

Admissions

International Student Acceptance and Payment Agreement

Accepting your offer is Step 1 on your journey to [Get Started at the University of Melbourne](#).

The International Student Acceptance and Payment Agreement (Agreement) is a contract between you and the University. The information on this webpage explains the contract. To agree to it you need to complete the Agreement. Once you've completed the Agreement online you'll receive your [Confirmation of Enrolment \(CoE\)](#) which you'll need to obtain a student visa.

You should read this webpage carefully before you complete the Agreement.

To accept your offer you will need the following documents:

- Your passport
- Receipt of your tuition fee deposit or scholarship letter
- Receipt of payment for Overseas Student Health Cover (OSHC) (if ordering through the University) or proof of visa-length cover
- If you are aged under 18 years you will also need proof of your care arrangement and evidence of parent or guardian approval to enter into the Agreement

Please note that if you are transferring from another CRICOS registered provider prior to completion of 6 months of your principal course, you must also arrange release from that provider.

You can save your progress and log back in before submitting your agreement.

Your offer acceptance form was successfully submitted.

NOTE: You will not be able to change any details. If you need to make any changes you will need to [contact us](#).

Offer Details

Student Id:	1255226
Full Name:	Mr Guangze Zhang
Course:	B-SCI -- Bachelor of Science -- 002153M
Standard Full-Time Course Duration:	3 Year(s)
Attendance Type:	Full Time On Campus^
Location:	Parkville
Course Commencement:	01-Mar-2021
Expected Completion:	31-Dec-2023
Typical Annual and Total Tuition Fees*:	\$A41 912-\$A45 944 Annual / \$A132 772-\$A170 600 Total

^ While COVID-19 restrictions remain in place, subject delivery modes may vary between online and on-campus. Students unable to attend campus in person will have online study options where the course structure allows this (subjects where in person attendance is required will not be available online). There are no changes to your course offer.

* Tuition fees quoted for students commencing in 2021. For graduate studies the fees are course-based for undergraduate studies the fees are subject-based. Tuition fees for 2022 will be set in late 2021 and may increase from the 2021 amount. The University provides a guarantee to international students who enrol, that course fees will not increase by more than a specified percentage per annum. For more information about tuition fees please refer to the [International Student Fees Terms and Conditions](#).

Personal Details

Please check that all your personal details recorded below are correct. If you need to make any changes, select *Update Personal Details*.

Title:	Mr	
Family Name:	Zhang	
Given Name:	Guangze	
Other Name:		
Preferred Name:		Gavin
Gender:	Male	
Date of Birth:	20-Aug-2000	
Country of Birth:	China (excludes SARs and Taiwan)	
Country of Citizenship:	China (excludes SARs and Taiwan)	
Country of Dual Citizenship:		

Contact Details

Please check that all your current contact details recorded below are correct. If you need to make any changes, select *Update Contact Details*.

Note: at this stage in the acceptance process, you do not need to provide an Australian address. Once you have arrived in Australia, you must update your student record with Australian address details.

While you are in Australia and studying at the University of Melbourne you must keep your contact details up to date. You must provide us with the following details and notify us within seven days of any changes:

- Your residential address
- Your mobile number
- Your email address (additional to your University of Melbourne email address)
- Your emergency contact

Addresses

Preferred	Address Type	Address
Yes	Contact	No. 6 Xiaolin North Road Daxing District Beijing China (excludes SARs and Taiwan)
	Home	No. 6 Xiaolin North Road Daxing District Beijing China (excludes SARs and Taiwan)

Phone Numbers

Preferred	Phone Type	Phone Number	Phone Comment
Phone SMS	Mobile Phone	0412997771	Bulk Application Import

Email Addresses

Preferred	Email Type	Phone Address	Email Status
Yes	Personal Email	1048814433@qq.com	Active

Other contacts

None Provided

Passport and Visa Details

Please upload a copy of your passport details page.

- If you do not have an Australian visa, please select "Other Country".
- If you already have an Australian visa, please upload a copy of your visa. If you will be applying for a new student visa, select "Australia".
- If you will not be applying for a new student visa, and therefore do not require the University to issue a Confirmation of Enrolment, please select "I do not require a Student Visa".

