund of a student contribution amount, the notice will inform the student that if they have not been notified of a decision within 45 calendar days from the date of receipt of the request, the original decision can be taken to be confirmed, and the student may make an application to the Administrative Review Tribunal (ART) for an external review of the decision.

- d. The Director, Student Administration Services (or nominee) will reconsider the original decision and within 28 calendar days of receipt of the request will:
- i. confirm the original decision, or
  - ii. vary the original decision, or
  - iii. set the original decision aside and substitute a new decision.
- e. The Director, Student Administration Services (or nominee) will notify the student in writing of the decision to confirm, vary or set aside the original decision and the reasons for the decision.
- f. In the case of students requesting remission of a HELP debt, or refund of a student contribution amount, the notice will advise the student that if they are not satisfied with the outcome of the reconsideration, they may make an application to the Administrative Review Tribunal (ART) for an external review of the decision.
- g. In the case of students requesting a refund of a tuition fee, the notice will advise the student that if they are not satisfied with the outcome of the reconsideration they may lodge an appeal to the Student Appeals Committee, if specified grounds are met. Appeals must be lodged in accordance with the [Student Review and Appeal Policy](#) and [procedures](#) (noting that a reconsideration made under this policy constitutes a formal review of a decision as per s.3.2 of the Student Review and Appeal Policy).

## 5. Authorities

Fee type	Delegate
a. International student and domestic postgraduate coursework tuition fees (refer to <a href="#">Student Fees Procedures</a> , Procedure 3 and Procedure 4). b. Exceptions to the maximum student contribution amount permitted for Commonwealth supported students (refer to <a href="#">Student Fees Procedures</a> , Procedure 3.3). c. Exceptions to the maximum Student Services and Amenities Fee set by the Commonwealth Government (refer to <a href="#">Student Fees Procedures</a> , Procedure 3.5).	Vice-Chancellor
d. Single topic (non-award basis) tuition fees (refer to <a href="#">Student Fees Procedures</a> , Procedure 3.4).	Deputy Vice-Chancellor (Students)
e. HDR fees for domestic students who exceed their RTP fee offset period (refer to <a href="#">Student Fees Procedures</a> , Procedure 6.3).	Deputy Vice-Chancellor (Research)
f. Incidental fees (refer to <a href="#">Student Fees Procedures</a> , Procedure 5).	College Vice-President and Executive Dean or Portfolio Head

## 6. Definitions

<b>Census date</b>	the last date students can withdraw from a topic and not incur a debt in respect of that topic
<b>Commonwealth supported place</b>	a place at a university where the Commonwealth Government subsidises part of the student's topic fees
<b>Domestic students</b>	students who are Australian citizens, Australian permanent residents or New Zealand citizens
<b>Higher Education Loan Program (HELP)</b>	a suite of loans offered by the Australian government that assist eligible students to pay their student contribution (HECS-HELP), domestic fee-paying tuition (FEE-HELP), overseas study expense (OS-HELP) or the Student Services and Amenities Fees (SA-HELP)
<b>Incidental fees</b>	fees charged for items, amenities, or services incidental to studies
<b>International students</b>	students who are studying on a student visa and temporary visa with a study right
<b>Research Training Program (RTP)</b>	the RTP is a Commonwealth government scheme established to support both domestic and international students undertaking research doctorate and research masters degrees
<b>Sanction</b>	a restriction placed on a student preventing access to University services
<b>Student contribution amount</b>	the part of the topic fee paid by a Commonwealth supported student
<b>Student Services and Amenities Fees (SSAF)</b>	a fee, revenue from which supports non-academic services to students
<b>Tuition fee</b>	the tuition fee paid by students who are not Commonwealth supported. There are different tuition fees for domestic and international students
<b>Tuition fee scholarship</b>	a scholarship whereby a central Portfolio or College funds all or part of a student's tuition fees because the student has met selection criteria based on academic merit
<b>Tuition fee waiver</b>	a concession whereby the amount of tuition fees a student must pay is reduced for a specified period

## 7. Supporting procedures

Supporting procedures are part of this policy and provide additional detail to give practical effect to the policy principles.

[Student Fees Procedures](#)

[Fee Payment Extension or Instalment Procedures](#)

[Fee Refund and Remission Procedures](#)

[Student Debt Procedures](#)

[International Student Tuition Fees Procedures](#)

[Policy on Internal Tuition Fee Waivers, Scholarship and Sponsorships](#)

[Policy on Student Loan and Student Grant Scheme](#)

Related links:

[Fees and charges](#)

[Calendar and Key Dates](#)

[Higher Education Support Act 2003](#)

[Higher Education Provider Guidelines 2012](#)

[Higher Education Administrative Information for providers](#)

[Education Services for Overseas Students Act 2000](#)

[RTP Scholarships Administrative Rules](#)

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<b>Responsible Officer</b>	Director, Student Administration Services
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\* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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