

Offshore Student Fees Policy

1. Purpose

UNSW College (the College) offers some of its Award and Non-Award Programs to offshore Students, i.e., those located outside of Australia.

These offshore Programs may be delivered either directly by the College (College delivered Program) or through a Transnational Education (TNE) Provider (TNE Provider delivered Program), both of which operate under the College's academic and operational standards. The TNE Provider is a third-party provider and TNE refers to the delivery of Programs, Subjects, or services to learners offshore.

This Policy specifies the College principles and processes for setting, calculating and charging of Student fees.

2. Scope

This policy applies to:

- (a) Prospective Students seeking to enrol in College Award and Non-Award Programs delivered offshore;
- (b) Enrolled Students undertaking College Programs offshore, delivered by either the College or a TNE Provider;
- (c) all modes of offshore delivery, including online, face-to-face and Hybrid; and
- (d) all staff, including TNE Provider staff where applicable, involved in the promotion, recruitment, admission, delivery, management or administration of offshore Programs and Students.

3. Policy Statement

The College is committed to the transparent, compliant and effective management of fee settings within published timeframes.

4. UNSW College and TNE Provider Responsibilities

4.1 Tuition Fees for Programs Delivered by the College:

The College is expected to comply with the following undertakings and any other relevant legislation, in the determination, publication and management of Student Tuition Fees:

- (a) undertake an annual review to determine Student Tuition Fees and Incidental Fees for the subsequent year/s and Payment Due Dates for each Study Period;
- (b) set Student Fees;
- (c) publish accurate and timely information on Student Fees for Prospective Students and current Students on the College website, as soon as practical after approval but no later than the earliest Enrolment date of the year in which it becomes effective;

- (d) ensure detailed Fee Statements are available for review by all enrolled Students prior to the Payment Due Date;
- (e) issue a fee reminder where payment has not been made by the Payment Due Date.

4.2 Tuition Fees for Programs Delivered by a TNE Provider:

The TNE Provider is expected to comply with the following undertakings and any relevant local legislation, in the determination, publication and management of Student Tuition Fees for College Programs:

- (a) For Award Programs:
 - i. submit an annual recommendation to the College for approval of Student Tuition Fees and any other Fees payable by the Student;
 - ii. set Student Fees after College approval.
- (b) For Non-Award Programs:
 - i. Determine the annual Student Tuition Fee and any other Fees payable by the Student and advise the College the year prior to implementation.
 - ii. publish accurate and timely information on Student Fees payable by the Student on the Provider's website, as soon as practical after College approval but no later than the earliest Enrolment date of the year in which the fees become effective;
 - iii. ensure detailed Fee Statements are available for review by all enrolled Students prior to the Payment Due Date;
 - iv. accept Student fee payments and issue receipts for money received;
 - v. issue a fee reminder where payment has not been made by the Payment Due Date;
 - vi. ensure Student Tuition Fees are not collected before the Student has accepted their offer.

5. Students' Responsibilities

Students are expected to understand that:

- (a) they are financially liable for tuition fees on the published Payment Due Date (see Section 7);
- (b) they must consider this Policy in conjunction with their Written Agreement (e.g. offer letter, contract, etc)
- (c) the College and / or TNE Provider reserves the right to adjust fees annually and will do so in accordance with relevant legislation;
- (d) if they repeat a Course or Program, the Tuition Fee charged will be that associated with the year in which the Course or Program is to be repeated;
- (e) payments must be made in accordance with the payment method specified in the

Fee Statement, or Letter of Offer, or Contract;

- (f) Student Tuition Fees are charged:
 - i. in Australian Dollars if a College delivered Program, unless otherwise indicated;
 - ii. in local currency if the Program is delivered by a TNE Provider, unless otherwise indicated;
- (g) they are responsible for all transaction costs that may arise when payments are made which includes, but is not limited to, transaction fees and foreign exchange losses;
- (h) must discontinue attending any classes or accessing any learning resources made available, once a Course or Program Withdrawal has been processed.

6. Types of Fees

6.1 Incidental Fees

- (a) Any Incidental Fees that may be 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.
- (b) Examples of Incident Fees include:
 - i. administrative Incidental Fees for services such as a reprint of academic transcripts;
 - ii. fees for late tuition fee payments.
- (c) Incidental Fees are either listed in the Written Agreement / Offer Letter / Contract or issued as a separate invoice to the Fee Statement, depending on the nature and amount of the charges.
- (d) In most instances, Incidental Fees are:
 - i. incurred as the goods or services are provided unless otherwise indicated; and
 - ii. non-refundable once incidental goods and services are consumed.
- (e) A list of Incidental Fees that are commonly incurred can be found on the College or on the TNE Provider website.