Passport Number: *

EH4005146

Attach scanned passport *

File Name

PASSPORT.pdf

Download

Where will you be applying for your visa? *

Australia

Do you already have, or have you applied for, a valid Australian visa (including a bridging visa)? *

☒ Yes ☐ No

What is your current visa subclass? *

500 Student

Current visa end date:

15-Mar-2024

Please upload copies of your visa verification entitlements (VEVO), visa grant notice, and/or an acknowledgement of visa application submitted if you are awaiting a final outcome on your visa. *

File Name

IMMI Grant Notification.pdf

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Are you transferring from a course at another Australian educational institution prior to completion of that course and within 6 months of commencement? *

☐ Yes ☒ No

Overseas Student Health Cover Details (OSHC)

Do you want the University to arrange visa length OSHC for you? *

☐ Yes ☒ No

Available OSHC options**:

OSHC 38 Month Family - estimated visa length OSHC fees AUD\$11349
or
OSHC 38 Month Couples - estimated visa length OSHC fees
AUD\$7274 or
OSHC 38 Month Single - estimated visa length OSHC fees AUD\$2128

What is the name of your current OSHC provider? *

BUPA Australia

You will need to provide evidence of approved OSHC to the Department of Home Affairs when you apply for your student visa.

Please note you will not be eligible for OSHC if you do not obtain a student visa.

If you have been awarded advanced standing (credit) and will not need the standard length OSHC as per the offer letter and the agreement, the University will make sure the correct length of cover is ordered. If you have paid too much for your OSHC the overpayment will go towards your tuition fee payments, or can be refunded to you if you are a sponsored student.

If you are completing a research course at this University, you will require OSHC for the duration of your study plus an additional eight months. If you are undertaking a joint research program but not completing the course at Melbourne, or a coursework program you will require an additional two months OSHC only.

The University receives a benefit for BUPA OSHC policies purchased by students through the University.

** Overseas health cover premiums are quoted for policies purchased prior to March 2021. International students are required to purchase Visa Length Cover at the time of accepting their offer. If you choose to use the University's preferred OSHC provider, BUPA, once you arrive in Australia you will be able to apply for a refund for the period of cover prior to your arrival into Australia. If you choose another OSHC provider, you will need to make contact with that provider to seek this advice. If you have been granted and accept advanced standing

in your course the course duration may change, which in turn will change the Overseas Student Health Cover you are required to purchase. For more information please visit the [OSHC website](#).

Evidence of payment - Tuition Fee Deposit & OSHC

How to pay your tuition fee deposit

A tuition fee deposit of \$10,000 and the OSHC payment (if ordering through the University) is required for your initial fee payment. If you have been awarded a full scholarship (or 100% fee remission) please upload a copy of the scholarship letter in lieu of the deposit.

If you are a currently enrolled University of Melbourne student transferring between courses at the same level (internal transfer) a tuition fee deposit is not required.



Billers Code: 93773
Ref: 001255226000

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Pay on the Internet:

<https://students.unimelb.edu.au/payfees>

Student ID Number: 1255226

A non-refundable surcharge applies for all Visa and MasterCard payments.

TT Pay by Telegraphic Transfer

Add an extra \$15 to cover bank charges.

Bank: Commonwealth Bank of Australia

Branch Address: 201 Sussex Street Sydney

BSB: 067 918 (Field #57)

Account No: 1255226 (Field #59)

Account Name: University of Melbourne (Field #59)

Reference: Zhang (Field #70)

Additional Reference: NBF1067918 (Field #70)

BIC/Swift Code: CTBAAU2SXXX

Field # is for International Bank Use Only.



Western Union provide a foreign exchange service via credit card and TT, to convert the foreign currency payment to Australian dollars.

I have arranged payment of AUD\$10,000 (tuition fee) by the following method: *

Bpay

Please enter the amount you have paid in Australian dollars(using numbers and decimal symbols only)

10000

Attach scanned receipt/scholarship letter *

File Name

IMG_0419.pdf

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Education Agent nomination

During the application process, you nominated an education agent to assist you with your application. Please confirm the details of this nomination below. If you have changed your nominated education agent, please upload an [Education Agent Nomination and Authorization](#)

Nominated education agent:

JJL/Beijing/China

Have you changed the education agent you have nominated to assist with your application?

