

Fee Rules 2009

(NOTE: The university places the onus on students to assess accurately their liability for fees when they enrol or change their enrolment. Payment of the correct fees and charges is a prerequisite to the acceptance of an enrolment or change of enrolment by the university.)

Updated 17 September 2009

1. Interpretation

In these rules —

academic registrar means the university's academic registrar.

Commonwealth supported student means a domestic student for which the Commonwealth makes a contribution towards the cost of the student's education;

continuing full-fee student means an undergraduate full-fee paying student who commenced the student's current program and paid full fees before 2005;

domestic student means a student who is —

- (a) an Australian citizen; or
- (b) a New Zealand citizen; or
- (c) the holder of a permanent visa for Australia;

exempt student means a domestic student who under HESA does not have to pay the student contribution amount or tuition fee;

external student means a student enrolled only in programs or courses classified by the university as external;

fee means all fees and charges payable under these rules, including the student contribution amount and tuition fee;

FEE HELP means the Commonwealth loan scheme to help eligible students not being commonwealth supported students pay their tuition fee;

final date for cancellation means, in relation to —

- (a) first semester, 31 March; and
- (b) second semester, 31 August; and
- (c) summer semester, the end of the second week of the summer semester;

full-time student means a student who —

- (a) is not an external student; and
- (b) in a semester-
 - (i) is enrolled as a full-time student in a postgraduate research program; or
 - (ii) is enrolled for #6 or more.

HECS-HELP means the Commonwealth scheme that includes up-front payment discounts and loans to help eligible commonwealth supported students pay their student contribution amount;

HESA means the *Higher Education Support Act 2003 (Cth)*;

overseas student means a student who is not a domestic student;

part-time student means a student who is not an external student or full-time students;

relevant staff member means a graduate member of the university's staff employed on more than a half-time basis or a person who, having been such a graduate member of staff, retires after at least 10 years service;

student contribution amount means the fee a commonwealth supported student pays for each course;

tuition fee means the fee an overseas student or a domestic student not being a commonwealth supported student pays for each program or course.

2. Payment prerequisite to enrolment

- (1) A person will not be enrolled until all fees have been paid to the university.
- (2) if a proposed change of enrolment would incur an increase in a fee or an additional fee, a change of enrolment will not take effect until all further amounts have been paid to the university.

3. Student contribution amounts for commonwealth supported students

- (1) A commonwealth supported student must pay the applicable student contribution amount determined under schedule 2, unless the student is an exempt student
- (2) Despite rule 2(1), a commonwealth supported student who pays or defers the student contribution amount under HECS-HELP is taken to have paid the student contribution amount.
- (3) The university must treat a person as a commonwealth supported student for a particular course only if the person has paid all fees for that course (including all charges under schedule 1) by the final date for cancellation.
- (4) A person who has not paid the fees required under rule 3(3) may continue as a student for that course only by paying fees under rule 4.

4. Tuition fees for domestic students

- (1) A domestic student not being a commonwealth supported student must pay the applicable tuition fee determined under schedule 3, unless the student is an exempt student.
- (2) Despite rule 2(1), a domestic student who defers payment of any of the tuition fee under FEE HELP is taken to have paid that fee.

5. Tuition fees for overseas students

- (1) An overseas student must pay the applicable tuition fee determined under schedule 4.
- (2) An overseas student who —
 - (a) gains permanent residency status before the final date for cancellation; and
 - (b) provides the academic registrar with satisfactory evidence of permanent residency status before the final date for cancellation; and
 - (c) continues enrolment at the university as a domestic student must pay the tuition fee under rule 4(1).

6. Payment of fees

- (1) All fees for a semester must be paid on or before —
 - (a) subject to Paragraph (b), the date determined by the academic registrar as the due date for payment of fees for the semester; or
 - (b) for students continuing from first to second semester, the start of second semester classes.
- (2) A student who in any year applies to enrol for a research higher degree after 30 April or after 30 September must pay for the semester one-half of the fee which would otherwise have been payable.
- (3) A student excluded or suspended under a university statute or rule must pay outstanding fees.
- (4) A change of enrolment which takes effect after the final date for cancellation does not reduce the fee which the student must pay.

7. Prepayment of administrative charges

- (1) A student must, before taking any of the actions set out under the heading "Administrative charges" in Schedule 1, pay the relevant administrative charge.
- (2) A separate charge is payable for each action and for each time action is taken..
- (3) The action will be effective only if the applicable charge is paid.

