

# Fee Rules 2010

(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 Senate 26 May 2010

## 1. Interpretation

In these rules —

**‘academic registrar’** means the university’s academic registrar.

**‘census date’** means, in relation to —

- (a) a first semester – 31 March;
- (b) a second semester – 31 August;
- (c) a summer semester – the date determined by the academic registrar and notified on the university website;
- (d) another teaching period approved by the academic registrar – the date determined by the 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;

**cross-institutional student** has the meaning given by the General Award Rules.

**‘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;

**‘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)*;

**non-award student** means a student who is enrolled in one or more courses at the university on the basis that the student will not be granted an award for the completion of the courses.

**‘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 census date.
- (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 census date; and
  - (b) provides the academic registrar with satisfactory evidence of permanent residency status before the census date; 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) The fees imposed by these rules for a semester are payable by the date set by the academic registrar as the date by which such fees are due to be paid.
- (1A) The fees imposed by these rules for a teaching period are payable by the date set by the academic registrar as the date by which such fees are due to be paid.
- (2) If a student commences study for a research higher degree after 30 April in a semester, the fee that is payable by the student is half of the amount of the fee that would have been payable by the student if the student had commenced the study earlier in the semester.
- (2A) If a student commences study for a research higher degree after 30 September in a semester, the fee that is payable by the student is half of the amount of the fee that would have been payable by the student if the student had commenced the study earlier in the semester.
- (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 census date 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 census date.
- (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), if an overseas student who is enrolled in their first semester of study at the university gives the university written notice of cancellation of their enrolment before the end of the census date for the semester, the student must pay the relevant administrative charge (*cancellation fee*) set out in Schedule 1 for cancellation of enrolment.
- (5) Despite rule 8(4), the academic registrar may—
  - (a) waive the cancellation fee that would otherwise be payable by the student; or
  - (b) reduce the amount of the cancellation fee that would otherwise be payable by the student.

**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 HESA<sup>1</sup>.
- (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 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 census date 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) If a student makes an application under rule 9, the academic registrar must, within a reasonable time -
  - (a) after considering the application, make a decision on the application; and

- (b) give the student written notice of the decision.
- (6) The notice must include a statement of reasons for the decision.

**9A Applying for review**

- (1) A person affected by a decision made under rule 9(5) may apply to have the decision reviewed by the deputy vice-chancellor (academic).
- (2) An application for a review must-
  - (a) be in writing; and
  - (b) state an address to which notices under these rules may be sent to the applicant; and
  - (c) be made within 28 days after the date of the written notice of the decision.

**9B Decision on review**

- (1) If a person makes an application under rule 9A(1), the deputy vice-chancellor (academic) must, within a reasonable time -
  - (a) after considering the application, make a decision on the application; and
  - (b) give the person written notice of the decision.
- (2) The notice must include a statement of reasons for 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 or third parties**

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

|   |        |
|---|--------|
| <b>Application for enrolment</b>  |        |
| Application for enrolment —   |        |
| — by overseas student, unless waived or discounted by the director of UQ International  | \$100  |
| — from start of semester until the census date (other than applications for new enrolments in postgraduate coursework programs)   | \$50   |
| — after the census date   | \$200  |
| <b>Application for addition or substitution of course or change of program</b>  |        |
| Application for addition or substitution of course or change of program —   |        |
| — from third week of semester until the census date   | \$50   |
| — after the census date   | \$200  |
| <b>Cancellation of enrolment</b>  |        |
| (1) Cancellation of enrolment by a relevant overseas student, during the period —   |        |
| (a) beginning immediately after the university receives the student’s written acceptance of the terms of an offer of a place; and |        |
| (b) ending at the end of the 21st day before the relevant classes are scheduled to commence (the <i>first period</i> )            | \$1000 |
| (2) Cancellation of enrolment by a relevant overseas student, during the period —   |        |
| (a) beginning immediately after the end of the first period; and  |        |
| (b) ending at the end of the census date  | \$3000 |
| <b>Payment of fees after the due date</b>   |        |
| Payment of fees after the due date —  |        |
| — from due date until census date   | \$100  |
| — after the census date   | \$200  |
| <b>Library material</b>   |        |
| Return of library material after the deadline —   |        |
| — when late sum reaches \$20  | \$20   |
| — after notice of demand, for each item   | \$20   |
| <b>Student cards</b>  |        |
| Replacement of a student card   | \$20   |
| <b>Examination fee</b>  |        |
| Fee payable by internal students sitting external examinations —  |        |

