The University of Western Australia

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**Note:** You must save the template each time you want to write a policy to ensure that you are using the most recent version of the template.

You can use the show/hide button on your toolbar (this looks like a paragraph mark) to hide or show instructions in the template. If clicking on this button does not work, please go to Tools - Options - View - and un-tick “hidden text” before trying again.

**Note:** Please do not type or paste over instructions.

(A comprehensive set of instructions is also provided on the Template and Instructions page of the University Policies website.)

To include text in the template, except in the Definitions section, place your cursor at the end of the relevant section heading provided or at the end of the relevant instructions and press “Enter” before beginning to type or pasting in text. To include text in the definitions section place your cursor immediately under the heading before beginning to type.

**Note:** If you are pasting in text you must save it as plain text first so that you do not import any additional styles into the policy document.

Formatting styles are embedded in this template and can be found in a drop-down menu on your toolbar. **Note:** Please do not add to or alter the styles. It is recommended that styles be applied once text is finalised. Apply a style by highlighting the text and clicking on the appropriate style from the drop-down list.

If you require a numbered heading style within the policy text, please use Heading 4 from the drop-down styles list. This will automatically apply a number to the heading and each time you use the Heading 4 style the next sequential number will be applied automatically.

Styles 1.1 (Style 1), 1.1.1 (Style 2), and 1.1.1.1 (Style 3) are available for the body of the text. To reduce complexity, it is recommended that numbering below the level of 1.1.1.1 be avoided. Bullet points can be used for lists if required. The list bullet style is available from the styles drop-down list.

**Note:** If you press “Enter” after a heading provided in the template or after a set of instructions the Normal, Policy style will automatically be applied.

**Note:** Please do not use tabs in your document.

# University Policy on: Fees: Payment and refund of tuition fees for domestic postgraduate students

Overtype “Policy Name” with the name of the policy. This must convey specifically, accurately and succinctly what the policy addresses eg Award of Honours, Study Leave.

## Purpose of the policy and summary of issues it addresses:

This policy sets out the principles applying to the payment and refund of tuition fees in the case of domestic postgraduate students who are liable for such fees.

This must be in Normal, Policy style.

Provide a brief summary of the reasons for the policy and issues it addresses. This section is designed to stand alone. The aim is to provide the reader with enough information to make a decision about whether or not this is the policy they are looking for. It must not be longer than 200 words.

Example 1

This policy defines the nature and purpose of study leave provisions for academic staff and sets out eligibility criteria and other conditions that apply.

Example 2

This policy seeks to rationalise the award of honours across the University by addressing such issues as: entry standards, course content and structure, supervision, assessment, examination, grades, classifications, benchmarking and the maintenance and provision of documentation relating to these matters. It is based on resolutions of the Academic Board flowing from the 1999 report of the Honours Working Party.

## Definitions:

In this policy and any associated procedures,

**the University** means The University of Western Australia

**census date** is the date when a student becomes financially liable for a unit in which they are enrolled

**designated course** is a course, other than a bachelor’s degree course, in which Commonwealth-supported places are available

**EFTSL (equivalent full-time student load)** is a measure of study load. One EFTSL represents a standard full-time load of study and is equivalent to 48 points for a year

**FEE-HELP** means the financial assistance available (from the Federal Government) to students for units of study for which they are not Commonwealth-supported students

**initial fee** means the fee applying to a student in the calendar year in which the student first enrols in the course

**ongoing fee** means the fee applying to a student in any period of enrolment in the course other than the year in which the student is liable for the initial fee

**Research Training Scheme (RTS)** means a Commonwealth performance-based funding scheme which provides Commonwealth-funded higher degree by research candidates with an entitlement to a student contribution and tuition fee exemption in relation to an accredited higher degree by research course

**tuition fees** are payable by a student to the University and are directly related to the teaching and assessment for a course in which the student is enrolled

Place your cursor immediately under the definitions heading to get the definitions style.

