

Fee Rules

1. Purpose

These Rules provide details of Murdoch's fees and charges.

The Senate decides which types of fees and charges may be imposed, by listing them in the *Fees Regulations*. The *Fees Regulations* delegate to the Vice Chancellor the authority to decide all the subsidiary details about fees and charges, by making rules containing this information.

2. Dictionary

Census Date:

The date at which a student's fee liability is assessed. The Census Dates for each teaching period are published at:

<http://goto.murdoch.edu.au/TeachingPeriodsCensusDates>

Cohort:

A group of students commencing a course of study in a particular year.

Commonwealth Supported Place:

A higher education place for which the Commonwealth Government makes a financial contribution.

Domestic Tuition Fee Student:

An Australian citizen or Permanent Resident student who is paying tuition fees and is not the holder of a Commonwealth Supported Place.

Employer Reserved Places:

A unit of study funded by an employer or industry body under a restricted access arrangement as per the Higher Education Support Act 2003.

HECS Student:

A student eligible for a Commonwealth Supported Place.

HES Act:

The Commonwealth Government's *Higher Education Support Act 2003*.

International Student:

A person (whether within or outside Australia) who holds an Australian student visa, or a person who is not an Australian citizen, not a New Zealand citizen, or does not hold an Australian permanent resident visa, but does not include:

- a Transnational Student; or
- a Foreign Affairs student (within the meaning of the Migration Regulations 1994); or
- a Defence student (within the meaning of the Migration Regulations 1994); or
- a secondary exchange student (within the meaning of the Migration Regulations 1994); or
- an international student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia; or

- a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa.

Murdoch Services:

Services, facilities, equipment and/or materials that Murdoch makes available for use on a fee paying basis.

Transnational Student:

A student who is enrolled to study at a Murdoch location in Dubai, Singapore or Myanmar.

3. Student Services and Amenities Fee

- 3.1. All enrolled Students are required to pay the Student Services and Amenities Fee, unless they fall within one of the exempt categories specified in Schedule A.
- 3.2. The Vice Chancellor determines the level of the Student Services and Amenities Fee on an annual basis, up to the maximum level permitted by Commonwealth Government pursuant to the *HES Act*, and in accordance with the directions on proportions of the fee to be charged for the Mandurah and Rockingham campuses established by Senate. The current level is detailed in Schedule A.
- 3.3. The liability for the Student Services and Amenities Fee is calculated from the student unit enrolment as at 1 April for the first half of the academic year and 31 August for the second half of the academic year. Units are apportioned to the halves of the academic year based on their unit census date. Payment of the liability is due at 1 April and 31 August of each year.
- 3.4. Students who withdraw from units after the 1 April for the first half of the academic year and 31 August for the second half of the academic year are not entitled to a refund.
- 3.5. A full time student is enrolled in nine or more credit points in the relevant half of the academic year. A part-time student is enrolled in less than 9 credit points in the relevant half of the academic year. A wholly external student is enrolled only in external mode units in the relevant half of the academic year. Placement units are regarded as external for this purpose. A non-external student is classified as a Rockingham or Mandurah campus student for a given half year if they are enrolled in a Rockingham or Mandurah course and at are enrolled in at least one unit in that campus at 1 April or 31 August. A student is classified as a Murdoch campus student for a given half year if they are not classified as transnational, external, or a Rockingham or Mandurah campus student.

4. Tuition Fees

4.1. International Tuition Fees

- 4.1.1. For the avoidance of doubt, the International Tuition Fee also applies to, and will be paid by, International Students enrolled on an external studies basis, unless the designated officer responsible for fees approves a different course fee structure for the course or unit of study to be undertaken on an external studies basis.
- 4.1.2. The International Tuition Fee may vary for different student Cohorts.
- 4.1.3. The Vice Chancellor determines the level of the International Tuition Fee for each course on an annual basis. The current fee levels are detailed in Schedule B.

