

# FEES AND CHARGES

All fee enquiries in person should be directed in the first instance to Student Centres. Otherwise phone (07) 3365 1901 or 3365 2566 or email [fees@uq.edu.au](mailto:fees@uq.edu.au).

## (1) Student Services Charge (SSC)

All students, regardless of enrolment status in first and second semester 2003, must pay the Student Services Charge indicated or enter an exemption/ sponsored code on mySI-net:

- > Part-time Academic Summer Semester enrolment (fewer than units 6) \$24
- > Full-time Academic Summer Semester enrolment (6 units or more) \$48

## (2) Tuition Fees

With the exception of a small number of courses available on a HECS basis to UQ award students only, all Academic Summer Semester students are required to pay tuition fees. The exceptions are noted in the Course Details.

### Category A students – International students

- (1) University of Queensland full-fee paying international students pay fees in accordance with Part B of the *Fee Rules*.
- (2) International students from other universities pay a fee attached to the most appropriate program as set out in Part B of the *Fee Rules*.

### Category B students – Domestic undergraduate full fee paying and postgraduate students

- (1) University of Queensland domestic full fee paying undergraduate students and postgraduate award students who are liable for tuition fees pay the fee relevant to the program in which they are enrolled.
- (2) Domestic Cross-institutional postgraduate students enrolled in postgraduate program pay a fee attached to the most appropriate program as set out in Part A of the *Fee Rules*.

A *Fee Rules* booklet may be obtained from Student Centres or online at <http://www.uq.edu.au/student/GeneralRules2003/2003FeeRules.htm>

### Category C students – all other students

The Fee per unit for each course for Category C students is listed in the Course Details.

**Note:** All fees listed are per unit. Most courses carry a load of 2 units. Please check your liability carefully.

## (3) Administrative Charges

### Late enrolment

- > 18 November up to 15 December 2003 \$50

### Late payment of tuition fees or student services charge

- > \$20 2 December to 15 December 2003 and will increase to \$200 for payments received after 15 December 2003.

## (4) Postgraduate Education Loans Scheme (PELS)

The Postgraduate Education Loans Scheme (PELS) is a federal government scheme that provides an interest free loan facility for eligible students enrolled in fee-paying postgraduate coursework programs.

Check your eligibility – International Students, New Zealand citizens and some Australian Permanent Residents are not eligible for PELS. See Section 2 of the *PELS – Your Questions Answered* booklet.

The booklet, which is available online on mySI-net or from Student Centres, explains the scheme.

- > Applications must be received by 15 December 2003. Only one application is required per program; a new form will only be required if you change your program.
- > You must provide your Tax File Number (TFN).
- > You can submit your PELS Loan Request online on mySI-net. Click on the PELS eLRF Quick Link at the bottom of the screen. You may need to scroll down to access the link. Forms are also available at Student Centres.
- > PELS can only be used for tuition fees. It will not cover any administrative fee or Student Services Charge. A student with a PELS approval has three options:
  - pay no tuition fees and take a loan for the full amount
  - pay partial tuition fees of \$500 or more by 15 December and take a loan for the balance
  - don't use PELS and pay full amount upfront.

Within 30 days of the census date you will be advised via your UQ student email of the availability of your electronic notice of PELS liability for the semester. Click on the View/Pay fees Quick Link on mySI-net. If you do not have internet access and want us to send you a copy of your statement, please write to the HECS & PELS Office, The University of Queensland, 4072, when you enrol.

## (5) Higher Education Contribution Scheme (HECS)

Please note: with the exception of a small number of courses available on a HECS basis to UQ award students only, all Academic Summer Semester students are required to pay tuition fees. The exceptions are noted in the Course Details.

The booklet, *HECS – Information*, which is available from Student Centres and online on mySI-net, explains the scheme. Tuition fee liable students are exempt from HECS.

University of Queensland HECS-liable students must lodge a new HECS Payment Options Declaration form if changing from the previously nominated option or if enrolling in a different program. Students selecting the Deferred Through Tax option must provide their Tax File Number.

If you select the Upfront Payment option, you must make payment by 1 December 2003. Click on View/Pay fees from mid-November to view your online invoice.

HECS charges are finalised on your program and course enrolment as at 15 December – the HECS census date. Cancellation of courses after 15 December will not reduce your HECS liability.

**Notice of HECS liability:** Within thirty days of the HECS census date you will be advised via your UQ student email of the availability of your electronic HECS Notice of Liability. Click on the View/Pay fees Quick Link. If you do not have Internet access and want us to send you a copy of your statement, please write to the HECS & PELS Office, The University of Queensland, 4072, when you enrol.

## (6) Payment of fees and charges

### When to pay

The due date for payment of Summer Semester 2003/2004 fees and charges is Monday 1 December 2003.

### What to pay

Invoices will be available from mid-November on mySI-net for all students that have added their courses for Summer Semester.

You can print out your invoice by the following method:

- > Access mySI-net
- > Click on the View/Pay fees Quick Link at the bottom of the screen
- > Click on the Invoice icon to view your e-invoice
- > Click on the Print icon to print your e-invoice.

If you require a copy of your invoice it must be printed **prior to payment of your fees**.

