

## University Rules: Fees Rules

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### 1. Preliminary

(1) These Rules are made under Edith Cowan University Statute No 31 Fees.

(2) In these Rules, unless the contrary intention appears,

"award course" means a program of study necessary to qualify for a University higher education award, or a VET award or other award offered by the University;

"census date" means the date at which a student's fee liability is assessed;

"charge" means any charge payable to the University under these Rules;

"Commonwealth-supported place" means a higher education place for which the Commonwealth Government makes a financial contribution;

"day" means a day on which the University is open to the public for normal business operations;

"Director, SSC" means the Director, Student Services Centre, or the successor to that position or a person acting in that position or his or her nominee;

"domestic tuition fee student" means a student who is an Australian citizen, New Zealand citizen or Permanent Resident who is paying tuition fees and is not the holder of a Commonwealth-supported place;

"fee" means any fee payable to the University under these Rules;

"HES Act" means the *Higher Education Support Act 2003 (Cth)* and includes Guidelines made by the Minister under the relevant provisions of that Act;

"international student" means a student who is not an Australian citizen, a permanent resident of Australia or a New Zealand citizen

"teaching period" means the period of time within which:

- (a) a unit in an award course is undertaken and formally assessed and for which assessment results are confirmed by Boards of Examiners under the relevant provisions of the Admission, Enrolment and Academic Progress Rules; or
- (b) a non-award course or unit may be undertaken.

"unit" means a unit of study or unit of competency;

"unit of competency" means the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace (also known as "unit of competence");

"VET" means the Vocational Education and Training sector of tertiary education which provides Certificates II, III and IV, Diplomas and Advanced Diplomas as specified in the Australian Qualifications Framework.

(3) (a) Every enrolled student who is required to pay fees or charges to the University, as a consequence of an Act of the Commonwealth or the State of Western Australia or a determination of the University, must pay those fees or charges and submit all required forms and documents to the University by the due date.

- (b) Action may be taken by the Vice-Chancellor in accordance with rule 6 if a student does not pay a fee or charge or submit a required form or other document by the due date.

## 2. Tuition fees

(1) Tuition fees may be imposed in the following categories, on the following classes of students, and on such other tuition as the Vice-Chancellor may determine:

	Category of fee	Application	Circumstances
<b>(a) Award courses</b>			
	(i) Full fee-paying domestic undergraduate tuition fee	Australian or New Zealand citizens or Permanent Residents.	Subject to the approval of the Vice-Chancellor.
	(ii) Domestic Postgraduate Tuition Fee	Australian or New Zealand citizens or Permanent Residents.	Subject to the approval of the Vice-Chancellor.
	(iii) Student Contribution (SC) Fee	Commonwealth supported places.	Subject to compliance with relevant Commonwealth legislation and approval by the Vice-Chancellor, consistent with principles set by Council
	(iv) Vocational Education and Training Fee	Students enrolled in VET programs.	Determined in accordance with State Government regulations.
	(v) International Tuition Fee	International students (including study abroad students).	Subject to the approval of the Vice-Chancellor.
	(vi) Offshore Agreement Tuition Fee	Students enrolled offshore under agreements with the University's offshore partners	Level, timing and collection of fees and refund policies by agreement with offshore partners and as publicised to enrolled and prospective offshore students.
<b>(b) Non-award courses and units</b>			
	(vii) Non-award Tuition Fee	Students enrolled in non-award courses or units.	Except in respect of Commonwealth – supported places, tuition fees for non-award students are the same as the fee charged for award students.
	(viii) Short course Tuition Fee	Students enrolled in non-award short courses or units.	Fees determined on full-cost recovery basis and available to students on application.

(2) The prescribed tuition fee may vary for different student cohorts, course structures and modes of delivery, and will be as determined by the Vice-Chancellor. The tuition fee will be published in such form and by such means as the Vice-Chancellor determines.

## 3. Remission or refund of tuition fee

(1) Domestic undergraduate and postgraduate students may be entitled to remission and / or refund of tuition fees in accordance with the provisions of the *Remission of Fees and Re-Crediting of Student Learning Entitlement Policy* (November 2009)

(2) International students may be entitled to a refund of tuition fees in accordance with the provisions of the *International Student Tuition Fee Refund Policy* (February 2010).

#### **4. Service fees and late charges**

- (1) Students may be liable for University service fees, late charges, penalties and fines on the basis of:
- (a) failure to adhere to approved enrolment payment deadlines; or
  - (b) charges for goods or services provided to the student; or
  - (c) recovery of bank and debt collection charges; or
  - (d) the cost of processing a student's reinstatement of enrolment as a result of payment of an outstanding fee or charge or portion of a fee or charge during or after the relevant teaching period.
- (2) The Vice-Chancellor must determine the level of each service fee, late charge, penalty and fine on an annual basis. These fees will be published in such form and by such means as the Vice-Chancellor determines.

#### **5. Payment deadlines**

- (1) All fees and charges must be paid in full by the due date displayed on the relevant notice.
- (2) (a) Subject to sub-rule 2(b), the due date for the payment of a fee or charge must be at least ten days after the date on which the notice referred to in sub-rule (1) was issued.
- (b) The period specified in sub-rule 2(a) between the issue date of a notice and the due date for payment of a fee or charge may be reduced by the Director, SSC if a student submits an enrolment after the commencement of the relevant teaching period.

#### **6. Non-payment of fees and / or non-submission of a required form or document**

- (1) The Vice-Chancellor may direct that one, some or all of the following actions be taken if a student fails to pay all or an outstanding portion of a fee or charge payable by that student or fails to submit a required form or document by the due date:
- (a) suspend the student's access to the University or part of the University; or
  - (b) withhold official notification of the student's examination or other assessment results (except for notice of eligibility for supplementary or deferred examinations or other form of assessment); or
  - (c) cancel the student's enrolment; or
  - (d) defer the conferral of a degree, diploma or certificate on the student; or
  - (e) not permit the student to re-enrol in a subsequent teaching period
- until the outstanding fee or charge, or portion outstanding, is paid in full.
- (2) The Director SSC must give effect to any direction made under sub-rule 6(1) and notify the relevant student in writing of that direction.
- (3) (a) When outstanding fees or charges are paid in full, the Director SSC must notify the student in writing of the revocation of the direction made under sub-rule 6(1);
- (b) When the cancellation of a student's enrolment under rule 6(1)(c) is revoked during or after the end of the teaching period in which cancellation occurs, unless the Director, SSC directs otherwise that revocation shall not have retrospective effect and the student may only re-enrol in a subsequent teaching period.

- (4) A student remains liable for the full amount of the tuition fee owing for that teaching period if his or her enrolment is cancelled on or after the relevant census date, unless the student is granted a remission or refund of fees under rule 3.
- (5) Any portion of a tuition fee paid by a student whose enrolment remains cancelled after the relevant census date shall be non-refundable and may not be credited towards any future tuition fee liability.

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Approved by Council on 7 December 2006 under Amending Rule No 6 of 2006. Effective from 16 March 2007, the day Amending Statute No 6 of 2006 (Statute No. 31 – Fees) was published in the Government Gazette.

Amendments Approved by Council on 16 August 2012, Resolution UC153/15, Rule Amendment No 4 of 2012.

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