6.2 Tuition Fees

- (a) Tuition fees for:
 - i. Online Non-Award Programs (i.e. ELICOS, Transition Programs, Foundation

Studies, Pre-Masters) are set at the Program level; and

- ii. Award Programs (i.e. Diplomas, Advanced Diplomas, Associate Degrees, undergraduate Degrees) are assessed and invoiced based on the Student Units of Credit (UoC) corresponding to each Course within a specific Study Period and the fee approved as at each Study Period's Census Date.
- (b) The College and / or TNE Provider reserves the right to review and/or adjust tuition fees annually, to align with current market conditions.
- (c) Students enrolled under a third-party arrangement should also refer to the terms of the written agreement between the student and the TNE Provider.

6.3 Award Programs delivered by the College: Enrolment Deposits

- (a) Commencing Students must pay the specified Enrolment Deposit and any applicable Incidental Fees prior to the offer expiry date, as outlined in the Offer Letter.
- (b) Enrolment Deposits can be used to settle tuition fees and other fees when they fall due.
- (c) If a Student is granted and accepts credit towards their Program after an offer has been accepted, tuition fees will be adjusted accordingly.

6.4 Award Programs delivered by TNE Provider: Fees

- (a) Commencing Students will be advised of any applicable fees, due dates for payment and payment arrangements in the Agreement / Offer Letter / Contract.
- (b) If a Student is granted and accepts credit towards their Program after payment of tuition fees, the fees will be adjusted accordingly.

7. Payment of Fees

- (a) Fees are payable directly to the Provider the Student is enrolled with, as prescribed by the Written Agreement / Offer Letter / Contract and/or Student invoice. So, if undertaking a Program delivered by a TNE Provider, fees are paid directly to that provider and if enrolled with UNSW College, directly to the College.
- (b) All fees must be paid on or prior to the Payment Due Date specified either in the Written Agreement / Offer Letter / Contract, Fee Statement or Invoice provided to the Student, and in accordance with the payment method specified. Neither the College nor the TNE Provider takes any responsibility for financial losses incurred by Students due to payments not being made in accordance with the recommended methods.
- (c) Students are responsible for all costs that may arise when payments are made, including, but not limited to, transaction fees and foreign exchange losses.

7.1 Tuition Fees for Non-Award Programs delivered by the College:

- (a) ELICOS Programs:
 - i. For Programs with a duration of 25 weeks or less, full tuition fee payment

is required upon acceptance of an offer.

- ii. For Programs with a duration of 26 weeks or more, the tuition fee payment for the first 25 weeks is required upon acceptance of offer. After Commencement, Students are required to pay the remaining tuition fee in week 26 or prior.
- (b) Foundation Studies and Pre-Masters Programs: 50% of the tuition fee payment is required upon acceptance of an offer. The Remaining tuition fee is required to be paid by Friday of week 2 of a commencing Study Period.
- (c) Transition and Pre-Masters Programs: full tuition fee payment is required upon acceptance of an offer.

7.2 Tuition Fees for Award Programs delivered by the College

- (a) Students are financially liable for all units in which they are enrolled as at the Census Date of each Study Period published on the College website, regardless of whether they have attended or attempted any of the unit or Course content.
- (b) If a commencing Student, the specified Enrolment Deposit and any applicable Incidental Fees must be paid prior to the offer expiry date, as outlined in the Offer Letter. Enrolment Deposits can be used to settle tuition fees and other fees when they fall due.
- (c) If granted credit towards their Program after an offer has been accepted, a corresponding adjustment to tuition fees will be made.

7.3 Tuition Fees for Non-Award Programs delivered by a TNE Provider

For offshore non-Award Programs delivered by a TNE Provider, all payment details and due dates will be stipulated in the Written Agreement, Offer Letter, Contract, or Fee Statement provided to the Student.

7.4 Tuition Fees for Award Programs delivered by a TNE Provider

- (a) Students are financially liable for all units in which they are enrolled as at the Census Date of each Study Period, published on the TNE Provider website.
- (b) If granted credit towards their Program after an offer has been accepted, a corresponding adjustment to tuition fees will be made.

8. Non-Payment of Fees

8.1 Non-Payment of Fees for Programs Delivered by the College

- (a) A fees reminder will be issued where there is an outstanding debt due to non-payment and the Payment Due Date has passed.
- (b) An Encumbrance may be placed on a Student's Enrolment for non-payment of fees, on the date stipulated on the fees reminder, which will result in restrictions to Enrolment
- (c) Where a Student continues to have outstanding debt after being encumbered, their Enrolment will be invalidated for non-payment fees. The College will retain any

tuition fees paid for the relevant Study Period.

