

# Tuition Fees and Charges Rules

## Section 1 - Preliminary

### Name of Rules

(1) These Rules will be cited as the Tuition Fees and Charges Rules.

### Commencement

(2) These Rules commence on 31 October 2022 under resolution CNL 22/49.

### Authority

(3) The Council of Macquarie University makes the following rules under section 29 of the [Macquarie University Act 1989](#) and Part 10 of the [Macquarie University By-law 2005](#).

### Definitions

(4) In these Rules:

- a. an award student is a student who is enrolled in a specific course or program that upon successful completion will result in a qualification;
- b. a non-award student is a student who is enrolled in a unit of study without being currently enrolled in a specific award course or program; and
- c. an international student is a student who is not an Australian or New Zealand citizen, nor the holder of permanent residence status in Australia, and who is admitted to an award course or program on a fee-paying basis.

## Section 2 - Rules

(5) The purpose of this document is to set out the rules that will apply when setting, calculating, charging, and refunding tuition fees and charges.

(6) Tuition fees and charges will be set in accordance with relevant legislation including the [Higher Education Support Act 2003](#), the [ESOS Legislative Framework](#), and the [Higher Education Standards Framework \(Threshold Standards\) 2021](#).

(7) The University reserves the right to set tuition fees and charges as it so determines.

(8) Where the Council has resolved that a fee or charge should be imposed in relation to any matter but has not determined the amount of such fee or charge, the Vice-Chancellor will determine the fee or charge payable in relation to that matter.

## Tuition Fees

- (9) The Vice-Chancellor is the authorised delegate of the Council and will consider and approve all tuition fees following consultation with appropriate members of the Executive Group.
- (10) All tuition fee setting decisions will be undertaken in a timely manner to ensure that all external and internal deadlines are met.
- (11) Tuition fees will be set for both existing and commencing students.
- (12) In setting the tuition fee, it will be clear whether the fee is for a unit, course, program, or part of a course/program.
- (13) Tuition fees will be set and required to be paid in Australian Dollars (\$AUD). Tuition fees for courses delivered offshore may be set and required to be paid in other currencies.
- (14) Tuition fees will be published on the University's website and publicly accessible. Fees are current at the time of publication but may be amended by the Council or the Vice-Chancellor without notice.
- (15) There will be clear and published information on the eligibility for reimbursement or refund of tuition fees.

## Part A - Tuition Fees for Domestic Students

- (16) All awards offered by the University for domestic students shall be defined as either a Domestic Fee Paying Place (DFP) or a Commonwealth Supported Place (CSP), with the possible exception of students referred to in clause 21.
- (17) Students who are admitted to an award, or are enrolled in a course or program of study offered as a Domestic Fee Paying Place shall observe the following:
- a. tuition fees shall be payable each study period by a date specified by the Vice-President, Finance and Resources;
  - b. tuition fees shall be payable for the total Equivalent Full-Time Student Load (EFTSL) value for which a student is enrolled in each study period;
  - c. save as provided for in clause 17(d), a student who withdraws from a unit for a program of study or award for which tuition fees are payable by the relevant study period census date shall be granted a refund of fees paid in respect of that unit;
  - d. the Vice-Chancellor may determine special conditions under which refunds of tuition fees may be made in respect of a particular program of study, or award, where the Vice-Chancellor considers that the provisions of clause 17(c) are inappropriate for that course/program; and
  - e. eligible students may apply to defer their tuition fees under the allowances of the Higher Education Loan Program (HELP), via FEE-HELP. The Higher Education Loan Program is administered by the [Australian Taxation Office](#).

- (18) Students who are admitted to an award, or are enrolled in a course of study, offered as a Commonwealth Supported Place shall observe the following:
- a. in accordance with the [Higher Education Support Act 2003](#), students who receive a Commonwealth Supported Place will be liable to pay a student contribution based on the indexed rates provided by the [Department of Education](#) (DESE) and approved by the Vice-Chancellor;
  - b. the student contribution shall be payable for the total Equivalent Full-Time Student Load (EFTSL) value for which a student is enrolled in each study period;
  - c. where the student withdraws from a unit, or other component, for a course or program of study on or before the

- relevant study period census date no student contribution shall apply in respect of that unit or component; and
- d. eligible students may apply to defer their tuition fees under the allowances of the Higher Education Loan Program (HELP), via HECS-HELP. The Higher Education Loan Program is administered by the [Australian Taxation Office](#).