No

*
Name of counsellor (agent employee) assisting you: *

Echo Zhang

Email address of counsellor (agent employee) assisting you: *

serviceau@jjl.cn

Supporting information and documents

Please provide any additional supporting documentation to assist the University in processing your acceptance agreement. (Optional)

Additional Information
(max 500 characters)

File attachments

Your personal information

The University of Melbourne is governed by the [Privacy and Data Protection Act 2014](#) (Vic) and the [Health Records Act 2001](#) (Vic) when collecting and managing your personal and health information. The University is also subject to the requirements of the [Privacy Act 1988](#) (Cth) for the purposes of entering into this agreement with you. The [European Union General Data Protection Regulation 2016/679](#) also applies if you are located in the European Economic Area.

Your personal information is being collected by the University as part of your student record and for a number of purposes including the proper administration of your course of study at the University, the University's internal planning requirements, the administration of relevant health and welfare programs, and for government reporting.

For the specific purposes of this agreement, your personal information may also be disclosed to the following agencies in compliance with the Education Services for Overseas Students Act 2000:

Name of agency	Jurisdiction	Purpose(s)
Department of Education and Training	Commonwealth	Compliance monitoring and reporting, and the administration of the Tuition Protection Service.
Tuition Protection Service	Commonwealth	To support a placement and/or refund service for you if we are unable to fully deliver your course of study.
Department of Immigration and Border Protection	Commonwealth	To confirm that you have met your student visa eligibility obligations by maintaining satisfactory course attendance, progress and completion requirements.
The Tertiary Education Quality and Standards Agency (TEQSA)	Commonwealth	For compliance reporting and statistical analysis.

We take all reasonable steps to ensure that any personal information we collect, transmit, store or otherwise process, is accurate and complete, and that appropriate technical and organisational measures are implemented and maintained to protect it from accidental or unlawful destruction, misuse, loss, alteration, or unauthorised access or disclosure.

Complaints and appeals processes

Student complaints and appeals at the University of Melbourne follow up to three steps:

1. The student or applicant can request feedback from the relevant area to better understand the decision that was made. If you do not have the contact details for the relevant area contact [Stop 1](#).
2. The student or applicant can request a formal review of the decision. The review of the decision will be made by the Academic Registrar and a formal response will be provided back to you. [You can request a review online](#).
3. If dissatisfied with the outcome of the review in Step 2 the student or applicant may lodge an appeal with the Academic Secretary. The appeal will be considered by the Academic Secretary to determine whether grounds for appeal have been established. If the appeal is allowed an appeal hearing will be held with members of the Academic Board. [You can view the appeals process and lodge an appeal online](#).

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

Print

Hide Fees Terms and Conditions

The University of Melbourne

International Student Fees terms and conditions (full degrees)

Effective as at 1 January 2021

Published by: Student and Scholarly Services

CRICOS Provider Code: 00116K

1. Governing policy and procedures

These terms and conditions are subject to University policy and the University's *Student Loans, Fees and Charges Policy (MPF1325)* which is published in the Melbourne Policy Library at <https://policy.unimelb.edu.au/MPF1325>.

It is important that you read these terms and conditions and the University of Melbourne's *Student Fees and Charges Policy* before completing your administrative enrolment. Once you enrol, you will be bound by the University's fees policy, procedures, terms and conditions, and are agreeing to pay tuition fees for every year in which you are enrolled.

Note that the tuition fees used in examples in this document are 2021 fees and are subject to annual review. Tuition fees for the current year are published at <https://study.unimelb.edu.au/how-to-apply/fees>.

Tuition fees are subject to annual review. Tuition fees do not include incidental and other costs (such as overseas health cover) that may be required as part of your enrolment.

All tuition and other fees are paid in Australian dollars (\$AUD).

2. Policy amendments

These terms and conditions take effect for all students from 1 January 2021 and remain in effect until a new version of this document is released and published under the relevant section for your cohort at <https://study.unimelb.edu.au/how-to-apply/fees>.