|   |         |
|---|---------|
| — examinations within Australia   | \$180   |
| — examinations conducted outside Australia  | \$250   |
| — Health Sciences higher doctorates — to be paid when material for examination is submitted   | \$1,500 |
| <b>Academic transcripts, certificates and statements</b>  |         |
| Academic transcript — rapid turnaround (5 hours)  | \$25    |
| Academic transcript — 3-5 working days  | \$15    |
| Academic transcript — pre-1974 (10 working days)  | \$25    |
| Certificate of enrolment/award  | \$25    |
| Written statement of charges paid or HELP liability   | \$15    |
| 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    |
| Replacement Australian High Education Graduation Statement – rapid turnaround (5 hours)   | \$25    |
| Replacement Australian Higher Education Graduation Statement – 3-5 working days   | \$15    |
| Written verification of academic qualifications   | \$30    |
| <b>Course/subject outlines</b>  |         |
| Application for copies of course/subject outline information contained in back copies of university handbooks   | \$50    |
| <b>Admissions test</b>  |         |
| (1) If an applicant for enrolment in the Master of Clinical Dentistry program or the Doctor of Clinical Dentistry program (a <i>dentistry program</i> ) is required to undertake a clinical assessment program for their enrolment, the applicant must pay a fee of \$3,500 for the assessment program ( <i>assessment fee</i> ).<br>(2) If the applicant:<br>(a) pays the assessment fee; and<br>(b) is admitted to the dentistry program,<br>the tuition fee payable by the applicant for their first semester of study in the dentistry program is reduced by the amount of the assessment fee paid. | \$3,500 |

## Schedule 2 — Student Contribution Amounts for 2010

### 1 Definitions for Schedule 2

In this schedule—

**2010 student** means a student who started a course of study with a higher education provider, as a Commonwealth supported student, in 2010.

**EFTSL** has the meaning given by the *Higher Education Support Act 2003*.

**EFTSL value** has the meaning given by the *Higher Education Support Act 2003*.

**higher education provider** has the meaning given by the *Higher Education Support Act 2003*.

**pre-2008 student** means a student who—

- (a) is not a pre-2009 student; and
- (b) either—
  - (i) started a course of study with a higher education provider at undergraduate or postgraduate level, as a Commonwealth supported student, before 1 January 2008 and is enrolled in a course of study at the university at the same level, as a Commonwealth supported student, in 2010; or
  - (ii) meets the criteria set out in Schedule 7 to the *Higher Education Legislation Amendment (2007 Budget Measures) Act 2007*.

**pre-2009 student** means a student who—

- (a) is not a pre-2008 student; and
- (b) started a course of study with a higher education provider at undergraduate or postgraduate level, as a Commonwealth supported student, before 1 January 2009 and is enrolled in a course of study at the

university at the same level, as a Commonwealth supported student, in 2010.

**pre-2010 student** means a student who—

- (a) is not a pre-2008 student or a pre-2009 student; and
- (b) started a course of study with a higher education provider at undergraduate or postgraduate level, as a Commonwealth supported student, before 1 January 2010 and is enrolled in a course of study at the university at the same level, as a Commonwealth supported student, in 2010.

**SCA** means student contribution amount.

## 2 Student contribution amount for 2010

- (1) The SCA payable by a student for an EFTSL to be undertaken in 2010, for units of study in a particular band, is—
  - (a) for a pre-2008 student—the amount shown in Table 1 for the band; or
  - (b) for a pre-2009 student—the amount shown in Table 2 for the band; or
  - (c) for a pre-2010 student—the amount shown in Table 3 for the band; or
  - (d) for a 2010 student—the amount shown in Table 4 for the band.
- (2) The SCA for each course is the amount determined as a result of the senior deputy vice-chancellor allocating the course to one of the bands in Tables 1, 2, 3 or 4 and calculating the EFTSL value of the course.

**Table 1**

| <b>Band</b>   | <b>SCA payable by a pre-2008 student for an EFTSL for 2010</b> |
|---|--|
| Band 3<br>(law, dentistry, medicine and veterinary science)   | \$8,859  |
| Band 2<br>(accounting, administration, economics, commerce, computing, built environment, health, engineering, surveying, agriculture, mathematics, science and statistics) | \$7,567  |
| Band 1<br>(humanities, behavioural science, social studies, foreign languages, visual and performing arts)  | \$5,310  |
| National priorities<br>(education and nursing)  | \$4,249  |

**Table 2**

| <b>Band</b>  | <b>SCA payable by a pre-2009 student for an EFTSL for 2010</b> |
|--|--|
| Band 3<br>(accounting, administration, economics, commerce, law, dentistry, medicine and veterinary science)               | \$8,859  |
| Band 2<br>(computing, built environment, health, engineering, surveying, agriculture, mathematics, science and statistics) | \$7,567  |
| Band 1<br>(humanities, behavioural science, social studies, foreign languages, visual and performing arts)                 | \$5,310  |
| National priorities<br>(education and nursing)   | \$4,249  |