- (c) Invalidated Students will have their Enrolment cancelled and will not have access to their academic records.
- (d) Where an invalidated Student wishes to obtain a transcript of their academic record without seeking to continue their Program, a transcript will be issued only when the outstanding debt has been paid.
- (d) When an outstanding debt and reinstatement fee have been paid, a Student seeking to continue their Program within the current Study Period can be reinstated if approval is granted by the relevant College.
- (e) Invalidated Students seeking to continue their Program in a subsequent Study Period must apply directly to the UNSW College Executive Director Students or their nominee, who will determine if the Student may be re-admitted.

8.2 Non-Payment of Fees for Programs delivered by a TNE Provider

TNE Providers determine the steps to be taken to pursue outstanding debt resulting from non-payment of fees, which may include enrolment cancellation and consideration of enrolment re-instatement only when the outstanding debt is paid.

9. Student Appeals

Students have the right to Appeal a decision made in regard to fees in accordance with the [Offshore Student Appeal Policy](#).

10. Definitions

Definitions and Acronyms	
Appeal	A request for reconsideration of a decision by an officer or body of the College.
Award Programs	Has the meaning as defined in the TEQSA Act (see higher education award) and includes Diplomas, Advanced Diplomas, Associate Degrees and undergraduate Degrees.
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.
Commencement	The date on which a Student is due to start their Program, as previously agreed by the provider and the Student.
Course	A component of an Academic Program, normally of one Term or Semester in duration with a specific Unit of Credit (UoC) Value
ELICOS	English Language Intensive Courses for Overseas Students
Encumbrance	A block that is placed on a Student's access to College services and resources as a result of unpaid fees, fines, loan payments, missing

Definitions and Acronyms	
	information, disciplinary proceedings or incomplete administrative requirements.
Enrolment	A process by which Students remain active in their Program. Courses are assigned for a specific teaching period based on Program requirements and offerings and subsequently, Students will be registered for classes.
Enrolment Deposit	Payment of a proportion of tuition fees upon acceptance of offer to confirm a Student's Enrolment
Fee Statement	A statement available to enrolled Students showing the fees amounts and Payment Due Dates for relevant fee periods.
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; - penalties primarily imposed as a disincentive; or - equipment or items that become the Student's physical property and are not consumed in the Program
Non-Award Programs	An approved Course of study that does not lead to a higher education award but leads to a College qualification. This can include a tertiary / degree preparation Program, Pre-Masters Programs, Foundation and Transition Programs, English Language Programs.
Offer Letter	The formal invitation of admissions made to a Prospective Student.
Payment Due Date	The date on which tuition fees fall due.
TNE Provider	An approved entity that is licensed to deliver Programs on behalf of UNSW College.
Program	An Academic Board approved set of requirements and Courses into which a Student is admitted.
Prospective Student	A person outside Australia who intends to become or has taken any steps towards enrolling in an offshore delivered College Program.
Student	A person enrolled in an approved Program of study at the College and studying offshore, whose Enrolment has not lapsed or been cancelled.
Study Period	A defined teaching and Study Period for the completion of Courses for a particular Program.
Student Tuition Fees	Tuition fees for an approved Program of study at the College

Definitions and Acronyms	
Term	The administrative time period in which teaching periods are defined, Students enrol and for which Students are charged fees.
Transnational Education (TNE)	Education Programs, Courses or services where learners are located in a country different from the one in which the College is based.
Withdrawal	The termination of a Student's Enrolment with UNSW College.

11. Related Policy and Supporting Documents

Related Policy Documents and Supporting Documents	
Policy	<ul style="list-style-type: none"> • Offshore Student Appeal Policy (f) Offshore Guidelines for Assessing Compassionate or Compelling Circumstances (g) Offshore Student Fees Policy (h) Offshore Student Refund Policy – College Delivered Programs • Offshore Student Refund Policy - TNE Provider Delivered Programs

12. Policy Governance

Offshore 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	26 March 2025
Next Review Date	26 March 2028
Version	2.0

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2.0	Chief Executive Officer – Sarah Lightfoot	26 March 2025	26 March 2025	Updating policy to be an 'Offshore' policy, incorporating award and non-Award Programs. This update includes



				separating 'Fees' section of Policy and 'Refund' section of Policy into separate documents. This Policy relates to Fees. Refund Policies can be found under 'Related Policy' table.
1.0	Chief Executive Officer – Sarah Lightfoot	17 June 2024	17 June 2024	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