The University reserves the right to amend the *Student Loans, Fees and Charges Policy* and *Terms and Conditions* as required. Any significant changes will be notified in writing.

The Goods and Services Tax (GST) does not currently apply to tuition fees. Should this change, the University reserves the right to charge GST in addition to the published fee.

3. Who these terms and conditions relate to

These terms and conditions apply to international students enrolling as commencing or continuing students in a full degree at the University of Melbourne. This includes international students enrolled:

- in an undergraduate, graduate coursework, or graduate research course (including Masters by Research, Doctoral and PhD candidates);
- who are studying 'onshore' or 'offshore'.

These terms and conditions do not apply to international students enrolled in:

These terms and conditions do not apply to international students enrolled in:

- courses offered by MBS Ltd or MSpace Custom Programs;
- the University of Melbourne Student Abroad program;
- Community Access Program.

International student classification

An international student is any student who is not a domestic student. A domestic student is:

- an Australian citizen or permanent resident; or
- a holder of a permanent Australian humanitarian visa; or
- a New Zealand citizen.

If you are a dual citizen of any country with Australia or New Zealand you are considered a domestic student.

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

People studying in Australia on student visas can only enrol in courses that have CRICOS registration. If a CRICOS code is not shown for a course listed in the tuition fee tables published at <https://study.unimelb.edu.au/how-to-apply/fees>, it means the course is not registered on CRICOS and is not currently available to overseas students who will require a student visa to study in Australia. These courses may be part-time, delivered online or not registered on CRICOS for other reasons. They may be available to students who are on different visa type which allows them to study in Australia. Prospective applicants who are in Australia on a different visa type are advised to visit the Department of Home Affairs website for information. See <https://www.homeaffairs.gov.au/>.

4. Tuition fees for international students commencing a course

The tuition fees you pay will depend on the course that you commence.

Tuition fees are charged for each year that you are enrolled and you will pay tuition fees according to your specific enrolment in any given semester. You are required to pay your tuition fees to maintain your enrolment.

Table 1: Tuition fees paid by international students commencing a course

Type of course commenced	Tuition fees paid	Further details
Undergraduate course	<p>You will pay tuition fees based on the subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the undergraduate subject fees see https://study.unimelb.edu.au/how-to-apply/undergraduate-study/international-applications/fees-and-payments .</p> <p>The University provides a guarantee to international students who enrol that the fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects.</p>
Graduate courses, except for courses offered by the Office for Environmental Programs	<p>You will pay a course-based tuition fee.</p> <p>The amount you are charged is the annual course fee listed per Equivalent Full Time Student Load (EFTSL) enrolled for the year you commence. This amount is the fee for all students commencing in the course in that year. If you are studying more or less than one EFTSL, your fee will increase or decrease proportionally.</p>	<p>For details of the graduate course fees see https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications/fees-and-payments .</p> <p>The University provides a guarantee to international students who enrol that the course fee will not increase by more than 10 per cent per annum.</p>
Graduate courses offered by the Office for Environmental Programs	<p>You will pay tuition fees based on the subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the graduate subject fees see https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications/fees-and-payments .</p> <p>The University provides a guarantee to international students who enrol that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>

5. Tuition fees for international students continuing a course

The tuition fees you pay will depend on the course that you are enrolled in, and the year that you commenced in that course.

Tuition fees are charged for each year that you are enrolled and you will pay tuition fees according to your specific enrolment in any given semester. You are required to pay your tuition fees to maintain your enrolment.