## Policy statement:

#### General Principles

* 1. As provided for under Government policy, the University levies tuition fees on domestic students enrolled in postgraduate courses of the University unless the student -

(a) has a Commonwealth-supported place in a designated course; or

(b) has a Research Training Scheme place.

#### Tuition fees payable by students

* 1. Tuition fees are determined per course.
  2. Tuition fees are charged proportionately on a per EFTSL basis.
  3. Tuition fees are levied for each semester or trimester, as applicable.
  4. Upon first enrolment, students are charged the initial fee applicable to the calendar year in which they first enrol in the course.
  5. In subsequent years continuing students are charged an ongoing fee which is usually adjusted in line with Consumer Price Index (CPI) movements unless the Deputy Vice-Chancellor (Education) approves otherwise.
  6. The ongoing fee for students who were liable to pay their initial fee in 2006 to 2014 inclusive under Clause 2.4, 2.7 or 2.8 must not be increased by more than CPI increases.
  7. Students who enrol in a course in any year, withdraw before completing a unit in that year, and re-enrol in the course in a subsequent year are liable for the initial fee applying to new course entrants in the year in which they re-enrol.
  8. Students who have been classified as having discontinued their course under the [University Policy on Approved Leave](http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP11%2F27) must re-apply for admission and are liable for the initial fee applying to new course entrants in the year of their readmission to the course.
  9. The tuition fee payable by a student and potential adjustments are agreed to by the student on acceptance of their offer.
  10. Unless other arrangements are formally negotiated by the parties concerned -
      1. if a student from another institution is permitted to enrol in a unit of this University under the relevant University policy on [Cross-institutional enrolment](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F142), the student is liable for tuition fees for the unit on the basis of the arrangements applying to the course to which the unit primarily belongs.
      2. if a student of this University is permitted to enrol under the relevant University policy on [Cross-institutional enrolment](http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP11%2F9) at another institution (the host institution) in a unit for credit towards the student’s course at this University, fees for the unit in which the student is enrolled cross-institutionally are determined by and paid to the host institution.
  11. Students who exit from an RTS-funded course and apply for the award of a qualification for which they would have been required to pay tuition fees, must, if the RTS funding received for the student is less than the applicable tuition fees, normally pay the difference between those amounts.
  12. If Clause 2.11 applies, the amount is payable before the qualification can be awarded.

#### Penalties for non-payment of tuition fees

* 1. Students who do not pay tuition fees by the due date (as outlined on the Statement of Account) are subject to a late payment fee.
  2. Students who have not deferred payment via FEE-HELP have their enrolment cancelled if fees remain unpaid past the relevant census date for the unit (as outlined on the Statement of Account).

#### Availability of FEE-HELP

* 1. Domestic students may be eligible to apply for [FEE-HELP](http://www.student.uwa.edu.au/course/fees/tuition/hecs) to defer all or part of the tuition fees for their course.

#### Refund of tuition fees

* 1. Students withdrawing on or before the census date from a unit to which tuition fees apply are given a full refund of their fees.
  2. No refunds or remission of FEE-HELP debt are approved after the census date unless the student has been granted approval for withdrawal without academic penalty under the [University Policy on Special Consideration](http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP11%2F23), or otherwise, in recognition of significant mitigating circumstances.

Policy or Procedure?

**Policies** are statements of the principles1 which govern decision-making.

**Procedures** are the functional steps used to implement policies.

1 Principles in this context are to be understood as being both broad and detailed.

The policy statement makes clear the intent of the policy. It must be written in clear, precise and direct language. Short sentences are preferable. Any specialist words or acronyms must be defined at the beginning of the statement. (A guide to writing styles will be available soon.)

**If the policy includes procedural elements** you will need to identify these as Procedures by including this word above the relevant text. The procedures style from the styles drop-down list must be applied to the whole of the procedures text, including the word Procedures. **Note:** Administrative procedures can be approved by the relevant Director.

## Related forms: (Link)

Provide links to any forms associated with the policy (eg Approved Leave form) and/or to information on on-line submission.