8. Refund of fees on cancellation of enrolment

- (1) The university must refund relevant fees to a student who gives written notice of cancellation or change of enrolment by the final date for cancellation.
- (2) A student excluded or suspended under a university statute or rule is not entitled to a refund.
- (3) A student may appeal to the academic registrar in writing against refusal to refund.
- (4) Despite rule 8(1), an overseas student who cancels enrolment before the final date for cancellation in the first semester of enrolment must pay the administrative charge set out in schedule 1.

9. Removal of financial liability due to special circumstances

- (1) Remission of financial liability for commonwealth supported students or those in receipt of FEE-HELP will be determined under the HESA1.

- (2) Students to whom rule 10(1) does not apply, may apply to the academic registrar for the remission of financial for tuition fees if —
- (a) the student has been enrolled in the course; and
 - (b) the course, if completed, formed part of a program of study; and
 - (c) the student has not completed the requirements for the course during the period during which the student undertook, or was to undertake, the course; and
 - (d) special circumstances applied which prohibited the student from completing the course.
- (3) An application under rule 9(2) must be in writing and —
- (a) made within 12 months from when the student withdrew from the course; or
 - (b) if the student has not withdrawn from the course, within 12 months from the end of semester during which the course was undertaken.
- (4) For the purposes of rule 9(2)(d), special circumstances apply if the academic registrar is satisfied that circumstances apply to the student that —
- (i) are beyond the student's control; and
 - (ii) do not make their full impact on the student until on or after the final date for cancellation for the course in question; and
 - (iii) make it impracticable for the student to complete the requirements of the course in the period during which the student undertook, or was to undertake, the course.
- (5) The academic registrar must decide an application within a reasonable time and notify the student of the decision. The notice must include a statement of reasons for the decision.
- (6) A student may lodge a written appeal —
- (a) against a decision; and
 - (b) to the deputy vice-chancellor (academic); and
 - (c) within 28 days of the decision.

10. Determination of special cases

- (1) The academic registrar is to decide cases where an issue is not clearly dealt with in the rules, including a variation in the amount of a fee payable on academic grounds (for example, enrolment matters).
- (2) However, the academic registrar may decide cases involving —
- (a) a variation in the time to pay a fee; and
 - (b) dispensation of a late payment charge.

11. Arrangements with other educational institutions

A student pursuing a program or course under an arrangement between the university and a third party must pay the fees set out under that arrangement rather than the fees set out in Schedule 2, 3 or 4.

Fee Schedule

Schedule 1 — Student Services, Administrative and Miscellaneous Charges

Application for enrolment	
Application for enrolment —	
— by overseas student, unless waived or discounted by the director of international education	\$100
— from start of semester until the final date for cancellation (other than applications for new enrolments in postgraduate coursework programs)	\$50
— after the final date for cancellation	\$200
Application for addition or substitution of course or change of program	
Application for addition or substitution of course or change of program —	
— from third week of semester until the final date for cancellation	\$50
— after the final date for cancellation	\$200
Cancellation of enrolment	
Cancellation of enrolment by an overseas student before the final date for cancellation in the first semester of study.	\$1,000
Payment of fees after the due date	
Payment of fees after the due date —	
— from due date until final date for cancellation	\$20

— after the final date for cancellation	\$200
Library material	
Return of library material after the deadline —	
— when late sum reaches \$20	\$20
— after notice of demand, for each item	\$20
Student cards	
Compliance with a rule relating to student cards – after the final date of cancellation	\$20
Replacement of student card	\$15
Examination fee	
Fee payable by internal students sitting external examinations —	
— examinations within Australia	\$180
— examinations conducted outside Australia	\$250
— Health Sciences higher doctorates — to be paid at the time of enrolment	\$1,500
Academic transcripts, certificates and statements	
Academic transcript — rapid turnaround (5 hours)	\$20
Academic transcript — 3 to 5 working days	\$10
Academic transcript — pre-1974 (10 working days)	\$20
Certificate of enrolment/award	\$10
Statement of charges paid or HELP liability	\$5
Replacement degree certificate — sent by ordinary mail or collected	\$50
Replacement degree certificate — sent by registered mail in Australia	\$60
Replacement degree certificate — sent by registered mail outside Australia	\$70
Written verification of academic qualifications	\$30
Course/subject outlines	
Application for copies of course/subject outline information contained in back copies of university handbooks	\$50

Schedule 2 — Student Contribution Amount

1. Definitions for schedule 2

In this schedule —

pre-2008 student means a student who is not a pre-2009 student and who has continued studying in the same program after starting before 1 January 2008 or who meets the criteria under schedule 7 of the Higher Education Legislation Amendment (2007 Budget Measures) Act 2007.

pre-2009 student means a student who is not a pre-2008 student, and who has continued studying in the same program after starting before 1 January 2009.

