

## University Rules: Student Services and Amenities Fee Rules

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### 1. Purpose

These Rules are made under University Statute No 29 - Student Services and Amenities Fee.

### 2. Definitions

(1) In these Rules, unless the contrary intention appears:

“**census date**” has the meaning given in the Fees Rules;

“**Director**” means the Director, Student Services Centre;

“**Fees Rules**” means the rules made under Statute 31 – Fees;

“**Full-Time Student**” means a Student with a load of 75% or more of the normal student load for the relevant Semester;

“**Off Campus Student**” means a Student not enrolled in any units which are delivered in ‘on campus’ mode;

“**Part-Time Student**” means a Student with a load of less than 75% of the normal student load for the relevant period;

“**Semester**” means each of the teaching periods known as semester 1 or semester 2 provided that in the case of courses where Students are enrolled for full year units (e.g. VET units), such full year period shall be considered as two Semesters for the purposes of these Rules; and

“**Statute 29**” means Statute 29 - Student Services and Amenities Fee.

(2) Any terms which are not defined in these Rules but are defined in Statute 29 shall have the meaning given to them in Statute 29.

### 3. Categories of Students and Fees Payable

(1) The proportion of the total Fee payable by different categories of Students is as follows:

- (a) Full-Time Students – 100%;
- (b) Part-Time Students – 50%; and
- (c) Off Campus Students – 30%.

(2) The annual amount of the Fee for the following year and the corresponding annual amount payable by each category of Students referred to in sub-section 3(1) shall be published no later than 1 October in each preceding year.

### 4. Payment of Student Services and Amenities Fee

(1) Subject to sub-section 4(3), the Fee liability of each Student in accordance with Statute 29 shall be determined with effect from the census date in each Semester.

(2) Subject to sub-section 4(3) and the other provisions of these Rules, a Student will pay the Fee (or requisite proportion thereof) for the relevant Semester in full on or prior to the relevant census date.

- (3) Subject to section 6, where any variation of a Student's enrolment after the relevant census date affects their Fee liability, such liability shall be adjusted in accordance with the Fee Rules and the Student shall be notified accordingly.
- (4) Eligible Students may elect to defer the Fee through to the Commonwealth Government Loan Scheme SA-HELP. Students must complete and submit the requisite documentation to effect this election on or prior to the relevant census date. If the requisite documentation is not submitted by such date and/ or the Student is not entitled to a SA-HELP loan in respect of the Fee (or requisite proportion thereof), then the Student shall be liable to pay the Fee to the University directly by the due date for payment.

#### **5. Non payment of the Student Services and Amenities Fee**

- (1) Students will be notified of their Student Services and Amenities Fee invoice, due date and payment options via their ECU Student Email. This notification will also provide information to Students who are eligible to defer this Fee through a SA-HELP loan.
- (2) Failure to pay this Fee by the due date will result in the application of the sections set out in section 8 of Statute 29.

#### **6. Credit or Refund of Student Services and Amenities Fees to Students**

- (1) A Student who has paid the Fee (or requisite proportion thereof) in full and who prior to the relevant census date, withdraws from the University, or has his or her enrolment cancelled for any reason, will, following written application by the Student to the Director, receive a full refund of the Fee paid.
- (2) Students who receive a remission of tuition fees in special circumstances after the relevant census date, will not be entitled to a refund of any Fee paid prior to the census date and will remain liable for any debt recorded under the SA-HELP scheme for this Fee.
- (3) If a Student has paid an amount in excess of his or her Fee liability for a Semester, that Student shall be entitled to have such excess offset against his or her Fee liability for a subsequent Semester.
- (4) A Student who is re-enrolled or reinstated after the census date of a Semester will become liable for the Fee applicable for that Semester, which Fee shall become payable on the due date specified by the Director.

#### **7. Service Provider**

- (1) In order to be eligible for recognition as a Service Provider, an organisation shall provide evidence in a form satisfactory to the University that the organisation is able to provide specified student services or amenities to the standard required and to meet the accounting obligations required under Statute 29.
- (2) Subject to its compliance with the provisions of sub-section 7(1), the Student Guild will be recognised by the Council as a Service Provider.

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Approved by Council on 12 December 2002 under Amending Rule No 8 of 2002.

Amendments Approved by Council on 16 August 2012, Resolution UC153/14, Rule Amendment No 3 of 2012.

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