

## **Fee Regulations**

*This Regulation should be read in conjunction with Fees (Statute No. 22) and Fee Rules*

1. The following fees and charges may be imposed by the Fee Rules:
  - (a) tuition fees;
  - (b) charges for use of services, facilities, equipment and materials;
  - (c) a Student Services and Amenities Fee as authorised by the Higher Education Support Act;
  - (d) administrative charges including late fees, replacement testamur charge, special examination arrangements fee, non-attendance at examinations fee (where special arrangements have been made), enrolment reinstatement fee, academic transcript charge, University Handbook charge, replacement identity card charge, postage charges for mailing unit materials to overseas addresses, Library fines, bank charges, recoupment of debt collection charges;
  - (e) rental fees and deposit charges for student accommodation;
  - (f) contributions under the Higher Education Contribution Scheme, in accordance with the requirements of the Higher Education Support Act.
2. The Vice Chancellor shall make Fee Rules determining:
  - (a) the amounts to be charged;
  - (b) the categories of persons liable for each fee or charge;
  - (c) deadlines for payment;
  - (d) the circumstances in which students may be exempt from liability, or have payment waived, deferred or made in instalments;
  - (e) the circumstances in which non-payment will result in termination of a student's enrolment;
  - (f) the circumstances in which refunds will be granted, and the basis for calculation of the amount of such refunds;
  - (g) the officers who have delegated authority to make decisions under (d), (e) and (f); and
  - (h) any other matters regarding fees and charges which the Vice Chancellor may consider necessary or convenient to give effect to these Regulations.
3. A student with fees outstanding at a due date shall not be entitled to re-enrol in the University, receive any results of assessment or certificate of academic record, or to receive a qualification of the University, unless arrangements for later payment have been approved in accordance with procedures specified in the Fee Rules. Any such action shall remain in force until all outstanding fees have been paid in full.
4. Any amount required to be paid to the University as fees or charges as a consequence of enrolment by a person whose enrolment at the University is subsequently suspended or cancelled nonetheless remains due and owing to the University, is payable as a debt and may be recovered by the University notwithstanding that suspension or cancellation.

**Approval and Implementation:**

<b>Approval Authority:</b>	Senate
<b>Responsible Officer(s):</b>	University Secretary

**Revision History:**

<b>Version</b>	<b>Date Approved</b>	<b>Effective Date (if later than 'Date Approved')</b>	<b>Next Review Date</b>	<b>Resolution No. (if applicable)</b>
	17/02/2016			S/05/2016
	07/12/2011			S/39/2011
	23/02/2004			S/16/2004
	06/10/2003			S/88/2003
	25/11/2002			S/102/2002
	09/08/1999			S/74/1999

**Note: All enquiries relating to Legislation should be referred to the University Secretary's Office.**