4.1.4. Students, both new and continuing, may be eligible for a refund of International Tuition Fees paid, in the following circumstances:

Reason for refund	Date refund request received	Refund
Offer of a place is withdrawn or Murdoch fails to provide the course/program offered or Murdoch terminates the course (and the student has not previously withdrawn)	Not applicable	Within 14 days of the day the offer of a place is withdrawn or the day the course ceases to be provided, full refund of tuition fees paid for current and future teaching periods or the University arranges for the student to be offered a place in an alternative course at the University's expense and the student accepts the offer in writing.
Murdoch fails to start to provide the course to the student at the location on the agreed starting day (and the student has not previously withdrawn)	Not applicable	Within 14 days of the agreed starting day, full refund of tuition fees paid or the University arranges for the student to be offered a place in an alternative course at the University's expense and the student accepts the offer in writing.
Student visa refused due to fraud (documentary evidence required)	Not applicable	No refund, and this decision may be appealed under the <i>Student Appeals Policy</i> .
Student visa refused for reasons other than fraud (documentary evidence required)	Not applicable	Refund of tuition and non-tuition fees paid for current or future teaching periods, minus the lesser of \$500 or 5% of the amount of the tuition and non-tuition fees paid.
Where the student is requested to leave either the institution or Australia, or Murdoch refuses to provide, or continue providing, a course to the student	Not applicable	Refund of fees paid for the current and future teaching periods less 100% of the current teaching period tuition fee, paid within 4 weeks after Murdoch receives a

due to the student failing to pay an amount they were required to pay to Murdoch to undertake the course, a breach of a student visa condition, or a breach of Murdoch's <i>Student Discipline Regulations</i> .		written claim from the student.
Student who accepts offer for the current teaching period and then defers their offer for a teaching period and then chooses not to commence	Not applicable	Refund of all tuition fees paid in advance less 30% of the indicative teaching period tuition fee
Withdrawal by the student after acceptance of an offer and obtaining a student visa	Greater than 10 weeks prior to the commencement of the teaching period	Refund of fees paid less maximum of 10% of the teaching period tuition fees due or \$500 whichever is the lesser, paid within 4 weeks after Murdoch receives a written claim from the student.
	Less than 10 weeks but prior to the commencement of the teaching period	Refund of fees paid less 30% of the coming teaching period tuition fee, paid within 4 weeks after Murdoch receives a written claim from the student.
	After commencement of the teaching period but prior to the Census Date	Refund of fees paid for the current and future teaching periods less 70% of the current teaching period tuition fee, paid within 4 weeks after Murdoch receives a written claim from the student.
	After the Census Date, or after the end of the fourth week of the teaching period where the Census Date is earlier than the end of	Refund of fees paid for the current and future teaching periods less 100% of the current teaching period tuition fee, paid within 4 weeks

	the fourth week	after Murdoch receives a written claim from the student.
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4.1.5. All applications for refunds are subject to Rules 9.3 and 9.4.

4.1.6. **Package Fees**

Country Risk Level	English course duration	Package Partner	Package Fee Payable
High*	1 – 10 weeks	All	1 semester MU indicative fees
	>10 weeks	All	\$2,000
Not High	N/A	MIT, St George's	\$500
	N/A	All others	\$1,000

*India, Nepal, Nigeria, Rwanda, Lebanon, Pakistan, Vietnam, Iraq

4.1.7. **Package Fee Refunds**

Reason for Refund	Refund
Student does not meet Package Offer entry requirements (does not include where a student visa is refused. See 4.1.4 for student visa refusal refund rules).	Refund of fees paid less \$250 administrative fee
Student meets Package Offer requirements but does not enrol at Murdoch	No refund
Student does not successfully complete package partner program	No refund

4.1.8. If an International Student defers the commencement of a course to a future teaching period, the indicative tuition fee payment will be transferred to that teaching period.