Table 2: Tuition fees paid by international students continuing a course

Course and year commenced	Tuition fees paid	Further details
Undergraduate students	<p>You will continue to pay tuition fees based on the subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the undergraduate subject fees see https://study.unimelb.edu.au/how-to-apply/undergraduate-study/international-applications/fees-and-payments.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects.</p>
Graduate students who commenced in a graduate course in 2010 or later (except for courses offered by the Office for Environmental Programs)	<p>You will continue to pay a course-based tuition fee.</p> <p>The amount you are charged is the course fee listed per EFTSL enrolled. If you are studying more or less than one EFTSL, your fee will increase or decrease proportionally.</p>	<p>For details of the graduate course fees see https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications/fees-and-payments.</p> <p>The University provides a guarantee to international students who continue their enrolment that the course fee will not increase by more than 10 per cent per annum.</p>
Graduate students in a graduate course offered by the Office for Environmental Programs	<p>You will continue to pay tuition fees based on the subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the graduate subject fees see https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications/fees-and-payments.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>
Graduate students who commenced in a graduate course in 2009 or earlier	<p>You will continue to pay tuition fees based on the subjects you choose to study in your course. The amount you are charged is the sum of the fees for all subjects in which you enrol.</p> <p>You will complete your study on a subject fee basis as per the fee policy that applied at the time you commenced your course. As indicated, discipline fees for graduate subjects will continue to be set each year and these will apply in the usual manner. This will apply for as long as you remain enrolled in the same course. If you transfer to another course, you are subject to the current fee policy and must pay the fees applicable at the time of transfer.</p>	<p>For details of the graduate subject fees see https://study.unimelb.edu.au/how-to-apply/graduate-coursework-study/international-applications/fees-and-payments.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>

6. What the tuition fees cover

Tuition fees cover the cost of tuition. They are directly related to the teaching and assessment for a course or subject in which the student is enrolled.

Tuition fees do not cover other costs such as:

- Incidental or other costs that may be required as part of your enrolment or

- incidental or other costs that may be required as part of your enrolment, or
- Books and equipment, or
- Certain other costs and services, for example, some club memberships, Melbourne University Sport services or Student Union activities.

Students may also incur non-tuition fees as a result of certain actions or accessing certain services. Details of these fees and the circumstances in which they would be incurred is set out in section 9 below.

7. Variations in the fees quoted

The tuition fees used in examples in this document are 2021 fees. Tuition fees are subject to annual review and may be adjusted to take into account price and demand factors. Tuition fees for both the current year and previous years are published at <https://study.unimelb.edu.au/how-to-apply/fees>.

Maximum yearly increases

The University provides a guarantee to international students who enrol that:

- The tuition fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects;
- The tuition fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects;
- The tuition fee will not increase by more than 10 per cent per annum for students enrolled in a graduate course and paying a course-based fee.

If you commence in Semester 2

If you are commencing your course in Semester 2, the fees for your first semester of study will be those applying in the year of commencement. For your next semester of study the fees applying in the subsequent academic year will apply.

If you defer your studies

If you have an offer to study at the University in and you defer your studies, the fees you pay on commencement will be those approved for the academic year in which you actually commence.

If you transfer to a new course

For undergraduate students transferring to a new undergraduate course the fees you pay will be those set for the subjects into which you enrol at the time of transfer.

For graduate students transferring to a new graduate course the fees you pay will be those set for the new course into which you enrol.

If your enrolment is terminated

A student whose enrolment is terminated either for poor academic performance, disciplinary grounds or for failure to re-enrol in a timely fashion, if readmitted at any future time, will be required to pay fees according to the fee policy and procedures applicable at the time of readmission, not the policy that applied under their original enrolment. This also applies to students whose enrolment is terminated for unpaid fees or other outstanding debt and who are ineligible for reinstatement.

If you change subjects within your course

Subject fees: undergraduate courses and graduate enrolments with subject-based fees

Changing to subjects in different fee bands or changes to study load will result in a change to your fee liability.

- If the subject you add to your enrolment is charged at a higher rate than the one from which you withdraw, additional tuition fees will be payable.
- If the subject you add to your enrolment is charged at a lower rate than the one from which you withdraw your subsequent semester's tuition fee will be credited or you may apply for a refund.
- If you withdraw from a subject you must do so by the census date for that subject or you will be charged for the subject.

Course fees: graduate enrolments with course-based fees

Your course tuition fee will only change if you change your study load (EFTSL).

- If you increase the number of subjects in which you are enrolled, or change to subjects of a higher credit point value, your fee liability will increase.
- If you reduce the number of subjects in which you are enrolled or change to subjects of a lower weighting, you may decrease your fee liability and may be eligible for a refund. However, you must have withdrawn from subject(s) by the subject census date or you will be charged for the original study load.

