

Student Fees Policy

1. Purpose

This Policy specifies the principles for setting, calculating and charging Student fees for all UNSW College (the College) Programs, with the exception of those listed in 2(b).

2. Scope

- (a) This Policy applies to all College Students other than those cohorts indicated in 2(b).
- (b) This Policy does *not* apply to Students who are enrolled in:
 - i. UNSW Sydney Programs delivered by the College under a third-party provider arrangement, with those Students subject to UNSW Sydney Policies; or
 - ii. UniFastTrack Transition Program Online, with those Students subject to the relevant OpenLearning Policies; or
 - iii. UNSW College's Transnational Programs delivered by overseas providers, with those Students subject to relevant overseas provider Policies.

3. Policy Statement

- (a) This Policy outlines the approval authorities and principles for setting and collecting:
 - i. Student tuition fees, discounts and scholarships;
 - ii. Student Services and Amenities Fees (SSAF);
 - iii. Incidental Fees;and for charging and collecting:
 - i. Overseas Student Health Cover (OSHC).
- (b) Students must consider this Policy in conjunction with their Written Agreement.
- (c) The College Chief Executive Officer (CEO) retains discretion to determine fees for new and existing Programs and services, on the recommendation of the Fees and Scholarships Committee.
- (d) The College shall set its fees in accordance with relevant legislation.

4. Tuition Fees, Discounts and Scholarship Setting

- (a) Tuition fees, discounts and scholarships are reviewed at least annually. The Fees and Scholarships Committee considers all proposals for revision and makes a recommendation to the CEO and the UNSW College Board of Directors for approval.

- (b) The Fees and Scholarships Committee has the authority to authorise Payment Due Dates.
- (c) Fees, discounts and scholarships are set in accordance with relevant legislation, which includes but is not limited to the *Higher Education Support Act 2003* (HESA) and the *Education and Services for Overseas Students Act 2000* (ESOS Act).
- (d) Incidental Fees and Enrolment Deposits are set and approved in accordance with the [Student Fees Procedure](#).
- (e) OSHC fees are based on the fee charged by the College's OSHC Partner Provider, set in accordance with the recommended rate and subject to the terms and conditions of the OSHC Partner Provider.

5. Fees Publication

- (a) The College will publish accurate and timely Student Fees information for prospective and current Students. Fees information is made available on the College website¹ and in other College publications².
- (b) Fee Statements are available for review by all enrolled Students and include charges, outstanding fee balances and the Payment Due Date, for all Programs.
- (c) Incidental Fees can be invoiced, requiring payments as incurred.

6. Type of Fees

6.1 Tuition fees

- (a) Tuition fees for all Programs within the scope of this Policy (except for Foundation Studies, ELICOS and Pre-Masters Programs) are assessed and invoiced based on the Student Units of Credit (UoC) corresponding to each Course within a specific Study Period. Tuition fees are calculated based on the fee approved as at each Study Period's Census Date.
- (b) Tuition fees for Foundation Studies, ELICOS and Pre-Masters are assessed at the time of acceptance.
- (c) The College reserves the right to adjust tuition fees annually, to align with current market conditions, in accordance with the [Student Fees Procedure](#).
- (d) Tuition fees may vary depending on whether the Student is a Domestic Full-fee Paying Student or an International Student.
- (e) The College reserves the right to adjust tuition fees annually for all College Students.
- (f) Students enrolled under a third-party (e.g. Sponsored Students) or employer-funded arrangement should also refer to the terms of the contractual agreement.

¹ UNSW College Fee information <https://www.unswcollege.edu.au/apply/fees>

² This includes the UNSW College Handbook

6.2 Student Services and Amenities Fee (SSAF)

- (a) The SSAF is paid by all domestic and International Students who are studying at all College delivery locations in Australia, unless explicitly exempt from SSAF in accordance with the [Student Fees Procedure](#).
- (b) HESA specifies requirements for determining the SSAF.
- (c) The SSAF supports the provision of Student amenities and services that are not of an academic nature, regardless of whether the Student chooses to use any of those amenities and services.
- (d) The SSAF is determined by the Student's study load (UoC) for the Study Period as at the Census Date which, in turn, indicates whether a Student is studying Full Time or Part Time.

6.3 Overseas Student Health Cover (OSHC)

- (a) International Students must purchase OSHC for the duration of their Student visa.
- (b) OSHC is charged to all Students unless proof has been submitted that OSHC covering the duration of a Student's visa has been purchased from an approved OSHC Partner Provider upon issuing the Confirmation of Enrolment.
- (c) Students who purchase OSHC will be subject to the terms and conditions specified by the College's OSHC Partner Provider.

