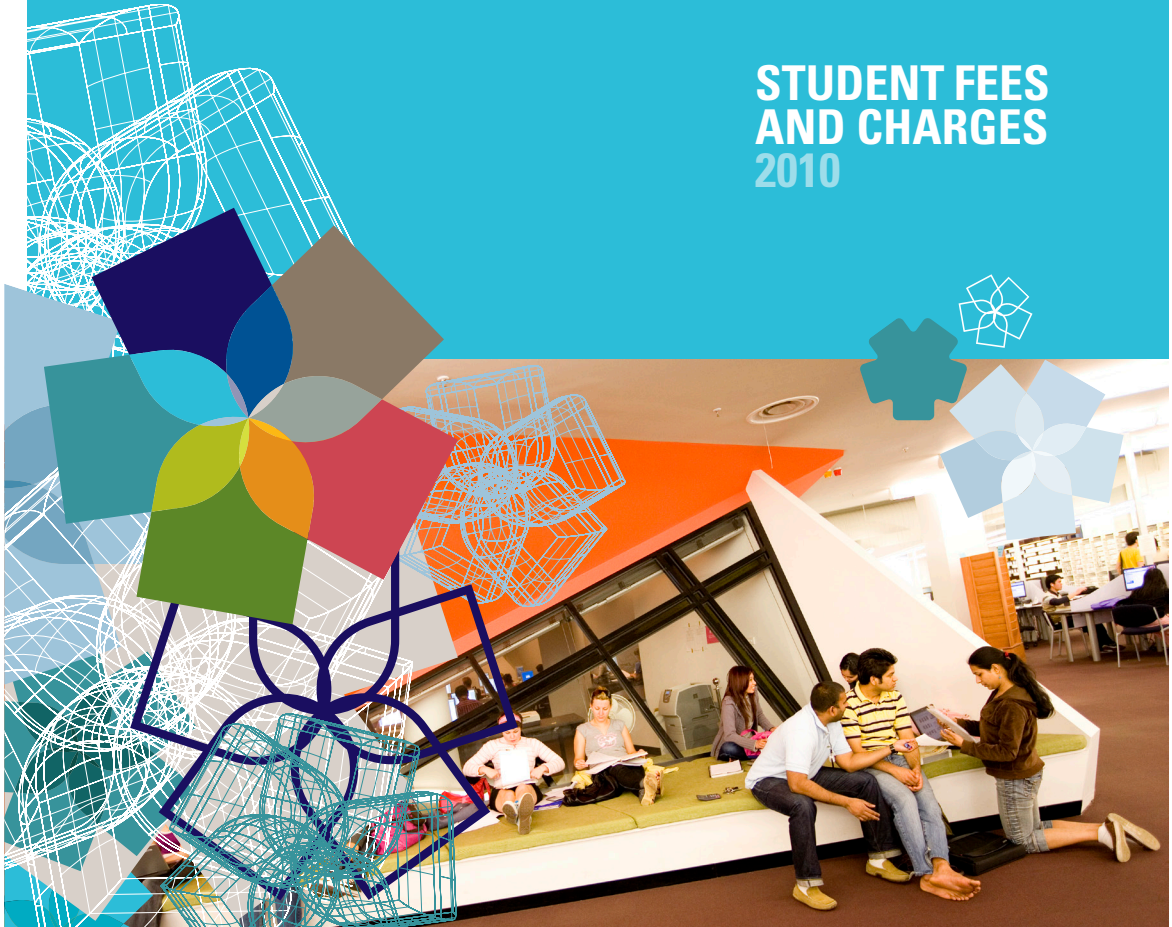




**DEAKIN**  
UNIVERSITY AUSTRALIA

# STUDENT FEES AND CHARGES 2010



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# 1

## 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 3 5227 2333

Melbourne +61 3 9244 6333

Warrnambool +61 3 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 CENSUS DATES

The census date for a unit is the date on which enrolments in a unit are finalised. It is the last date on which a student can:

- » apply for HECS-HELP or FEE-HELP for the unit
- » withdraw from the unit without being liable for HECS-HELP or FEE-HELP (domestic students) or for the full tuition fee (international students)
- » withdraw from the unit without a reference appearing on their academic transcript.