4.2. **Domestic Undergraduate Tuition Fees**

4.2.1. All undergraduate Domestic Tuition Fee Students will pay a Domestic Undergraduate Tuition Fee.

4.2.2. The Domestic Undergraduate Tuition Fee may vary for year of study.

4.2.3. The Vice Chancellor determines the level of the Domestic Undergraduate Tuition Fee for each unit of study on an annual basis. The current fee levels are detailed in [Schedule C](#).

4.2.4. Students may be eligible for a refund of Domestic Undergraduate Tuition Fees paid (see Rule 9.5).

4.3. Domestic Postgraduate Tuition Fees

- 4.3.1. All postgraduate students who are Australian or New Zealand citizens or Permanent Residents are required to pay a Domestic Postgraduate Tuition Fee, unless the student has been awarded:
- 4.3.1.1. a full tuition fee scholarship; or
 - 4.3.1.2. a Research Tuition Fee Waiver.
- 4.3.2. Students may be eligible for the HECS-HELP loan scheme, as defined under the *HES Act*.
- 4.3.3. The Domestic Postgraduate Tuition Fee may vary for each year of study.
- 4.3.4. The Vice Chancellor determines the level of the Domestic Postgraduate Tuition Fee for each unit of study on an annual basis. The current fee levels are detailed in Schedule D.
- 4.3.5. Students may be eligible for a refund of Domestic Postgraduate Tuition Fees paid (see Rule 9.5).

4.4. Not For Degree/Not For Credit Tuition Fees

- 4.4.1. The level of the tuition fees for units studied as Not For Degree and/or Not for Credit are:

Not for Credit	The fee level will be determined by the College in consultation with the designated officer responsible for fees and the Chief Financial Officer. Further guidance in the establishment of this fee is provided in the <i>Short Course Policy</i> .
Not for Degree Domestic Tuition Fee Student (undergraduate)	The current fee levels are detailed in <u>Schedule C</u> .
Not for Degree Domestic Tuition Fee Student (postgraduate)	The current fee levels are detailed in <u>Schedule D</u> .
Employer Reserved Places	The Fee level will be determined by the College in consultation with the designated officer responsible for fees and the Chief Financial Officer. Further guidance in the establishment of this fee is provided in the Short Course Policy.
International Students	The pro-rata cost of the unit having regard to the lowest International Tuition Fee as published in <u>Schedule B</u> , for which the unit is a core unit. The designated officer responsible for fees has delegated authority to make decisions on this.

- 4.4.2. The Not For Degree Tuition Fee (excluding Employer Reserved Places) may vary for each year of study.

- 4.4.3. Fees for Employer Reserved Places will vary in accordance with the specific provisions of the individual agreement with each Employer.
- 4.4.4. International Students may be eligible for a refund of tuition fees paid under Rule 4.1.4. For other students, unless a specific refund policy is stated within the Employer Reserved Places contract or the Not for Degree/Not for Credit Application Form, students may be eligible for a refund of Tuition Fees paid under Rule 9.5.

4.5. Offshore Agreement Tuition Fees

- 4.5.1. The level, timing and collection of fees payable by students and refund policy under agreements with Murdoch's offshore partners will be in accordance with the specific provisions of the individual agreement with each partner institution.
- 4.5.2. Murdoch will make details of these fees available to students contemplating enrolling, or already enrolled, in any program offered by one of Murdoch's offshore partners.

4.6. FutureLearn Tuition Fees

- 4.6.1. All students enrolled in the FutureLearn course and unit offerings are required to pay Tuition Fees.
- 4.6.2. The FutureLearn Tuition Fees may vary from year to year.
- 4.6.3. The Vice Chancellor determines the level of the FutureLearn Tuition Fees on an annual basis. The current fee levels are detailed in Schedule F.
- 4.6.4. Students are eligible for a refund of their tuition fees if they withdraw from the unit/course prior to the census date of the teaching period.
- 4.6.5. Students who withdraw from the unit/course after the census date of the teaching period, are not eligible for a refund of their tuition fees unless they are granted approval under the Special Circumstances criteria.