6.4 Incidental Fees

- (a) Incidental Fees are for goods and services provided to Students that are not essential to their Program of study, or where goods and services are also made available to Students in an alternate form free of charge.
- (b) Incidental Fees charged to Students relate to the provision of administrative, academic or facilities goods or services that are either:
 - i. not essential to the study Program;
 - ii. provided in an alternative form free of charge;
 - iii. relate to food, transport or accommodation costs of a Program field trip;
 - iv. penalties primarily imposed as a disincentive; or
 - v. equipment or items that become the Student's physical property and are not consumed in the Program.

All College Incidental Fees comply with HESA requirements.

- (c) In most instances, Incidental Fees are incurred as the goods or services are provided unless otherwise stated.

7. Fee Adjustment

- (a) Students may receive fee adjustments under certain circumstances as specified in the [Student Fees Procedure](#), including:
 - i. Discounts and scholarships;
 - ii. Program discontinuation;
 - iii. Study plan changes;
 - iv. Repeated Enrolment; and
 - v. Change in residency status.
- (b) Students who repeat a Course or a Program will be charged based on the tuition rates or tuition fee associated with the year in which the Course or Program is to be repeated.

8. Payment of Fees

- (a) The Acceptance Fee Total is due on acceptance of an offer of a place in the Program. Tuition Fee Payment Due Dates are provided in the relevant Fee Statement and on the College website³. Any non-payment of fees by Census Date will result in the College taking action in accordance with Section 9 of this Policy.
- (b) Students must pay all required fees directly to the College. Students must not pay College fees through an unauthorised third-party.
- (c) Domestic Students who are eligible for the Commonwealth Government HELP (Higher Education Loan Program) scheme⁴ can defer tuition fees and SSAF through FEE-HELP and SA-HELP as specified in the [Student Fees Procedure](#).
- (d) Students who have enrolled under a third-party (e.g. Sponsored Students) or employer-funded arrangement should refer to the contractual terms of the agreement for prescribed payment methods.

9. Non-Payment of Fees

- (a) The College will issue a fee reminder where payment has not been made by the Payment Due Date. If the outstanding debt is not paid, the College may take the following action:
 - i. place an Encumbrance on the Student's Enrolment which imposes a restriction on a Student's access to College services;
 - ii. cancel a Student's Enrolment;
 - iii. for International Students, report to the relevant authorities as required by the ESOS Act; and
 - iv. prevent a Student from graduating or receiving final results or an academic record until all outstanding debt is paid.

³ UNSW College Fee information <https://www.unswcollege.edu.au/apply/fees>

⁴ Refer to <https://www.studyassist.gov.au/while-youre-studying/what-am-i-eligible> for eligibility

- (b) A fee-related Encumbrance will only be removed from a Student's Enrolment when the College receives all outstanding fees.
- (c) Students can only re-enrol once existing debts have been settled.

10. Refunds

- (a) Refund, Remission of Debt and Remission of Fee are governed by:
 - i. UNSW College's [Student Refund Policy](#); and
 - ii. UNSW College's [Student Refund Procedure](#).

11. Right to Vary Student Fees

UNSW College reserves the right to vary Student Fees at any time during Enrolment and will comply with all relevant legislation when setting and publishing fees.

12. Definitions

Definitions and Acronyms	
Academic Program	An Academic Board approved set of requirements, Courses and/or supervised research into which a Student is admitted. In some cases, this will lead to an award of UNSW College.
Acceptance Fee Total	The amount due on acceptance which includes a Program Enrolment Deposit, and other non-tuition fees, which may include (where applicable) an enrolment fee, CAAW fee, airport pick-up fee and OSHC fee
Census Date	The date within each Study Period when a Student's Enrolment must be finalised and the last day a Student can Withdraw from a Course without financial penalty.
Confirmation of Enrolment	A document, which is issued by UNSW College to intending overseas Students and which must accompany their application for a Student Visa. It confirms the overseas Student's eligibility to enrol in the particular Program.
Course	A component of an Academic Program, normally of one term or semester in duration, with a specific credit value.
Domestic Student(s)	A Student enrolled at an Australian location who is an Australian or New Zealand citizen or who holds an Australian permanent resident visa or Australian permanent humanitarian visa.
Domestic Full-fee Paying Student	Domestic Students who are not granted with Commonwealth Supported Place (CSP).
ELICOS	English Language Intensive Courses for Overseas Students