### CENSUS DATES FOR 2010

Trimester 1 2010	31 March 2010
Trimester 2 2010	15 August 2010
Trimester 3 2010	15 December 2010

### MEDICAL SCHOOL CENSUS DATES

Semester 1 2010	31 March 2010
Semester 2 2010	31 August 2010

## 1.2 GENERAL FEE INFORMATION FOR ALL STUDENTS

- » Your fees are calculated prior to the start of each study period (trimester).
- » An invoice is available 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 and 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 '**Generate your 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.

### 1.3 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 via BPAY** – you can print the PDF version of your invoice by scrolling to the bottom of your invoice and clicking the 'Print Friendly Version' button. Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. For more info: visit <[www.bpay.com.au](http://www.bpay.com.au)>.

**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.

### 1.4 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.

### 1.5 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 '**Generate your invoice**'. A new invoice will be generated, which reflects the changes (if any) to your fees.

## 1.6 HOW DO I APPLY FOR A REFUND?

If you discontinue or reduce your enrolment load on or before the trimester census date, you are entitled to apply for a refund of student fees paid for that period. A refund can only be paid where:

- » the University has received the money that is to be refunded and the funds have been cleared
- » you have already actioned any enrolment changes
- » the effective date of the enrolment change is on or before the trimester census date
- » the payment has not already been allocated to other outstanding student fees, eg fees assessed for the following trimester.

Under normal circumstance, refunds will be processed within 20 working days of receipt of your completed application.

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

## 1.7 REMISSION OF DEBT IN SPECIAL CIRCUMSTANCES

In special circumstances, government legislation provides that 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
- » FEE-HELP balance re-credited
- » 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.

A student cannot apply for a re-credit or remission if he or she has successfully completed the unit of study. To be eligible for a re-credit or remission, the student must apply to the University, in writing, within 12 months of the withdrawal date, or, if the person has not withdrawn, within 12 months of the end of the period of study in which the unit was undertaken 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:

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

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

## 1.8 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 are 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

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.

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 New Zealand 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 <[www.deakin.edu.au/current-students/handbooks](http://www.deakin.edu.au/current-students/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 failed 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 via StudentConnect 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.

## 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 \$5,523, 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.

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

## 2.6 RE-CREDITING AND REMISSION OF STUDENT LEARNING ENTITLEMENT AND HECS-HELP DEBT

In special circumstances, the *Higher Education Support Act 2003* (HESA) provides that 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 undertaken 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 <[www.deakin.edu.au/current-students/study-information/fees/](http://www.deakin.edu.au/current-students/study-information/fees/)> more information.

## 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, complete the Application for Refund of Student Fees form available at <[www.deakin.edu.au/current-students/study-information/fees/index.php](http://www.deakin.edu.au/current-students/study-information/fees/index.php)>, 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 unit 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 \$43,151 for the 2009-2010 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 2010

Student contribution costs for current 2010 undergraduate and postgraduate students are summarised in the table below:-

Unit discipline cluster	Per EFTSL	Per credit point
Law, Accounting, Admin, Economics, Commerce, Dentistry, Medicine, Veterinary Science, Public Relations	\$8,859	\$1,107
Computing, Built Environment, Other Health, Allied Health, Engineering, Surveying, Agriculture	\$7,567	\$945
Humanities, Behavioural Sciences, Social Studies, Clinical Psychology, Foreign Languages, Visual & Performing Arts, Education, Nursing	\$5,310	\$663
Mathematics, Statistics, Science	\$4,249	\$531

For 2010 fees, please refer to <[www.deakin.edu.au/current-students/study-information/fees/local/2010-csp-rates](http://www.deakin.edu.au/current-students/study-information/fees/local/2010-csp-rates)> for full details.



# 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.

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 2010. 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 a student 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. These are sometimes referred to as single subject enrolments.

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

### 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 \$106,328 over their lifetime including debt incurred for any postgraduate study.
- » Other students may borrow up to \$85,062 over their life-time including debt incurred for any postgraduate study.
- » A loan fee of 20% currently applies to FEE-HELP loans for undergraduate courses of study only. At the time of printing, a proposal was currently before Parliament to increase the loan fee to 25% effective from 1 July 2010. Please see [www.goingtouni.gov.au](http://www.goingtouni.gov.au) for further updates.
- » 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 \$43,151 for the 2009-2010 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 undergraduate award course, you may transfer to a Commonwealth-supported place in subsequent study periods subject to satisfaction of specified academic performance criteria.