5. Administrative Fees

- 5.1. Students may be liable for administrative fees on the basis of:
 - 5.1.1. failure to adhere to approved enrolment/facility/payment deadlines;
 - 5.1.2. charges for goods or services provided to the student; or
 - 5.1.3. recovery of bank and debt collection charges.
- 5.2. The Vice Chancellor determines the level of each Administrative Fee on an annual basis. The current fee levels are detailed in Schedule E.

6. Student Accommodation

- 6.1. Rent, fees and charges in relation to on-campus student accommodation are levied by the provider of that accommodation, and that in the event of a failure to pay amounts owing, the accommodation provider may request that the University impose applicable penalties under Rule 12.

7. Murdoch Services Charges

- 7.1. Parties contracting to use Murdoch's Services will pay the applicable charges.
- 7.2. The Vice Chancellor determines the level of charges for the use of Murdoch's Services on an annual basis. The current charges are detailed in Schedule G.
- 7.3. Murdoch will stipulate its terms of payment for these charges at the time of contracting.

8. Student Contribution (SC) Fees

8.1. The *HES Act* determines the maximum level, timing and requirement to pay SC Fees.

8.1.1. The University's Senate has determined that the University will increase HELP levels to 25% above the base rate from 2007, as allowed under the *HES Act*.

8.2. The SC Fees for each unit of study are detailed in [Schedule H](#).

8.3. The SC Fees may vary for each year of study.

9. Fee Assessment and Refunds

9.1. Assessment for Tuition Fees and SC Fees is based on the student's enrolment as at the Census Date for the relevant semester, trimester or other academic period for which that student is enrolled.

9.2. Students who withdraw before the Census Date, or whose enrolment as at that date attracts a lower fee than that paid, may be entitled to a refund. Any such refund is subject to the restrictions and limitations detailed for the specific type of fee as detailed in the preceding rules.

9.3. All applications for refunds will be made in writing to the designated officer responsible for fees, who is responsible for determining the outcome of the application.

9.4. The amount of any refund will be the difference between the fee liability and the amount actually paid.

9.5. Subject to Rules 4.1.4, 4.4.4, 9.3 and 9.4, a student who has paid any one or more of Domestic Undergraduate Tuition Fees, Domestic Postgraduate Tuition Fees or Not For Degree/Not for Credit Tuition Fees may be eligible for a refund in the following circumstances:

Reason for refund	Date refund request received	Refund
Offer of a place is withdrawn or Murdoch is unable to provide the programme offered or terminates the course	Not applicable	Full refund of fees paid
Withdrawal by the student after acceptance of an offer	Prior to the commencement of the semester/trimester	Full refund of fees paid
	After commencement of the semester/trimester, but prior to the Census Date	Full refund of fees paid
	After the Census Date	Refund of fees paid for the current and future semesters/trimesters less 100% of the current

		semester/trimester tuition fee
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10. Payment deadlines

10.1. The due date for payment of all fees payable under these *Fee Rules* is the number of days after the issue date of the relevant invoice:

- 10.1.1. Student Services and Amenities Fee – 14 days after issue date as shown on invoice.
- 10.1.2. International Tuition Fees – first day of the teaching period. Where enrolment is amended after the start of the teaching period, the due date is the earlier of 14 days from the change in enrolment, or the Census Date.
- 10.1.3. Domestic Undergraduate Tuition Fees – first day of semester. Where enrolment is amended after the start of semester, the due date is the earlier of 14 days from the change in enrolment, or the Census Date.
- 10.1.4. Domestic Postgraduate Tuition Fees Up front – first day of semester. Where enrolment is amended after the start of semester, the due date is the earlier of 14 days from the change in enrolment, or the Census Date.
- 10.1.5. Not For Degree/Not for Credit Tuition Fees – first day of semester.
- 10.1.6. FutureLearn Tuition Fees – Census date.
- 10.1.7. Administrative Fees – 14 days after issue date as shown on invoice.
- 10.1.8. Deposit and rental charges – 7 days after issue date as shown on initial invoice, with all further payments in advance of the rental period.
- 10.1.9. Upfront HECS student contribution amounts – the earlier of 14 days after the start of the teaching period, or 7 days before the Census Date of the teaching period.
- 10.1.10. Murdoch's Services Charges – as specified in the written contract.