2009 student means a student who is not a pre-2008 student or a pre-2009 student.

2. Student contribution amount

- 2.1 The student contribution amount (SCA) payable by a student undertaking an equivalent full-time student load (EFTSL) in a program in a particular band is —
 - (a) shown in Table 1 for a pre-2008 student; or
 - (b) shown in Table 2 for a pre-2009 student and a 2009 student.
- 2.2 For each course the SCA is to be set by the senior deputy vice-chancellor allocating the course to one of the bands in Table 1 or Table 2 and calculating the weight of the course compared to the EFTSL.
- 2.3 The SCA depends on whether the student is a 2009 student, a pre-2009 student or a pre-2008 student.
- 2.4 Despite Table 2, the SCA payable by a pre-2009 student undertaking mathematics, statistics and science units is \$7,412.
- 2.5 For the purposes of table 1 and 2 mathematics, statistics and science units of study are those units of study in the natural and physical sciences field of education that are classified in chapter 9 of the commonwealth grant scheme guidelines as being a national priority.

Table 1

Band	SCA for pre-2008 student
Band 3 (law, dentistry, medicine, veterinary science)	\$8,667
Band 2 (accounting, administration, economics, commerce, mathematics, statistics, computing, built environment, health, engineering, science, surveying, agriculture)	\$7,412

Band 1 (humanities, behavioural science, social studies, foreign languages, visual and performing arts)	\$5,201
National priorities (education, nursing)	\$4,162

Table 2

Band	SCA for pre-2009 students and 2009 students
Band 3 (accounting, administration, economics, commerce, law, dentistry, medicine, veterinary science)	\$8,677
Band 2 (computing, built environment, health, engineering, surveying, agriculture)	\$7,412
Band 1 (humanities, behavioural science, social studies, foreign languages, visual and performing arts)	\$5,201
National priorities (education, mathematics, nursing, science, statistics)	\$4,162

Note...The figures in Table 1 and 2 are 2009 figures. These figures are indexed annually.

Schedule 3 — Tuition Fees for Domestic Students

Part A — Undergraduate Programs

A domestic student who enrolls in a course in an undergraduate program must pay fees determined for that course. The domestic tuition fee charging rate per unit (in this part "the rate") for each undergraduate course is to be set by the fees reviewing committee on the recommendation of the executive dean, allocating the course to one of the bands shown in table 1. The fees reviewing committee must refer matters of academic significance to the senior deputy vice-chancellor before allocating a course to a band in table 1.

Table 1 — Charging rate, per unit, for each undergraduate course

Band	Rate per unit
1	\$790
2	\$965
3	\$1,135
4	\$1,365
5	\$1,625
6	\$2,105
7	\$2,590

The amount for each band in table 1 for 2009 and later years will be subject to cost indexation on a basis to be determined by the fees reviewing committee.

The rate must not be less than the combined amount of the commonwealth grant scheme contribution plus the UQ student contribution charge generated for publicly funded place in the same course.

A domestic tuition fee student who has enrolled and commenced study in the student's current undergraduate program before 1 January 2005 will not be required to pay a tuition fee per course higher than that applicable at the time of that student's enrolment in the current undergraduate program.

Despite the preceding paragraph, if a student who is enrolled in an undergraduate program before 1 January 2005 enrolls in a new program, the student must pay fees at the rate in table 1.

Part B — Postgraduate Programs

A domestic student who enrolls in a course in a postgraduate program must pay fees determined for that course. The domestic tuition fee charging rate per unit (in this part "the rate") for each course undertaken in the postgraduate program is to be set by the fees reviewing committee on the recommendation of the executive dean, allocating the course to one of the bands shown in table 2. The fees reviewing committee must refer matters of academic significance to the senior deputy vice-chancellor before allocating a course to a band in table 2.