## **Part B - Tuition Fees for International Students**

(19) The fees to be paid by international students shall be determined, pursuant to section 35(2) of the [Macquarie University By-law 2005](#), by the Vice-Chancellor.

(20) The conditions under which refunds of such fees shall be made are set out in the [International Fee Refund Policy](#).

## **Part C - Tuition Fees for Graduate Research Students**

(21) The fees to be paid by graduate research students shall be determined, pursuant to section 35(2) of the [Macquarie University By-law 2005](#), by the Vice-Chancellor who shall also determine the conditions under which refunds of such fees shall be made.

## **Part D - Tuition Fees for Non-Award Students**

(22) The fees to be paid by students enrolled in non-award units, courses, or programs shall be as determined from time to time by the Vice-Chancellor, pursuant to section 35(2) of the [Macquarie University By-law 2005](#), who shall also determine the conditions under which refunds of such fees may be made.

## **Part E - Student Services and Amenities Fee**

(23) In accordance with the [Higher Education Support Act 2003](#) and the [Student Services and Amenities Act 2011](#), students may be liable to pay a Student Services and Amenities Fee (SSAF) as determined and approved by the Vice-Chancellor.

(24) The fee amount for any given year shall be as determined and approved by the Vice-Chancellor but shall be no more than the maximum amount as specified each year in the Higher Education Grants Index.

(25) The fee amount shall be calculated in accordance with a student's classification as full-time or part-time, or as otherwise determined by the Vice-Chancellor. Where a student enrolls in, or withdraws from, a unit or units for a course or program of study, within the relevant timeframes for a study period, and where this results in the student being reclassified as full-time, part-time, or discontinued, the fee shall be adjusted accordingly.

(26) Eligible students may apply to defer their Student Services and Amenities Fee under the provisions of the Higher Education Loan Program (HELP), via SA-HELP. The Higher Education Loan Program is administered by the [Australian Taxation Office](#).

## **Part F - Charges**

(27) Charges to be made for the use of facilities or services provided by the University shall be determined in accordance with the [Delegations of Authority Register](#) and relevant University policy and specified on the University's website.

## **Part G - Late fees**

(28) Late fees may apply to applications for admission, enrolment, or payment of tuition fees by the due date, or any other late payment of fees or charges.

## **Part H - Assisted Students**

(29) Sponsored students and holders of other forms of financial assistance who have not received an enrolment voucher or appropriate letter of authority from their sponsor by the fee due date are required to pay their own fees.

(30) If a recognised enrolment voucher or appropriate letter of authority is received after the fee has been paid by the student, a refund will be processed.

## **Part I - Extension of Time for Payment of Tuition Fees**

(31) Any student who, owing to exceptional circumstances, is unable to pay tuition fees by the due date may apply in writing to the Vice-President, Finance and Resources for an extension of time (payment arrangement).

(32) Such application must state clearly and fully the reasons why payment cannot be made by the due date and the duration of extension sought. To avoid a late payment fee, the application must be lodged prior to the due date.

(33) The Vice-President, Finance and Resources will consider and approve or decline the application. The terms of a payment arrangement will be set at the time of approval of the application. An administration fee may be payable for approved payment arrangements.

## **Part J - Failure to Meet Liabilities**

(34) Students who are indebted to the University will be denied permission to re-enrol and denied access to final examination results and official academic transcripts.

(35) Students who are indebted to the University for amounts totalling \$500 or more who do not have an approved payment arrangement in place pursuant to clause 33, will be warned in writing that if they remain indebted beyond a date determined by the Vice-President, Finance and Resources their current enrolment will be cancelled, including any in-progress units of study for which payment has not been received. For international students, such un-enrolment may impact on their visa status.

(36) The Registrar may exclude from an examination or other activity and from the use of any facilities of the University any student who has not paid the tuition fees or charges due and who has not discharged any indebtedness to the University.

(37) Students who are indebted to the University shall not be permitted to graduate until such debt is cleared, including full discharge of any payment arrangement.

(38) Students may appeal a decision to deny them re-enrolment by stating their case in writing to the Vice-President, Finance and Resources within 28 days of notification of the decision.

## **Section 3 - Schedules and Associated Information**

(39) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	12th April 2024
<b>Review Date</b>	12th April 2027
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	11th April 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Robin Payne Vice-President, Finance and Resources
<b>Responsible Officer</b>	Ben Gray Deputy Group Chief Financial Officer
<b>Enquiries Contact</b>	Ben Gray Deputy Group Chief Financial Officer