**Note:** Forms are a means through which policy is processed, not made. Forms must reflect policy and must not be used to create policy.

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| --- | --- |
| Policy No: UP07/122  This is the TRIM record number. **Note:** This is not the TRIM file number. If this is a new policy, apply for the policy number (contact [rorett@admin.uwa.edu.au](mailto:rorett@admin.uwa.edu.au)) after the policy has been approved by the relevant position or body and before it is submitted for storing in TRIM. | Approving body or position: Deputy Vice-Chancellor (Education)  Include the name of the body or position with responsibility for approving the policy. This must be one of the following:  Senate  Academic Board/Council  Vice-Chancellor  Senior Deputy Vice-Chancellor  Deputy Vice-Chancellor (Education)  Deputy Vice-Chancellor (Research and Innovation)  Registrar and Executive Director (Academic Services) Executive Director (Finance and Resources) |
| Date original policy approved: 2004  Insert date of approval of original policy. If this information cannot readily be ascertained insert “as per file”. | Date this version of policy approved: January 2014  When the policy document has been approved by the relevant body or position insert date of approval. |
| Date policy to be reviewed: 2017  If the proposing body has not determined a date for review of the policy, a default date of ten years from the date of the latest revision approval will apply. Enter the appropriate date. | **Date this version of procedures approved:** If the document contains procedures, include the date that these were last updated. Procedures are approved by the relevant Director. |

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| TRIM File No: F56995  Insert the appropriate TRIM file number. All policies must have a TRIM file for storing information relating to policy development and other related information. **Note** this is not the policy number. Apply for a TRIM file number at http:/intranet.uwa.edu.au/page/38742 | Contact position: Associate Director, Student Administration  State the name of the position that is to be contacted for any queries regarding the policy, eg University Secretary.  **Note:** As this will link through to the University’s Contact Directory, the position name must be given exactly as it appears in that directory. |

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| Related Policies or legislation: [University Policy on Approved Leave](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP11%2F27)  [University Policy on Cross-institutional enrolment for students undertaking an award course at another institution in Australia](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F142)  [University Policy on Cross-Institutional enrolment for students undertaking an award course at The University of Western Australia](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP11%2F9)  [University Policy on Special Consideration](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP11%2F23)  [University Policy on Withdrawal from a unit](http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP11%2F11)  University Policy on Fees: Setting, amending and monitoring tuition fees for domestic postgraduate students  Provide details of, and, if appropriate, web links to, other policies, legislation or committee resolutions that relate to the subject of the policy, if known, eg Statute(s), University General Rule(s). If unsure what these might be, try one or more of the following:  Conduct a search on TRIM.  Make an enquiry to Archives and Records.  Seek help from staff in the relevant section.  If related policies are stored in University Policy format on the University Policies site, please provide the relevant policy number(s). |

Switch off the instructions by clicking the hide/show button on your toolbar.

Check the content of the document for clarity and accuracy.

Submit the document to the relevant position or body for approval.

When the document is approved -

if the policy does not already have a University Policy number, apply for one by completing the form at <http://intranet.uwa.edu.au/archives/new_university_policy_number> (Control and click to follow the link.)

include the University Policy number in the relevant table box in the template; and

complete the relevant approval date and any other table boxes at the end of the template that have not yet been completed.

Save the document in Filtered HTML format to a convenient location on your network drive (Go to File – Save As and select Web Page, Filtered from the drop-down list under the filename box.)

Apply the style-checker as follows:

Go to the following URL <http://www.admin.uwa.edu.au/policytidy> (Control and click to follow the link.)

Browse to find the policy document you have saved in Filtered HTML.

Hit “Submit” to bring up the preview of the converted document.

Check for errata and mis-processed characters.

Once the document is correct, click on “Download Document” to download the document to the preferred folder on your network drive.

Appropriate Director emails ([rorett@admin.uwa.edu.au](mailto:rorett@admin.uwa.edu.au)) the policy to University Records for storing in TRIM and publishing on the University Policies website.