### How to pay

#### Internet

Click on View/Pay fees – scroll down to the bottom of the screen and click on UQ Pay, which will take you to a secure bank site. Bankcard, MasterCard and Visa will be accepted. You will receive a payment receipt from the bank via email. To protect our clients, the University does not store credit card numbers in the University system.



#### B-Pay

Contact your participating bank, building society or credit union to make the payment from a cheque, savings or credit card account.

**Bill Code:** 18119

**Customer Reference Number:** your eight-digit student number.

#### Mail

If you do not have access to set up B-Pay or do not possess a credit card then send a cheque, along with your name and student number to The University Cashier, The University of Queensland, 4072.

Please allow 2-4 working days for your payment to be processed.

# HOW TO ENROL

## You need to:

- > **submit Application for Non-award Enrolment; or Application for Cross-institutional Enrolment by 30 October 2003 if applicable**
- > **enrol online via mySI-net by 17 November 2003**
- > **pay Student Services Charge by 1 December 2003**
- > **pay tuition fees or complete HECS/PELS requirements by 1 December 2003**

## Enrolment Procedures

An enrolment must be completed by all students wishing to study in the Academic Summer Semester. Enrolment is online via [www.my.uq.edu.au](http://www.my.uq.edu.au).

### Current UQ students

For students who are already enrolled at The University of Queensland in 2003, mySI-net will be available between 6 October and 17 November 2003 for enrolment in the Academic Summer Semester Program. Add your Summer Semester courses and ensure that all your other details are correctly recorded, especially contact details.

If you have been previously enrolled but not in 2003, you will need to contact your Faculty to have your program activated prior to enrolling online through mySI-net.

### Cross-institutional and Summer Non-award Students

Cross-institutional and Summer Non-award students need to submit the appropriate application form to the relevant Faculty. If you are applying as a Postgraduate Miscellaneous student you should indicate this intention on the *Application for Non-award Enrolment* and attach certified evidence that you hold a bachelor degree. All application forms are available from Student Centres as listed on the inside front cover and on the web

[http://www.uq.edu.au/media/download/enrolment\\_forms/Cross-institutionalEnrol01.pdf](http://www.uq.edu.au/media/download/enrolment_forms/Cross-institutionalEnrol01.pdf)

or

[http://www.uq.edu.au/media/download/enrolment\\_forms/NonawardEnrol.pdf](http://www.uq.edu.au/media/download/enrolment_forms/NonawardEnrol.pdf)

Once your enrolment has been approved, you will be sent your username and password so that you can enrol online via mySI-net. *Application for Non-award Enrolment* forms are due **30 October 2003**. Your application needs to be lodged in sufficient time for it to be approved and for you to be advised of your username and password and enrol by the **17 November 2003** due date.

Follow the prompts to add your personal and contact details and add your Summer Semester courses. The *Enrolment Guide* can be viewed online from the mySI-net login page. This Guide gives instructions for using mySI-net to enrol. If you continue to experience difficulties with the enrolment process phone **1300 132 882** or email: [enrolments@admin.uq.edu.au](mailto:enrolments@admin.uq.edu.au).

## Late Enrolment

Enrolments received after 17 November 2003 and up to 15 December 2003 will be charged an administrative charge for late enrolment of **\$50**.

## Exclusion

The University's Exclusion Rules state that if your semester grade point average falls below 3 in an undergraduate program you will be warned that your academic progress is unsatisfactory and you become a "warned student". A warned student whose GPA is less than 3 in a later semester will be refused further enrolment in all undergraduate programs. Students with a GPA of less than 3.5 in a postgraduate program will be similarly warned and may be refused further enrolment in postgraduate programs if their GPA is less than 3 in a later semester.

If you have been notified of exclusion, and wish to study in the Summer Semester, you should submit an Application for Permission to Re-enrol Following Exclusion form by the due date written on your notification (if you were enrolled in second semester) or by the Enrolment Due Date (if you were excluded in a semester prior to second semester 2003).

While your appeal is under consideration, you should continue to attend classes on a provisional basis. However, such attendance will not be regarded as a reason for approval of re-enrolment.

If your appeal is unsuccessful, your enrolment will be cancelled, Student Services Charge and tuition fees refunded, and HECS liability removed. Please note that the University's Exclusion Rules apply equally to the Summer Semester as to studies undertaken in the rest of the academic year.

Permission to enrol in first semester 2004 will be required if you are excluded on the basis of your results from the Summer Semester.

To obtain further advice regarding the Exclusion Rules and procedures, see <http://www.uq.edu.au/myadvisor/>, contact the Exclusions Officer on (07) 3365 1992 or call into a Student Centre.

## Changes of enrolment and withdrawal

**Addition or substitution of course/s** must be submitted by Monday 15 December 2003.

**Cancellation of course/s** attracts no administrative charge and will be accepted without financial penalty up until Monday 15 December 2003. Cancellation after this date counts as failure for academic exclusion purposes, unless the Executive Dean rules otherwise after consideration of a written appeal from you for withdrawal without academic penalty. HECS charges are finalised on your program and course enrolment as at 15 December – the HECS census date. Cancellation of courses after 15 December will not reduce your HECS liability. Liability for fees and charges remain unless otherwise approved by the Bursar.

All enquiries in person should be directed in the first instance to Student Centres. See "Important Contact Information", inside front cover.