Table 2 — Charging rate, for each postgraduate course

Band	Rate per unit
1	\$790
2	\$965
3	\$1,135
4	\$1,365
4A	\$1,650
5	\$1,625
5A	\$2,200

6	\$2,105
7	\$2,590

The amount for each band in table 2 for 2009 and later years will be subject to cost indexation on a basis to be determined by the fees reviewing committee.

A domestic student who has enrolled in a postgraduate program in a particular entry cohort will continue to be charged tuition fees for courses in subsequent years based on the allocation of those courses to bands at the time of the initial enrolment of the domestic student in the program.

A domestic tuition fee student who enrolled and commenced study in the student's current postgraduate program before 1 January 2005 will not be required to pay a tuition fee per course higher than that applicable at the time of that student's enrolment in the current postgraduate program.

Despite the preceding paragraph, if a student who is enrolled in a postgraduate program before 1 January 2005 enrolls in a new program, the student must pay the fees at the rate in table 2.

Non-Award

- (a) A student who is enrolled in the rural systems management course but is not enrolled for any program leading to an award of the university, the fee for the course is \$800 per unit.
- (b) An applicant for enrolment in the doctor of clinical dentistry undertaking the clinical assessment program must pay a fee of \$2,000. The fee is refunded against semester 1 fees upon successful completion of the clinical assessment program.

Schedule 4 — Tuition Fees for Overseas Students

Part A — Research Degrees

An overseas student who enrolls in an MPhil or a PhD must pay the fee set for the program in Table 1.

Table 1

<i>Band – Program Grouping</i>	<i>Tuition fee per semester</i>
Band A — Arts, BEL, SBS, Health (HMS Sociocultural)	\$11,000
Band B — EIAT, Science Health (HMS Biophysical, Pharmacy, other Health), NRAVS (Agriculture, Veterinary Science Laboratory), SBS (Psychology; Archaeology; Human Factors)	\$14,000
Band C — NRAVS (Veterinary Science Clinical), Health (Clinical).	\$18,000

If a student undertakes a program external offshore, the fee set for the program is as follows —

Part-time	60% of fees in table 1
Full-time	70% of fees in table 1
PhD program in international collaborative mode	50% of fees in table 1

(An additional amount will be charged for periods of on-campus study by off-shore external students.)

Part B — Coursework Degrees

An overseas student who enrolls in a course must pay fees determined for that course. The overseas tuition fee charging rate per unit (in this schedule "the rate") for each course is to be set by the fees reviewing committee on the recommendation of the executive dean, allocating the course to one of the bands shown in table 2. The fees reviewing committee must refer matters of academic significance to the senior deputy vice-chancellor prior to allocating a course to a band in table 2.

Table 2 — Charging rate for overseas students, per unit, for each course

Band	'rate' per unit
A	\$1,100
B	\$1,325
Temporary A	\$1,510
C	\$1,600
D	\$1,875
Temporary B	\$2,050
E	\$2,205
F	\$2,725

An overseas student who has enrolled in a program in a particular entry cohort will continue to be charged tuition fees for courses in subsequent years based on the allocation of those courses to bands at the time of the initial enrolment of the overseas student in the program.

The amount for each band in table 2 for 2008 and later years will be subject to cost indexation on a basis to be determined by the fees reviewing committee.

An overseas student who has enrolled and commenced study in the student's current program before 1 January 2005 will not be required to pay a tuition fee per course higher than that applicable at the time of that student's enrolment in the current program.

Despite the preceding paragraph, if a student who is enrolled in a program before 1 January 2005 enrolls in a new program, the student must pay fees at the rate in table 2.

Non-Award

- (a) An overseas student enrolled in a study abroad program or in a non-award program administered by the study program for international students must pay \$9,000 per semester.
- (b) A student enrolled in rural systems management (social science) courses through the centre for rural and regional innovation in the faculty of natural resources, agriculture and veterinary science must pay \$550.00 per unit.
- (c) An applicant for enrolment in the doctor of clinical dentistry undertaking the clinical assessment program must pay a fee of \$2,000. The fee is refunded against semester 1 fees upon successful completion of the clinical assessment program.

Endnote

1. Refer to section 79-1 of HESA in relation to HECS-HELP and section 104–25 of HESA in relation to FEE-HELP. These provisions have a broadly similar effect to the latter provisions of this rule 10.