**Table 3**

| <b>Band</b>  | <b>SCA payable by a pre-2010 student for an EFTSL for 2010</b> |
|--|--|
| Band 3<br>(accounting, administration, economics, commerce, law, dentistry, medicine and veterinary science) | \$8,859  |
| Band 2<br>(computing, built environment, health, engineering, surveying and agriculture)                     | \$7,567  |
| Band 1<br>(humanities, behavioural science, social studies, foreign languages, visual and performing arts)   | \$5,310  |
| National priorities<br>(education, nursing, mathematics, science and statistics)                             | \$4,249  |

**Table 4**

| <b>Band</b>  | <b>SCA payable by a 2010 student for an EFTSL for 2010</b> |
|--|--|
| Band 3<br>(accounting, administration, economics, commerce, law, dentistry, medicine and veterinary science)                   | \$8,859  |
| Band 2<br>(computing, built environment, health, engineering, surveying and agriculture)                                       | \$7,567  |
| Band 1<br>(education, nursing, humanities, behavioural science, social studies, foreign languages, visual and performing arts) | \$5,310  |
| National priorities<br>(mathematics, science and statistics)   | \$4,249  |

### 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.

If a domestic student enrolls in an undergraduate course as a non-award student, or a cross-institutional student, in a year, the student must pay the undergraduate domestic tuition fee determined for the course for the year.

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

| <b>Band</b> | <b>rate per unit</b> |
|-------------|----------------------|
| 1           | \$820                |
| 2           | \$1,005              |
| 3           | \$1,180              |
| 4           | \$1,420              |

|   |         |
|---|---------|
| 5 | \$1,690 |
| 6 | \$2,190 |
| 7 | \$2,695 |

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.

If a domestic student enrolls in a postgraduate course as a non-award student, or a cross-institutional student, in a year, the student must pay the postgraduate domestic tuition fee determined for the course for the year.

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

| <b>Band</b> | <b>Rate per unit</b> |
|-------------|----------------------|
| 1           | \$820                |
| 2           | \$1,005              |
| 3           | \$1,180              |
| 4           | \$1,420              |
| 5           | \$1,690              |
| 5A          | \$2,275              |
| 6           | \$2,190              |
| 7           | \$2,695              |

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.

#### **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</i> | <i>Research Higher Degree Enrolling Units</i>  | <i>Tuition fee per semester</i> |
|-------------|--|---------------------------------|
| A           | Faculty of Arts (all schools)<br>Faculty of Business, Economics & Law (all schools)<br>Faculty of Social & Behavioural Sciences (all | \$11,700                        |

|   |   |          |
|---|---|----------|
|   | schools except for those schools and projects listed in Band B)<br>School of Human Movement Studies (socio-cultural research projects)  |          |
| B | Australian Institute for Bioengineering & Nanotechnology<br>Diamantina Institute (except for those projects listed in Band C)<br>Faculty of Engineering, Architecture & Information Technology (all schools)<br>Faculty of Health Sciences (all schools except for those projects listed in Band A or Band C)<br>Faculty of Natural Resources, Agriculture & Veterinary Science (all schools except for those projects listed in Band C)<br>Faculty of Science (all schools)<br>Institute for Molecular Bioscience<br>Queensland Brain Institute (except for those projects listed in Band C)<br>School of Psychology<br>School of Social Science (archaeology research projects)<br>Sustainable Minerals Institute | \$14,800 |
| C | Diamantina Institute (clinical research projects)<br>Faculty of Health Sciences (all schools, clinical research projects)<br>Queensland Brain Institute (clinical research projects)<br>School of Veterinary Sciences (clinical research projects)  | \$19,000 |

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

|   |                                    |
|---|------------------------------------|
| Part-time                                       | 40% of the fees set out in table 1 |
| Full-time                                       | 60% of the fees set out in table 1 |
| PhD program in international collaborative mode | 50% of the fees set out in table 1 |

If a student on a temporary visa, other than a student visa, undertakes a program part-time internal onshore, the fee set for the program is 50% of the fee set out 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           | \$1,145         |
| B           | \$1,380         |
| C           | \$1,665         |
| D           | \$1,950         |
| Temporary B | \$2,120         |
| E           | \$2,820         |
| F           | \$3,000         |

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 students**

An overseas student enrolled in a study abroad program, or the study program for international students, must pay \$9,500 per semester.

**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 rule 9 of these rules.