Definitions and Acronyms	
Encumbrance	A block placed on a Student's access to UNSW College services and resources as a result of unpaid fees, fines, loan payments, missing information (e.g. tax file number), unreturned resources (e.g. library items), disciplinary proceedings or incomplete administrative requirements.
Enrolment	Where a Student has enrolled in an approved Program or Course of study for at least one Study Period in an Academic Year.
Enrolment Deposit	Payment of a proportion of tuition fees upon acceptance of offer to confirm a Student's Enrolment.
ESOS Act	Education Services for Overseas Students Act 2000
FEE-HELP	An Australian Government loan scheme to help eligible fee-paying Students to defer their tuition fee payment.
Fee Statement	A statement sent to enrolled Students showing the fees amounts and Payment Due Dates for relevant fee periods.
Full Time	The minimum full-time student load is 0.75 EFTSL or 36 UoC across three standard Terms and at least 12 UoC each Term
HESA	Higher Education Support Act (2003). This is the Commonwealth legislation that specifies the requirements to access a HELP loan and a Commonwealth supported place.
Incidental Fees	Incidental Fees charged to Students relate to the provision of administrative, academic or facilities goods or services that are either: <ul style="list-style-type: none"> – not essential to the study Program; – provided in an alternative form free of charge; – relate to food, transport or accommodation costs of a Program field trip; – penalties primarily imposed as a disincentive; or – equipment or items that become the Student's physical property and are not consumed in the Program.
International Student	A Student who is not a Domestic Student.
OpenLearning	OpenLearning is an online learning platform company listed on the ASX, partnering with UNSW College in delivery of specific online Courses on its platform.
OSHC Partner Provider	External OSHC service provider which the College has entered into an agreement with to sell OSHC products on behalf of the external provider.
Part Time	Students undertaking less than 0.75 EFTST across an academic year or less than 12 UoC per Term are part-time students.

Definitions and Acronyms	
Payment Due Date	Payment Due Date refers to the date which tuition fees is fall due. Payment Due Date can be set on or before Census Date.
Program	Has the same meaning as Academic Program
Refund(s)	Return of payment in the form of funds repaid or a statement credit which can be used to settle other fee charges.
Remission of Debt	Remission of FEE-HELP after the relevant Census Date; if a student can demonstrate special circumstances.
Remission of Fee	Remission of tuition fee after the relevant Census Date for all programs except Foundation Studies, ELICOS and Pre-Masters; if a student can demonstrate special circumstances.
SA-HELP	An Australian Government loan scheme to help eligible fee-paying Students to defer their SSAF payment.
Sponsored Students	Sponsored students are students who receives funding through a financial arrangement by which an external organisation agrees to pay all or part of a student's fees directly to UNSW College and is distinct from a scholarship, where a student may be awarded funds which they may use to pay fees themselves.
Student	A person enrolled in an approved Course of study at UNSW College whose Enrolment has not lapsed or been cancelled.
Student Fees	Meanings all fees including tuition and non-tuition fees including incidental fees.
Study Period	An academic period which has a designated start and end date, Census Date, last date by which Students can add or substitute units of study, date for Withdrawal with or without academic penalty (if applicable), and date for release of subject results.
Transnational Programs	Programs delivered to overseas Students outside of Australia
Unit/s of Credit (UoC)	The value assigned to Programs and Courses indicating duration and workload. For a Course, UOC indicates the Student workload expectations and the contribution of the Course to meeting Program requirements
UNSW Sydney	The University of New South Wales, Sydney
Withdraws/ Withdrawn /Withdrawal	The termination of a Student's enrolment(s) with UNSW College
Written Agreement	The agreement that has been entered into by the College and each Student, and which contains the offer letter, acceptance

Definitions and Acronyms	
	agreement form, terms and conditions, Student Refund Policy and Student Refund Procedure.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • Education Services for Overseas Students Act 2000 • Higher Education Support Act 2003 (Cth)
Policy	<ul style="list-style-type: none"> • Student Grievances and Complaints Policy • Condition of Enrolment • Enrolment Policy • Student Refund Policy • Recognised Prior Learning and Credit Transfer Policy
Procedures	<ul style="list-style-type: none"> • Student Fees Procedure • Student Refund Procedure
Forms	<ul style="list-style-type: none"> • Refund Request Form • Acceptance Agreement Form • Withdrawal Application Form

Policy Governance

Student Fees Policy	
Category/Business Group	Finance
Published Externally (Yes/No)	Yes
Approver	Chief Executive Officer
Responsible Officer	Chief Finance Officer
Contact Officer	Head of Financial Operations
Effective Date	24/11/2023
Next Review Date	24/11/2026
Version	2.0

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2	Chief Executive Officer – Sarah Lightfoot	24 November 2023	24 November 2023	<p>Include terms and conditions for Pre-Masters program under section 6 8(d) – Include “Sponsored Students” in the clause.</p> <p>Definition and Acronyms – provide reference to Pre-Masters program</p> <p>Definition and Acronyms – add definition of “Sponsored Students” and “Student Fees”</p>
1	Chief Executive Officer – Sarah Lightfoot	11 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies