

A woman with dark hair tied back, wearing a striped sleeveless top and blue jeans, is sitting on a wooden bench. She is looking towards the right. In the background, two men are standing and talking. One man is wearing a green t-shirt and the other is wearing a black jacket. The setting is a modern interior with a ceiling of wooden slats and a bright, yellowish-green light. A large blue arrow graphic is on the left side of the page.

# Fees and Charges 2009

<b>Table of Contents</b>		<b>Page</b>
1	INTRODUCTION	1
1.1	General Fee Information for all students – Important Points	2
1.2	How to Pay Your Fees	3
1.3	Non-payment of fees	3
1.4	What if I make a change to my enrolment?	4
1.5	What sort of a student am I?	4
2	COMMONWEALTH SUPPORTED STUDENTS	5
2.1	HECS-HELP	6
2.2	Commonwealth Assistance Form (CAF)	6
2.3	Supplying a Tax File Number (TFN)?	7
2.4	Commonwealth Assistance Notice (CAN)	7
2.5	OS-HELP	7
2.6	Re-crediting and remission of Student Learning Entitlement and HECS-HELP debt	8
2.7	Refund Policy for CSP Students	9
2.8	How do I repay HECS-HELP?	9
2.9	Student Contribution Rates	10
3	FEE-PAYING DOMESTIC STUDENTS	11
3.1	Award and Non-Award	11
3.2	FEE-HELP	12
3.3	How do I repay FEE-HELP?	13
3.4	Transferring to a Commonwealth supported place	13
3.5	Refund policy for domestic fee-paying students	13
3.6	Remission of FEE-HELP debt	14
3.7	Refund of upfront payments in special circumstances	15
3.8	Domestic Tuition Fees	16
4	FEE-PAYING INTERNATIONAL STUDENTS	17
4.1	Award and non-award	17
4.2	Tuition fees for continuing International students enrolled in award courses prior to 2006	18
4.3	Tuition fees for International students commencing award courses after 1 January 2006	18

4.4	Tuition fees for International students commencing non-award courses	18
4.5	Payment of International award course tuition fees	19
4.6	Payment of International non-award course tuition fees	19
4.7	Additional fees and charges	19
4.8	Transfer of fees	20
4.9	Change of residency status	20
4.10	Refunds	20
4.11	International Tuition Fee Rates	22
5	ENCUMBRANCES AND TERMINATION OF ENROLMENT – ALL STUDENTS	23
5.1	Encumbrances	23
5.2	Terminations	24
5.3	Voluntary withdrawal from your course	24
5.4	Re-admission in subsequent years	24
6	OTHER FEES AND CHARGES	25
6.1	Late re-enrolment charge	25
6.2	Reinstatement charge	25
6.3	Academic transcript charge	25
6.4	Testamur charges	25
6.5	Graduation and academic dress charge	26
6.6	Late change of examination location charge	26
6.7	Examination charges for Deakin Study Abroad students	26
6.8	Exchange program administration charge	26
6.9	Higher doctorate assessment fee	27
6.10	Dishonoured cheque charge	27
6.11	Replacement of Deakin Card charge	27
6.12	Residential services fees	27
6.13	Parking fees	27
6.14	Internet charges	28
6.15	Refund conditions for other fees and charges	28
6.16	Other Fees and Charges Rates	29
7	Appendix A – Useful Terms	30



## INTRODUCTION

This booklet is a handy reference for fees related information at Deakin University. It should also help you familiarise yourself with terminology such as eCAN, TFN, eCAF, census dates, discipline clusters, HECS-HELP, student status, FEE-HELP, encumbrance and termination.

This booklet provides relevant information about student fees and charges, but not all sections will apply to you.

Please take time to read the booklet thoroughly and keep it in a handy place for future reference.

### **Where can I get more information?**

If you have any queries or concerns you can also talk to our friendly Customer Service staff on the following numbers:

Geelong            +61 03 5227 2333

Melbourne        +61 03 9244 6333

Warrnambool    +61 03 5563 3333

or

Email [enquire@deakin.edu.au](mailto:enquire@deakin.edu.au)

or

visit any Deakin Central office.

An online version of this booklet and further detailed information is available at:

[<www.deakin.edu.au/current-students/study-information/fees/>](http://www.deakin.edu.au/current-students/study-information/fees/)

## 1.1 General Fee Information for all students – Important Points

- Your fees are calculated prior to the start of each study period (trimester)
- An invoice is provided to you online at the beginning of each study period trimester.
- Invoices will not be mailed to you. It is your responsibility to access your invoices online via StudentConnect. Please check all details carefully
- You will receive an SMS and an email to your Deakin email address alerting you when your invoice is available
- To access your invoice select “Current Invoice” on the sidebar menu on StudentConnect
- You are responsible for ensuring that all financial obligations to the University are met on time. Your invoice will show how much you owe and the due date for payment of your fees
- If you believe any details on your invoice are incorrect you must contact Customer Service immediately
- Even if you are deferring your HECS-HELP or FEE-HELP fees, you should still generate your invoice and check the details for accuracy
- Your fees can only be deferred if you have provided Deakin with your Tax File Number (TFN). If you are deferring any of your debt (for either FEE-HELP or HECS-HELP), check the top right hand corner of your invoice and ensure that a ‘YES’ is recorded for “Tax File Number Supplied”. If it is not then contact Customer Service immediately.

## **1.2 How to Pay Your Fees**

You may choose one of the following options:

Payment via Internet – you can pay your invoice online by scrolling to the bottom of your invoice and clicking the ‘Pay Now’ button. You can also visit [www.postbillpay.com.au](http://www.postbillpay.com.au) to pay by MasterCard or Visa or pre-registered cheque/savings account. You will find the link to Post billpay by scrolling to the bottom of your invoice.

Payment in person – you can print the PDF version of your invoice by scrolling to the bottom of your invoice and clicking the ‘Print Friendly Version’ button. Take it to any Australia Post outlet for payment by cash, cheque, EFTPOS debit card, MasterCard or Visa.

Payment by telephone – call 13 18 16 to pay by MasterCard or Visa or pre-registered cheque/savings account. From overseas call +61 13 18 16 (international call charges apply)

Note: Cash is not accepted at Deakin Central or Cashiers for payment of student contributions or tuition fees.

## **1.3 Non-payment of fees**

All your financial obligations to the University must be met by the due date otherwise your enrolment may be terminated. You must take timely action to pay your fees.

## 1.4 What if I make a change to my enrolment?

Once you have made a change to your enrolment you must go to the 'Fees and Payments' link on the sidebar menu in StudentConnect and select 'Current Invoice'. A new invoice will be generated which reflects the changes (if any) to your fees.

## 1.5 What sort of a student am I?

The relevance of some information in this booklet will be determined by the fee category you fit into. Read the following to determine what type of student you are and then go to the relevant section of this booklet for information specific to you.

- Commonwealth Supported Student – you are enrolled in a Commonwealth Supported Place (CSP) which means that the Government makes a contribution to Deakin towards your degree. See Section 2
- A Full Fee-Paying Domestic Student – you are responsible for the full cost of your studies. This category includes Australian citizens in fee-paying places, New Zealand citizens and Australian permanent residents. See Section 3
- A full fee paying international student – you hold citizenship of a country other than Australia or New Zealand. As an international student you are required to pay the full cost of your studies. See Section 4.

# 2

## COMMONWEALTH SUPPORTED STUDENTS

Under the Higher Education Support Act 2003, if you hold a Commonwealth Supported Place (CSP) you are required to make a contribution towards the cost of your education. This amount, called the 'student contribution' (previously HECS) is set by the University according to the discipline cluster to which your unit of study is classified. All student contributions owing are assessed, and invoices made available to you for each study period (trimester).

### **Who is eligible for a Commonwealth supported place?**

To be eligible for a Commonwealth supported place you must

- be an Australian citizen; or
- a New Zealand citizen or
- holder of a permanent visa who will be residing in Australia for the duration of your unit(s) of study.

All Australian citizens, New Zealand citizens and holders of a permanent visa receive a Student Learning Entitlement (SLE). The SLE entitles you to the equivalent of 7 years of full-time study in a Commonwealth supported place.



## 2.1 HECS-HELP

### Who is eligible for HECS-HELP?

To be eligible for HECS-HELP you must:

- be enrolled in at least one unit as a Commonwealth supported student; and
- be an Australian citizen, or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the units; or
- be a New Zealand citizen or the holder of a permanent visa (other than a permanent humanitarian visa) who is a pre 2005 HECS student and who meets the eligibility requirements that were in place under HECS.

If you are eligible for HECS-HELP assistance you may pay your student contribution in three different ways:

- pay all of your student contribution up front and receive a discount of 20%
- defer your payment through the taxation system and receive a HECS-HELP loan for your full student contribution; or
- pay some of the student contribution up front and defer the rest, receiving a HECS-HELP loan for the balance. Payments over \$500 will receive a 20% discount.

If you are a permanent visa holder or NZ citizen you must pay up front without a discount.

Information booklets about HECS-HELP for CSP students are available from Deakin Central locations or on the Department of Education Employment and Workplace Relations (DEEWR) website: <[www.goingtouni.gov.au](http://www.goingtouni.gov.au)>

## 2.2 Commonwealth Assistance Form (CAF)

As a Commonwealth supported student you are required to complete a Commonwealth Assistance Form (CAF). The CAF captures data required by the Federal Government for all CSP students. At Deakin you complete this form online via StudentConnect and the form is known as an eCAF (electronic CAF).

If you are eligible to apply for HECS-HELP it is at this stage that you can elect to either:

- pay upfront and receive a 20% discount on your fees; or
- defer the whole of your debt; or
- pay part upfront and defer the rest.

## **When does the form need to be completed?**

You must complete your eCAF prior to the census dates for your units of study. Census date information can be found in the Important Dates section of the Handbook, located at:

<<http://www.deakin.edu.au/handbooks>>

## **2.3 Supplying a Tax File Number (TFN)?**

If you want to defer any part of your debt through the taxation system you must provide your Tax File Number (TFN). The TFN is the mechanism by which Deakin advises the Australian Taxation Office of the debt you are deferring. Providing your TFN also acts as a safety net if you have elected to pay upfront as any debt unpaid at census will automatically be deferred and you will pay the debt through your taxation when your income reaches the threshold level. Your enrolment will not be terminated in these circumstances.

If you are a Commonwealth supported student who has elected to pay your student contributions up-front, but you forget to pay by census date and you fail to supply your TFN, then Deakin must terminate your enrolment according to the Higher Education Support Act 2003 (HESA).

After providing your TFN via the eCAF process, generate your invoice and check that the TFN supplied section indicates a 'Yes'. If it does not, contact Customer Service immediately for help.

## **2.4 Commonwealth Assistance Notice (CAN)**

A Commonwealth Assistance Notice (CAN) contains information about your enrolment and use of Commonwealth assistance (e.g. your HECS-HELP debt). An electronic CAN (eCAN) will be made available to you within 28 days of the relevant census date for the study period. CANs at Deakin are only available online and can be accessed by selecting the Commonwealth Assistance Notice (eCAN) link on StudentConnect.

Tip: Only your current CAN is available online so it is important that you generate and check your CAN for accuracy, and print and keep a copy for future reference.

## **2.5 OS-HELP**

OS-HELP is a loan program that provides financial assistance to eligible CSP students who wish to undertake part of their study overseas. If you are eligible you may borrow up to \$5410 per study period in 2009, for one or two study periods of overseas study. You are deemed to have incurred an OS-HELP debt when you receive your OS-HELP loan. A 20% loan fee applies to OS-HELP loans.

See <[www.deakin.edu.au/current-students/study-information/fees/](http://www.deakin.edu.au/current-students/study-information/fees/)> for guidelines and application form.

## 2.6 Re-crediting and remission of Student Learning Entitlement and HECS-HELP debt

In special circumstances, the Higher Education Support Act 2003 provides that, in special circumstances, students who withdraw from their units after the relevant census dates can apply to have their:

- Student Learning Entitlement (SLE) re-credited
- HECS-HELP debt for those units remitted
- HECS-HELP debt for a unit consisting wholly of work experience in industry (WEI) remitted, or
- Up-front payment of a student contribution in respect of a unit consisting wholly of WEI refunded.

You cannot apply for a re-credit or remission if you have successfully completed the unit of study. To be eligible for a re-credit or remission, you must

- apply to the University, in writing within 12 months of the withdrawal date, or,
- if you have not withdrawn, apply within 12 months of the end of the period of study in which the unit was or was to be undertaken.

The University must re-credit the SLE and remit any debt if the provider is satisfied that special circumstances apply to the person that are:

- beyond the person's control
- do not make their full impact on the person until on, or after, the census date, and
- make it impracticable for the person to complete the requirements for the unit during the period when the person undertook, or was to undertake, the unit.

Your application must include independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

See <<http://www.deakin.edu.au/current-students/study-information/fees/>> for guidelines and application form.

## 2.7 Refund Policy for CSP Students

The following refund policy applies to all CSP students:

- If you have paid your student contribution upfront you will be entitled to a 100% refund for unit or course withdrawals up to and including the census date for the individual unit(s) in each study period/trimester
- To apply for a refund contact Customer Service or apply in person at Deakin Central on your campus
- If you have elected to defer your student contribution you will not incur a HECS-HELP debt for unit or course withdrawals up to and including the census date
- No refund of any amounts paid will be given if you withdraw from a unit or course after the census date for these units
- If you withdraw from a unit after the census date for the units and have elected to defer your student contribution you will incur a HECS-HELP debt for that unit.

## 2.8 How do I repay HECS-HELP?

You begin repayments of your HECS-HELP debt when your income is over the nominated threshold (this is \$41,595 for the 2008–2009 tax year). You can make voluntary payments at any time after the Australian Taxation Office has received your debt details from Deakin. Payments over \$500 will attract a 10% bonus. This means that if you pay an amount over \$500 your debt will be reduced by that amount plus an extra 10% of the amount paid.

Information booklets about HECS-HELP for CSP students are available from Deakin Central or on the DEEWR website: <[www.goingtouni.gov.au](http://www.goingtouni.gov.au)>

## 2.9 Student Contribution Rates

### Current Students in 2009

For current 2009 undergraduate and postgraduate student contribution costs for students is summarised in the table below:-

Unit Discipline Cluster	Per EFTSL	Per credit point
Law, Accounting, Admin, Economics, Commerce, Dentistry, Medicine, Veterinary Science, Public Relations	\$8,677	\$1,084
Computing, Built Environment, Other Health, Allied Health, Engineering, Surveying, Agriculture	\$7,412	\$926
Humanities, Behavioural Sciences, Social Studies, Clinical Psychology, Foreign Languages, Visual & Performing Arts	\$5,201	\$650
Education, Nursing, Mathematics, Statistics, Science	\$4,162	\$520

For 2009 Fees please refer to the following link for full details:-

<<http://www.deakin.edu.au/current-students/study-information/fees/local/2009-csp-rates.php>>

# 3

## FEE-PAYING DOMESTIC STUDENTS

Fees for domestic fee paying students are calculated for each study period (trimester) and are charged on a unit basis.

Rates are set annually.

### **3.1 Award and Non-Award**

As a fee paying domestic student you can be enrolled in either an award or a non award course.

#### **What is an award student?**

An award student is undertaking a course that leads to a higher education award. For example, Bachelor Degree or a Graduate Certificate.

#### **What is a non-award student?**

You are a non-award student if you are undertaking a unit of study from an award course but it is not being taken as part of an award course or is additional to the requirements for that course.

Note a non-award unit may be counted as credit towards some award courses at the University should you subsequently be formally admitted to that award course.

## 3.2 FEE-HELP

FEE-HELP is a loan program that assists eligible domestic fee-paying students, including those in Employer Reserved Places, to pay tuition fees without having to make an up-front payment.

### Am I eligible for FEE-HELP?

If you are an award student you will be eligible for FEE-HELP if you are:

- an Australian citizen; or
- the holder of a permanent humanitarian visa.

If you are a non award student you are eligible for FEE-HELP if you are

- an Australian citizen; or
- the holder of a permanent visa; and
- you are undertaking a bridging course for overseas trained professionals.

If you are eligible you can borrow up to the limit of the tuition fee charged subject to the following conditions:

- Medical students may borrow up to a maximum of \$100,000 over their lifetime including debt incurred for any postgraduate study
- Other students may borrow up to \$80,000 over their life-time including debt incurred for any postgraduate study
- A loan fee of 20% applies to FEE-HELP loans for undergraduate courses of study only
- No loan fee applies to a FEE-HELP loan for:
  - Fee paying postgraduate courses of study, including higher degrees by research
  - Enabling courses
  - Bridging study for overseas trained professionals.

### **3.3 How do I repay FEE-HELP?**

You begin repayments of your FEE-HELP debt when your income reaches the nominated threshold (which is \$41,595 for the 2008–2009 tax year). You can make voluntary payments at any time after the Australian Taxation Office has received your debt details from Deakin. Payments over \$500 will attract a 10% bonus. This means that if you pay an amount over \$500 your debt will be reduced by that amount plus an extra 10% of the amount paid.

Information booklets about FEE-HELP for domestic tuition fee-paying students are available from Deakin Central or on the DEEWR website: <[www.goingtouni.gov.au](http://www.goingtouni.gov.au)>

### **3.4 Transferring to a Commonwealth supported place**

If you are an Undergraduate student who is enrolled in a fee-paying award course you may transfer to a Commonwealth supported place in subsequent study periods subject to satisfaction of specified academic performance criteria. This arrangement applies for 2008 only as there will be no new fee paying undergraduate enrolments for 2008 awards.

### **3.5 Refund policy for domestic fee-paying students**

The following refund policy will apply to all domestic fee-paying students:

- If you have paid your tuition fees upfront you will be entitled to a 100% refund for unit or course withdrawals up to and including the census date for the individual unit(s) in each study period/trimester. If you wish to apply for a refund contact Customer Service or apply in person at Deakin Central on your campus.
- If you have elected to defer your tuition fees through the tax system you will not incur a FEE-HELP debt for unit or course withdrawals up to and including the census date for those units.
- You are not eligible for a refund of any amounts paid for a unit or course if you withdraw after the census date in a study periods (trimester)
- If you have elected to defer payment of your tuition fees you will incur a FEE-HELP debt for any units withdrawn after the census date in a study period/trimester.



### 3.6 Remission of FEE-HELP debt

If you withdraw from your units after the relevant census dates, you can, in special circumstances, apply to have your FEE-HELP debt remitted, in accordance with the provisions of fee HESA 2003

You cannot apply for a remission if you have successfully completed the unit of study. To be eligible for a remission, you must:

- apply to the University in writing within 12 months of the withdrawal date, or
- if you have not withdrawn, apply within 12 months of the end of the period of study in which the unit was or was to be undertaken.

The University must remit any debt if the provider is satisfied that special circumstances apply to the person that are:

- beyond the person's control
- do not make their full impact on the person until on, or after, the census date, and
- make it impracticable for the person to complete the requirements for the unit during the period when the person undertook, or was to undertake, the unit.

Your application must include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

See <<http://www.deakin.edu.au/current-students/study-information/fees/>> for guidelines and application form.

### 3.7 Refund of upfront payments in special circumstances

If you withdraw from your units after the relevant census dates you can, in special circumstances, apply to have your upfront payments refunded.

You cannot apply for a refund of your upfront payments if you have successfully completed the unit of study. You must apply to the University, in writing, within 12 months of the withdrawal date, or, if you have not withdrawn, within 12 months of the end of the period of study in which the unit was or was to be undertaken.

The University will refund your upfront payment if it is satisfied that special circumstances apply to you that are:

- beyond your control
- do not make their full impact on you until on, or after, the census date, and
- make it impracticable for you to complete the requirements for the unit during the period during which you undertook, or were to undertake, the unit.

Your application should include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

See <<http://www.deakin.edu.au/current-students/study-information/fees/>> for guidelines and application form.

### **3.8 Domestic Tuition Fees**

A fee-paying place is one for which the university does not receive any government funding. As such, students enrolled in these places are required to contribute the full cost of their course. Fee-paying places are available to domestic postgraduate students only in 2009.

A loan program, FEE-HELP, is available to assist eligible domestic fee-paying students to pay their tuition fees.

Tuition fees are calculated based on the rate applicable to each of the units in which a student is enrolled.

#### **Postgraduate coursework student commencing in 2009**

For 2009 Fees please refer to the following link for full details:-

See <<http://www.deakin.edu.au/current-students/study-information/fees/local/2009-pg-rates.php>>

# 4

## FEE-PAYING INTERNATIONAL STUDENTS

You are an international student for fee purposes if:

- you are living in Australia with temporary residence status (provided that there is no limitation on study); or
- you are living abroad and are not an Australian citizen, New Zealand citizen or you do not have permanent residency in Australia

International fee rates apply to all international students, irrespective of who pays your fees.

### 4.1 Award and non-award

As a Fee paying international student you can be enrolled in either an award or a non award course.

#### **What is an award student?**

An award student is undertaking a course that leads to a higher education award. For example, a Bachelor Degree or a Graduate Certificate.

#### **What is a non-award student?**

If you are undertaking a unit, but you are not enrolled in an award course, then you are a non-award student. This applies even if the unit you are studying can be taken as part of an award course, or is additional to the requirements for that course.

Note a non award unit may be counted as credit towards some award courses at the

University should you subsequently be formally admitted to that award course

#### **4.2 Tuition fees for continuing International students enrolled in award courses prior to 2006**

If you commenced prior to 2006 you would have been enrolled on a fee contract which fixed the cost of your course at the time of your initial enrolment. These contracts will be maintained unless you exceed the minimum period required for completion of the course on a full-time basis or you transfer to a new course, including a combined course, in which case the new conditions apply.

#### **4.3 Tuition fees for International students commencing award courses after 1 January 2006**

If you are enrolled for the first time at Deakin after 1 January 2006 you will be charged tuition fees on a unit basis.

Rates are set annually.

The tuition fee includes an International Student Services Fee to enable the University to provide you with the level of services required under the Educational Services for Overseas Students Act (the ESOS Act) and Code of Practice. The International Student Services Fee will be set annually and will be used by the University to provide you with academic and non-academic support services.

#### **4.4 Tuition fees for International students commencing non-award courses**

Your tuition fees are assessed each study period/trimester and are charged on a unit basis.

Rates are set annually.

The tuition fee includes an International Student Services Fee to enable the University to provide you as an International student with the level of services required under the Educational Services for Overseas Students Act (the ESOS Act) and Code of Practice. This International Student Services Fee will be set annually and will be used by the University to provide you with academic and non-academic support services.

## 4.5 Payment of International award course tuition fees

Your international tuition fees are due and payable by the due date for the relevant study period (trimester) as indicated on the invoice. If you do not make full payment by this due date, the university assumes that you have elected to pay your tuition fees by instalment subject to the following conditions:

- This option does not apply where your fees and charges are paid by a sponsor, employer or any other person or organisation.
- For the units of study you have undertaken that you have paid at least fifty per cent (50%) of the course tuition fees by the census date for those units of study. Note Invoices are only available on-line via StudentConnect. You will not receive a paper invoice in the mail.
- If a variation to your enrolment results in an increase in the amount of your course tuition fees, you will not be granted extensions of time for payment of the additional fees.
- If you fail to make the required payments and do not contact the University by the applicable due date/s for payment, your enrolment will be terminated.

## 4.6 Payment of International non-award course tuition fees

Tuition fees are payable in full by the due date on your invoice.

## 4.7 Additional fees and charges

Prospective international on-campus students are required to pay an application fee to meet the cost of processing applications for admission.

On-campus international students will be liable for Medical Health Cover and any other University fees and charges applicable to their study in addition to the tuition fees.

Off-campus international students will be liable for other University fees and charges applicable to their study in addition to the tuition fees.

A deposit on an award course place following a Pathway Program\* applies to prospective international students, where the Department of Immigration and Citizenship (DIAC) requires those students to apply for both a pathway program and a substantive award program in order to obtain a student visa that covers the total duration of both programs. When the student enrolls in the award course the deposit is used as part-payment of the first study period's (trimester's) tuition fees.

\* A Pathway Program allows a student to undertake studies in order to meet the entry requirements of the award course.

## 4.8 Transfer of fees

If you are an international on-campus student and you transfer to another institution, funds paid to Deakin will be transferred to the other institution when you provide evidence of acceptance by the other institution. Such transfers will not be made directly to you. No transfers of fees will be made to another English language teaching (ELICOS) centre.

## 4.9 Change of residency status

If you obtain Australian Permanent Resident status before your initial enrolment the offer of fee-paying international place will be withdrawn. If you wish to continue to study at the University, you must apply for admission into a Commonwealth Supported Place in competition with Australian citizens and other permanent residents, and you will be subject to the same selection criteria applicable to these applicants.

If you obtain Australian Permanent Resident status during the first study period of your enrolment, you will still be classified as an international student for the remainder of that study period (trimester). If you wish to continue to study in subsequent study periods (trimesters), you must apply for admission to a Commonwealth Supported Place or a domestic fee-paying place in competition with Australian citizens and other permanent residents, and be subject to the same selection criteria applicable to all applicants.

## 4.10 Refunds

### Commencing International students

You are a commencing International student if you are in your first study period/trimester of study at Deakin University. The following refund policy will apply:

For those new international students who have withdrawn after having paid their fees, the refund policy allows-

- 90% refund is payable if the student withdraws from unit(s) at least 4 weeks prior to start of trimester;
- 50% refund is payable if the student withdraws between 4 weeks prior to the start of trimester and the census date of the relevant unit(s); and
- no refund is payable if the student withdraws after census date

For those withdrawing having not paid their fees-

- Their enrolment will be terminated for non-payment of fees, but they will not incur a debt of 50% of tuition fees.

The retention of 10% of the fees for commencing students is in recognition of the additional costs involved in administering the initial enrolment of international students.

## **Continuing International students;**

The following refund policy will apply if you are a continuing International student:

If you are withdrawing and have paid your fees:

- 100% if withdrawal from the unit(s) is prior to the start of the third week of the trimester;
- 50% if withdrawal from the unit(s) is between the start of the third week and the census date for the unit(s); and
- no refund if withdrawal from the unit(s) is after census date.

For those withdrawing having not paid their fees-

- their enrolment will be terminated for non-payment of fees, but they will not incur a debt of 50% of tuition fees,

No fees will be retained by Deakin University if one of the following circumstances applies:

- you withdraw from a unit on the advice of a Faculty Enrolment Officer before the census date for that unit, and you do not enrol in a replacement unit
- you are refused a student visa by the Commonwealth Government authorities
- you changed residency status before the census date for the units in which you are enrolled and are not offered a Commonwealth-funded place or an Australian fee-paying place at the University
- your offer is withdrawn or your enrolment cancelled because the University is unable to provide the course of study
- the University changes and is unable to offer unit(s) so that you are prevented from studying those unit(s) and no credit is given towards other unit(s)
- the course does not commence on the agreed start date and you still have a status of enrolled
- the Commonwealth Government has prevented Deakin from conducting courses for overseas students.

All refunds will be made by cheque, in Australian dollars only.

Consistent with the ESOS Act, the University's refund policy for International students does not remove your right to take further action under Australia's consumer protection laws and other legal remedies.



## 4.11 International Tuition Fee Rates

### Commencing Students – Undergraduate

The 2009 undergraduate international tuition fee amounts per credit point for each of the various disciplines which are available at Deakin can be seen at the link below.

Before you can calculate the total cost of your units in 2009 you need to know which units you will study, the discipline of these units and therefore the rate per credit point which will be charged.

You may need to refer to your course information to ensure you choose the correct units.

For 2009 Fees please refer to the following link for full details:-

See <<http://www.deakin.edu.au/current-students/study-information/fees/international/2009-ug-rates-int.php>>

### Commencing Students – Postgraduate

The 2009 postgraduate international tuition fee amounts per credit point for each of the various disciplines which are available at Deakin can be seen at the below link.

Before you can calculate the total cost of your units in 2009 you need to know which units you will study, the discipline of these units and therefore the rate per credit point which will be charged.

You may need to refer to your course information to ensure you choose the correct units.

For 2009 Fees please refer to the following link for full details:-

See <<http://www.deakin.edu.au/current-students/study-information/fees/international/2009-pg-rates-int.php>>

### Commencing Students – Higher Degrees by Research

Higher degrees by research students usually study in only one of the discipline clusters which can be seen in the link below.

The rates shown are for one EFTSL (equivalent full-time student load) which equals eight credit points per annum.

If you are studying four credit points per study period, your assessed fees will be half of the rates shown.

For 2009 Fees please refer to the following link for full details:-

See <<http://www.deakin.edu.au/current-students/study-information/fees/international/2009-hdr-rates-int.php>>

# 5

## ENCUMBRANCES AND TERMINATION OF ENROLMENT – ALL STUDENTS

### 5.1 Encumbrances

An encumbrance is a restriction placed on your enrolment if you breach specified due dates and conditions for payment of your fees or charges.

These fees and charges include tuition fees, library loans, residential fees or student loans. An encumbrance will also be placed on students if the Home Electronics Laboratory Pack kit is not returned in full and proper working order. Encumbrances limit your access to services provided by the University, including Library access, access to assessment results, examination date/location advice and approval to graduate.

An encumbrance will be applied to your enrolment if you are overdue in paying a total debt between \$30 and \$300.00 in any study period/trimester.

## 5.2 Terminations

If you have breached specified due dates and you owe more than \$300 in any study period (trimester), your enrolment will be terminated.

When your enrolment is terminated you lose access to all Deakin University services including DSO, email, StudentConnect, Library.

If your enrolment is terminated for non-payment of fees you may apply for re-instatement of your enrolment in the same academic year provided that you pay any outstanding fees and charges and the Re-instatement Charge (see 6.2 for explanation) within two weeks of your enrolment being terminated. Your enrolment “WILL NOT” be re-instated in the study period (trimester) after this time.

Please note that if your enrolment is terminated for non-payment of an upfront student contribution and you have not provided your tax file number, you cannot have your enrolment reinstated for that study period trimester. This is in accordance with Commonwealth legislation.

## 5.3 Voluntary withdrawal from your course

If you voluntarily withdraw from studies while owing fees you may apply for re-instatement of your enrolment in the same academic year provided that you pay any outstanding fees and charges.

## 5.4 Re-admission in subsequent years

If your enrolment ceases for any reason (e.g. termination for non-payment of fees, withdrawal from studies or allowing your enrolment to lapse) you may apply for re-admission via the applicant portal in subsequent years, provided that you pay any outstanding fees and charges applicable to those prior studies. You will be liable for the fees which are charged at the time of your subsequent enrolment.

# 6

## OTHER FEES AND CHARGES

There are a number of charges applied for various academic services provided to students. These may apply to all students irrespective of fee status. The rates are shown in Section 6.16.

### **6.1 Late re-enrolment charge**

This charge is levied if you do not re-enrol by the scheduled dates.

### **6.2 Reinstatement charge**

This charge applies if your enrolment is discontinued for any reason and is reinstated in the same academic year.

### **6.3 Academic transcript charge**

You will receive one original Academic Transcript free of charge when you are eligible to receive your award course. A charge applies if you request additional transcripts. You will also be charged a search fee for Transcripts issued prior to 1987 (Warrnambool), 1979 (Geelong) and 1985 (Melbourne) (i.e. prior to computerisation of records).

### **6.4 Testamur charges**

This charge is to cover the cost for replacement and mailing of testamurs which may have been lost or destroyed, or to cover the cost for replacement and mailing of a testamur in a name different from that on the original award.

## 6.5 Graduation and academic dress charge

The charges for participation in local and overseas graduation ceremonies include:

- The Domestic Graduation Ceremony Charge is an all-inclusive charge that includes the hire of academic dress, two guest tickets, and the post-ceremony reception;
- The Off-shore Graduation Ceremony Charge is an all-inclusive charge that includes the hire of academic dress, two guest tickets, and the post-ceremony reception. The charge also covers local taxes and charges and currency fluctuations; and
- The Additional Guest Ticket Charge is a charge for each ticket in addition to the two tickets included in the Graduation Ceremony Charge.

## 6.6 Late change of examination location charge

This charge applies if you require your examination location to be changed between two and four weeks before the commencement of the scheduled examination period.

No change of examination location is possible within two weeks of the commencement of the applicable scheduled examination period.

The rates apply to each unit of study examined and charges will vary depending on the location of the requested examination venue.

## 6.7 Examination charges for Deakin Study Abroad students

This charge applies if you have been enrolled as an Exchange or Study Abroad student at another university and you wish to complete your host university examinations at Deakin with the approval of the host institution.

Deakin International will arrange an examination at a Deakin campus for you only through direct contact with and request by the host institution.

All fees and charges relating to examinations owed to the host university are to be paid by you to that university. The charges apply to each unit of study examined.

## 6.8 Exchange program administration charge

This charge applies to you if you are a Deakin student who is offered a place in an exchange program at an overseas university. The Charge contributes towards the cost of processing applications, holding interviews, liaising with overseas institutions and other administrative costs associated with the program.

## 6.9 Higher doctorate assessment fee

This fee applies to you if you apply to have previously published works assessed for the award of Higher Doctorate. It is set to recover the costs associated with external examination of this work.

## 6.10 Dishonoured cheque charge

This charge applies to all cheques for payment of your enrolment fees that are dishonoured by the drawer's bank for any reason.

## 6.11 Replacement of Deakin Card charge

This charge is levied to cover the cost of issuing you with a new student ID card, because the original has been lost or destroyed.

## 6.12 Residential services fees

Residential services fees relate to the provision of services if you are living in Deakin University residences. Such services include accommodation, catering, building maintenance fee, room contents insurance and telecommunication facilities.

Catering costs vary between campuses. The Geelong campus cost includes five meals per week, and the Warrnambool campus cost includes three meals per week, except in vacation periods. The Burwood residence is self-catering.

## 6.13 Parking fees

Parking fees apply at all Deakin campuses.

Permits can be purchased from the Cashiers Office and Deakin Central on the relevant campus. Permits are available for the following zones

- 1 Purple: Resident students only
- 2 Yellow: Deakin vehicles only
- 4 Blue: Staff and students - inner zone
- 5 Red: Staff and students - outer zone
- 6 Orange: Staff and students - reserved (under cover) parking bays at Burwood, Toorak and Geelong Waterfront
- 7 White: Staff and students – inner zone – Burwood only

See <<http://www.deakin.edu.au/fmsd/services/parking/#fees>> for relevant rates and information

## 6.14 Internet charges

Where Internet access is provided to you as a student of the University the level of usage is limited to that which is appropriate to your particular units and course of study. Charges will be applied where your usage is excessive or inappropriate. Further details of the University's Internet Charging Conditions are available from Information Technology Services Division.

See <<http://www.deakin.edu.au/current-students/it-support/internet-access/> for relevant charges>.

## 6.15 Refund conditions for other fees and charges

The following table outlines conditions under which refunds will be provided for other fees and charges.

Fee or charge	Refund amount	Condition under which refund is provided
Domestic and Off-shore graduation ceremonies	100%	Notice of withdrawal from attending a ceremony received up to 4 weeks prior to the date of the applicable Graduation Ceremony
	\$25 retained by the University	Notice of withdrawal from attending a ceremony received between 2 weeks and 4 weeks prior to the date of the Graduation Ceremony
	No refund	Notice of withdrawal from attending a ceremony less than 2 weeks prior to the date of the applicable Graduation Ceremony
Hire of academic dress for non-graduation purposes	100%	All deposits are refundable on return of academic dress in good order and condition
Deposit on Award Course following Pathway Program	100% of deposit	If the student fails to succeed in the Pathway program, or other circumstances arise beyond the student's control that change the possibility of taking up the Deakin offer.
		If the student is qualified but does not proceed to the Deakin course
	10% of first study period/trimester award course fee retention	
Exchange Program Administration Charge	No refund	

## 6.16 Other Fees and Charges Rates

Some other fees and charges which a student may incur whilst studying at Deakin University can be seen at the following link:-

See <[http://www.deakin.edu.au/handbooks2009/introduction/university-fees.php#other\\_fees](http://www.deakin.edu.au/handbooks2009/introduction/university-fees.php#other_fees)> and refer to the other fees and charges link.



# 7

## Appendix A – Useful Terms

Award Course	An award course leads to a higher education award for example Bachelor Degree, Graduate Certificate.
Non-Award Course	A non-award course is a course that does not result in the attainment of an award such as a Bachelor Degree or Graduate Certificate
ATO	Australian Taxation Office
CAF	Commonwealth Assistance Form
	The form which must be completed if you wish to apply for Commonwealth Assistance
eCAF	Electronic Commonwealth Assistance Form
	To request Commonwealth support and HECS-HELP. Also available for full-fee students to request FEE-HELP
CAN	Commonwealth Assistance Notice
	A notice containing information about your Commonwealth assistance issued by your provider for HECS-HELP, Fee-Help and OS-HELP contributions and amounts reported to the ATO
eCAN	Electronic Commonwealth Assistance Form
	A Commonwealth Assistance notice that is accessed online

CHESSN	Commonwealth Higher Education Student Support Number
	Your unique identifier as the recipient of Commonwealth assistance
CSP	Commonwealth Supported Place
	A student who occupies a Commonwealth supported place
Continuing student	A student who commenced their course of study before 1 January 2008
DEEWR	Department of Employment Education and Workplace Relations
DIAC	Department of Immigration and Citizenship
Domestic student	A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa
DSO	Deakin Studies On-line
	Deakin University's online teaching and learning environment which provides a web-based course material and assessment tasks to enhance both on and off-Campus learning.
EFTSL	Equivalent Full Time Student Learning
	One EFTSL is a measure of the study load for a year of a student undertaking a course of study on a fulltime basis
ESOS Act	English Services for Overseas Students Act
HESA	Higher Education Support Act
HECS	Higher Education Contribution Scheme
HELP	Higher Education Loan Program
	A loan programme to help eligible students pay their students contributions (HECS-HELP), tuition fee (FEE-HELP) and overseas (OS-HELP). These loans are repaid through the taxation system
FEE-HELP	A loan scheme to help eligible non –Commonwealth supported fee-paying students pay their tuition fees
HECS-HELP	Assistance available under HELP that provides a 20% discount facility and loan option to help eligible Commonwealth supported students pay their student contribution amount.
HECS-HELP discount	A 20% discount available to students (who are eligible for HECS-HELP) when they pay \$500 or more of their student contribution upfront to their provider

OS-HELP	Overseas Study – Higher Education Loan Program
Fee-paying place	A place that is occupied by a fee-paying student. It is also known as a non-Commonwealth supported place
Pre-2005 HECS student	A student who commenced their course before 1 January 2005 as a HECS student and their provider has determined they are a pre-2005 HECS student
Pre-2008 student	A Commonwealth supported student who commenced their course before 1 January 2008.
SLE	Student Learning Entitlement
Student contribution	The amount that you will have to contribute for your study in a Commonwealth supported place
TFN	Tax File Number
WEI	Work that is done as a part of, or in connection with, a course of study undertaken with the University; and
	the purpose of which is to obtain work experience relevant to the course of study.

More useful terms are available at:-

See <[www.goingtouni.gov.au](http://www.goingtouni.gov.au)>

Please note all the information above appears on the Deakin University website.