### 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, complete the Application for Refund of Student Fees form available at <[www.deakin.edu.au/current-students/study-information/fees/index.php](http://www.deakin.edu.au/current-students/study-information/fees/index.php)>, 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 period (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 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 undertaken 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 <[www.deakin.edu.au/current-students/study-information/fees](http://www.deakin.edu.au/current-students/study-information/fees)> for more information.

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

### **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 2010.

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 STUDENTS COMMENCING IN 2010**

For 2010 fees, please refer to <[www.deakin.edu.au/current-students/study-information/fees/local/2010-pg-rates](http://www.deakin.edu.au/current-students/study-information/fees/local/2010-pg-rates)> for full details.

# 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 a student 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, new conditions apply.

## **4.3 TUITION FEES FOR INTERNATIONAL STUDENTS COMMENCING AWARD COURSES AFTER 1 JANUARY 2006**

If you were 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 (ESOS)** 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 (ESOS) 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 your 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 50% of the course tuition fees by the census date for those units of study. The remaining balance is due 31 days after that census date.

- » **Please note** – invoices are only available online 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**

Should 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 that:

- » 90% refund is payable if the student withdraws from unit(s) at least 4 weeks prior to the 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% refund is payable, if withdrawal from the unit(s) is prior to the start of the third week of the trimester
- » 50% refund is payable, 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 is payable, 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.

## ALL INTERNATIONAL STUDENTS

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.
- » 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:

- » If you wish to apply for a refund complete the Application for Refund of Student Fees form available at <[www.deakin.edu.au/current-students/study-information/fees/index.php](http://www.deakin.edu.au/current-students/study-information/fees/index.php)>, or apply in person at Deakin Central on your campus.

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 2010 undergraduate international tuition fee amounts per credit point for each of the various disciplines available at Deakin can be seen at the link below.

Before you can calculate the total cost of your units in 2010, you need to know which units you will study, and the discipline cluster these units belong to. You should always seek course advice in relation to unit selection and course rules. For 2010 fees, please refer to <[www.deakin.edu.au/current-students/study-information/fees/international/2010-ug-international-fees](http://www.deakin.edu.au/current-students/study-information/fees/international/2010-ug-international-fees)> for full details.

### **COMMENCING STUDENTS – POSTGRADUATE**

The 2010 postgraduate international tuition fee amounts per credit point for each of the various disciplines available at Deakin can be seen at the link below.

Before you can calculate the total cost of your units in 2010, you need to know which units you will study, and the discipline cluster these units belong to. You should always seek course advice in relation to unit selection and course rules..

For 2010 fees, please refer to <[www.deakin.edu.au/current-students/study-information/fees/international/2010-pg-international-fees](http://www.deakin.edu.au/current-students/study-information/fees/international/2010-pg-international-fees)> for full details.

### **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.

If you study four-credit points per study period, your assessed fees will be half of the rate shown under the EFTSL column.

For 2010 fees, please refer to <[www.deakin.edu.au/current-students/study-information/fees/international/2010-hdr-rates-international](http://www.deakin.edu.au/current-students/study-information/fees/international/2010-hdr-rates-international)> for full details.



# 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 and the 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 RE-INSTATEMENT AFTER 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 Deakin 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 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 re-enrolment deadline.

### **6.2 RE-INSTATEMENT CHARGE**

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

### **6.3 ACADEMIC TRANSCRIPT CHARGE**

You will receive one original academic transcript **'free of charge'** when you are deemed eligible to graduate. 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) as this was prior to computerisation of records.

### **6.4 TESTAMUR CHARGES**

This charge is to cover the cost for the replacement and mailing of a testamur that 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 – 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 – 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
- » the Additional Guest Ticket Charge – 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 are 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 zone.

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

See <[www.deakin.edu.au/fmsd/services/parking/#fees](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 <[www.deakin.edu.au/current-students/it-support/internet-access](http://www.deakin.edu.au/current-students/it-support/internet-access)> for more information

## 6.15 OTHER FEES AND CHARGES 2010 RATES

This table outlines other fees and charges at the University.