11. Financial Hardship

11.1. Students in exceptional financial hardship and who are unable to apply for assistance under HELP may apply to pay their Student Services and Amenities Fee and/or their Tuition Fees (excluding Commonwealth Supported SC Fees, and amounts payable under an offshore agreement) by instalments.

11.2. All applications must be made:

- 11.2.1. in writing using the Application for an Extension of Time to Pay Fees form, with full details of the circumstances supporting the claim of exceptional financial hardship;
- 11.2.2. to the Student Centre; and
- 11.2.3. as soon as possible after receipt of the relevant fee invoice and prior to the original due date for payment.

11.3. Applicants under this Rule will provide such additional or supplementary information and/or documentation as the designated officer responsible for fees reasonably requests in order to make a decision on the application.

11.4. Applications made after the due date may only be accepted in exceptional circumstances.

11.5. The designated officer responsible for fees is responsible for determining the outcome of the application.

12. Penalties for non-payment of fees

12.1. Murdoch may impose or exercise the following penalties for the non-payment of any amounts payable or referred to under these Rules:

Failure	Timing	Penalty
Non-payment of Student Services and Amenities Fee as detailed under Rule 3	By last week of semester	(i) Withholding information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma (ii) Prohibit re-enrolment
Non-payment of Tuition Fees as detailed under Rule 4	By due date	Late fees applied as detailed in <u>Schedule E</u>
	By Census Date	(i) Withholding information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma (ii) Prohibit re-enrolment (iii) Cancellation of enrolment
Non-payment of Administrative Fees as detailed in Rule 5	By last week of semester	(i) Withholding information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma (ii) Prohibit re-enrolment (iii) Cancellation of enrolment

Non-payment of on-campus accommodation fees as advised by the provider	By last week of semester or after termination/cancellation of residential agreement	(i) Withholding information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma (ii) Prohibit re-enrolment
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13. Delegated authority

13.1. The employees of Murdoch listed in column one of Schedule 1 have delegated authority to make decisions in respect of the corresponding Rules specified in column two of the schedule.

14. Publication of Rules

14.1. Murdoch will publish these Rules by any one or more of the following means:

- 14.1.1. a copy will be placed on Murdoch's legislation website;
- 14.1.2. a link to the Rules will be placed in Murdoch's student fees website; and
- 14.1.3. the fees section of Murdoch's Handbook and Calendar will include reference to the existence of these Rules and their URL on Murdoch's legislation website.

14.2. The various schedules to these Rules will continue to apply from year to year in the absence of the Vice Chancellor approving in writing a replacement or update to the schedule or schedules in any particular year.

Rule 3

Schedule A – Student Services and Amenities Fee

This schedule is effective from the date specified on the schedule.

* A full-time student is one enrolled in 9 or more points in the academic period.

Rule 4.1

Schedule B – International Tuition Fees

The fees listed in the attached schedule apply only to students commencing their course in that particular year. Different fees apply to a Cohort commencing a course in an earlier year. Details of fees applicable to previous years are available on request.

Rule 4.2

Schedule C – Domestic Undergraduate Tuition Fees

The fees listed in the attached schedule apply only to students commencing their course in that particular year. Different fees apply to a unit of study commenced in an earlier year. Details of fees applicable to previous years are available on request.

Rule 4.3

Schedule D – Domestic Postgraduate Tuition Fees

The fees listed in the attached schedule apply to all Domestic Postgraduate Students commencing a unit of study on or after 1 January of that particular year. Different fees apply to a unit of study commenced in an earlier year. Details of fees applicable to previous years are available on request.