Other fees and charges	Fee
Higher Doctorate Assessment Fee	\$1,200
Late Re-enrolment Charge	\$200
Reinstatement of Enrolment Charge	\$200
Late Completion Fee – Higher Degree by research candidates	\$200
Dishonoured Cheque Charge	\$30
Replacement of Deakin Card Charge	\$20
Late Change of Examination Location Charge for changes requested between two and four weeks prior to the commencement of the relevant examination period (per unit)	
» Change of examination location to an on-campus location (for an off-campus unit) or to another on-campus location (for an on-campus unit)	\$50
» Change of examination location to an off-campus location in Australia	\$150
» Change of location to an off-campus location outside Australia (will be reduced to \$100 if location is already operating for other exams)	\$200
Examination Charges for Deakin Study Abroad Students	
» Within regular award examination period	\$50
» Outside regular award examination period - current supervision hourly rate will apply	Current supervision hourly rate will apply
Academic Transcript Charge	
» One original when deemed eligible for an award	Free
» Originals	\$20
» Additional originals produced in the same run as the first	\$5
» Additional search charge for records prior to computerisation	\$40

Testamur Charges	
» Replacement	\$60
Graduation Ceremony Charge (inc. GST)	
» Domestic ceremonies	\$132
» Off-shore ceremonies	AUD132
Additional guest tickets for Domestic ceremonies	\$22
Hire of Academic Dress for non-graduation purposes (inc. GST)	
» Full regalia	\$77
» Plus returnable deposit – within Australia	\$125
» Plus returnable deposit – overseas	\$225
International Student Application Charge (inc. GST)	\$55
Deposit on Award Course after Pathway program	\$1,000
Exchange Program Administration Charge (inc. GST)	\$110

## 6.16 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 charges	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
	10% of first study period/ trimester award course fee retention	If the student is qualified, but does not proceed with the Deakin course
Exchange Program Administration Charge	No refund	



# 7

## APPENDIX A – USEFUL TERMS

<b>ATO</b>	Australian Taxation Office
<b>Award course</b>	An award course leads to a higher education award for example bachelor degree, graduate certificate.
<b>CAF</b>	Commonwealth Assistance Form The form, which must be completed, if you wish to apply for Commonwealth assistance
<b>CAN</b>	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
<b>CHESSN</b>	Commonwealth Higher Education Student Support Number Your unique identifier as the recipient of Commonwealth assistance
<b>CSP</b>	Commonwealth-supported Place A student who occupies a Commonwealth-supported place
<b>Continuing student</b>	A student who commenced their course of study before 1 January 2008
<b>DEEWR</b>	Department of Employment Education and Workplace Relations
<b>DIAC</b>	Department of Immigration and Citizenship
<b>Domestic student</b>	A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa

<b>DSO</b>	Deakin Studies Online 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
<b>eCAF</b>	Electronic Commonwealth Assistance Form To request Commonwealth support and HECS-HELP. Also available for full-fee students to request FEE-HELP
<b>eCAN</b>	Electronic Commonwealth Assistance Form A Commonwealth Assistance notice that is accessed online
<b>EFTSL</b>	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 full-time basis
<b>ESOS Act</b>	<i>English Services for Overseas Students Act</i>
<b>FEE-HELP</b>	A loan scheme to help eligible non-Commonwealth supported fee-paying students pay their tuition fees
<b>Fee-paying place</b>	A place that is occupied by a fee-paying student. It is also known as a non-Commonwealth-supported place
<b>HECS</b>	Higher Education Contribution Scheme
<b>HECS-HELP</b>	Assistance available under HELP that provides a 20% discount facility and loan option to help eligible Commonwealth-supported students pay their student contribution amount.
<b>HECS-HELP discount</b>	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
<b>HELP</b>	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
<b>HESA</b>	Higher Education Support Act
<b>Non-Award Course</b>	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
<b>OS-HELP</b>	Overseas Study – Higher Education Loan Program
<b>SLE</b>	Student Learning Entitlement
<b>Student contribution</b>	The amount that you will have to contribute for your study in a Commonwealth-supported place
<b>TFN</b>	Tax file number

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<b>WEI</b>	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
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More useful terms are available at <[www.goingtouni.gov.au](http://www.goingtouni.gov.au)>.

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

**Geelong Campus at Waurn Ponds**

Pigdons Road  
Geelong Victoria  
Australia 3217

**Geelong Waterfront Campus**

1 Gheringhap Street  
Geelong Victoria  
Australia 3217

**Melbourne Campus at Burwood**

221 Burwood Highway  
Burwood Victoria  
Australia 3125

**Warrnambool Campus**

Princes Highway  
Warrnambool Victoria  
Australia 3280