Rule 4.6

Schedule F – FutureLearn Tuition Fees

This schedule is effective from the date specified on the schedule.

Rule 5

Schedule E – Administrative Fees

This schedule is effective from the date specified on the schedule.

Rule 7

Schedule G – Murdoch Services Charges

This schedule is effective from the date specified on the schedule.

Rule 8

Schedule H – Student Contribution Fees

This schedule is effective from the date specified on the schedule.

The fees listed in the attached schedule apply only to all current Commonwealth Supported Students meeting the *HES Act* criteria for classification as a:

- 2010 Onward Student
- Pre 2010 Student
- Pre 2009 Student
- Pre 2008 Student
- Pre 2005 Student

Different fees apply to a unit of study commenced in an earlier year. Details of fees applicable to previous years are available on request.

Rule 13

Schedule I – Delegated authority

This schedule is effective from the date specified on the schedule.

The information contained on these pages and attachments was correct as at the date of approval but is subject to amendment without notice.

Related Documents:

[Higher Education Support Act 2003](#)

[Short Courses Policy](#)

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved	10/06/2020 Vice Chancellor			
Schedules A and H 2020 amended	25/05/2020 Senate 14/05/2020 Vice Chancellor			S/11/2020 (i)(ii)
Schedule B 2019 administrative amendment	04/02/2019 University Secretary			
Schedule B 2019 administrative amendment	28/11/2018 University Secretary			
Schedules A, B, C, D, F and H	18/09/2018 Vice Chancellor			
Clauses 4, 10 and Schedule A amended New Schedule F attached	11/05/2018 Acting Vice Chancellor			
Schedule H 2018 amended	20/12/2017 Acting Vice Chancellor			

Schedules C and H 2018	13/11/2017 Vice Chancellor			
Schedule B 2018 administrative amendment	02/10/2017 University Secretary			
Schedules B and D 2018 administrative amendments	28/09/2017 University Secretary			
Schedules A, B and D 2018	15/09/2017 Vice Chancellor			
Schedule H administrative amendment	15/11/2016 Assoc Director SQ&A			
Schedules A, B, C, D and H 2017	22/07/2016 Acting Vice Chancellor			
Clause 4 amended to include Package Fees and Refunds	29/06/2016 Vice Chancellor			
Fee Rules and Schedules E, G and I amended	22/04/2016 Vice Chancellor			In accordance with S/05/2016 Fee Regulations
Schedule B amended	26/11/2015 Acting Vice Chancellor			
Schedules B and D 2016 amended	24/09/2015 Acting Vice Chancellor			
Schedules C and H 2016	23/09/2015 Acting Vice Chancellor			
Schedule B 2016	14/07/2015 Acting Vice Chancellor			
Schedule D 2016	01/05/2015 Acting Vice Chancellor			
Schedule A 2016	22/06/2015			In accordance with S/5/2013
Schedule B 2015 administrative amendment	12/11/2014 Academic Registrar			
Schedules B, C and D 2015 amended	11/11/2014 Acting Vice Chancellor			
Schedules B and D 2015 amended	26/09/2014 Vice Chancellor			
Schedule D 2014	20/11/2013 Vice Chancellor			
Schedules A, B, C, D and H 2014	03/07/2013 Vice Chancellor			
Schedule B 2013 amended	06/05/2013 Vice Chancellor			
Schedule B 2013	11/01/2013			

amended	Vice Chancellor			
Schedule B 2013 amended	14/08/2012 Vice Chancellor	01/01/2013		
Schedules B, C, D and H 2013	24/07/2012 Vice Chancellor	01/01/2013		
Approved	21/05/2012 Vice Chancellor		21/05/2015	
Schedules B and D 2012	17/10/2011 Vice Chancellor	01/01/2012		
Schedules C, D and H 2012	17/08/2011 Vice Chancellor	01/01/2012		
Schedule B 2012	23/06/2011 Vice Chancellor	01/01/2012		
Schedules B, C, D and H updated	01/01/2011			

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