8. Tuition fee discounts

Tuition fee discount for University of Melbourne staff and their families

The University of Melbourne offers staff and their immediate families a discount of up to 25% on the tuition fees for some graduate courses and Community Access Program (CAP) subjects.

Further details about the discount, including eligibility criteria and the application process are available from:

<https://staff.unimelb.edu.au/students-teaching/fees-scholarships-awards-prizes/sponsorships-bursaries-discounts>

9. Non-tuition fees

You may also need to pay non-tuition fees to the University, this will depend on your individual circumstances but may include the following:

Fee for	Description
Student Services and Amenities Fee	For international students this is included as part of the tuition fee.
Verification of enrolment or qualification	Online versions are available which are free but if you order a hardcopy letter a fee will apply.
Academic records, transcripts or testamurs	All students automatically receive four free official records upon completion of their course and graduation (academic transcript (one copy once course completion is recorded and another upon graduating); testamur (diploma or graduation certificate) and Australian Higher Education Graduation Statement). Students may pay to order additional copies, or to order hard copy versions.
Statement of Scholarship	Students in receipt of a student award may pay to receive a Statement of Scholarship.
Graduation attendance	A fee will apply to attend a graduation ceremony and hire the required regalia. Fees may also apply to purchase additional guest tickets to the graduation ceremony.
Application fee	Applying for a University of Melbourne course may require an application fee.
Late fees for tuition fee payment, enrolment or re-enrolment	Students who do not pay their mandatory tuition fees by the due date will incur a late payment fee. Students who re-enrol after the re-enrolment period has ended will incur a late fee.
Payment extensions	A fee is payable by the student each time an extension of time to pay tuition fees is approved.
Course reinstatement	Students whose enrolment is cancelled due to failure to re-enrol, incomplete enrolment, or unpaid fees may pay a fee to have their enrolment reinstated.
Replacement student cards	A fee will apply to replace your student card if it is damaged through misuse, lost or stolen (and you don't have a police report).
Library fees	Fines may apply for overdue library items.
Accommodation application fee	Students who apply for a place in University Accommodation pay a fee upon submitting their application.
Under 18 International Student Supervision Program	International students who are aged under 18 years of age who choose to join our Under 18 Student Supervision Program will pay a one-off administration fee and a weekly supervision fee.
Melbourne Welcome for Study Abroad and Exchange	The Melbourne Welcome is an optional introductory program for incoming Study Abroad and Exchange students. A fee is charged for participation in this program. Costs for this program may be covered by your home institution or Study Abroad provider.
Law Student Conduct Report	Law graduates may pay to receive a Student Conduct Report which is required when applying to the Victorian Legal Admissions Board for Admissions by the Supreme Court of Victoria to practice law within Australia.
Documents for Skills Assessment Visa Program	Students who have completed or expect to complete their course in the current semester can pay for an academic transcript and Evidence of Qualification letter which are required for a skills assessment and/or

	skilled visa application.
Apostille	Students may pay to have a document legalised by the Australian Government so it can be used in another country.
Requests for completion of third-party forms	Students may pay to have forms issued by third parties (such as for an overseas professional registration organisation, other university, employer or government) completed by the University.

The non-tuition fees do not include additional expenses which may be associated with your course such as textbooks, equipment, technology, resources for special projects and excursions. Also not included are general cost of living expenses like accommodation, food and transport.

10. International students granted Australian permanent residency

If you have been granted Australian permanent residency before the start of your first semester or before you are fully enrolled (whichever is the earlier)

You must immediately notify the University by completing the Change of Citizenship form at https://ask.unimelb.edu.au/app/answers/detail/a_id/1005/kw/citizenship. Australian Government regulations do not permit you to stay enrolled as an international student under these circumstances. Your application will be reassessed to determine if you are eligible to receive a Commonwealth funded place at the University.

Reassessment of your application

Undergraduate courses

If you have achieved the competitive academic standard for a Commonwealth supported place (CSP) and there are Commonwealth supported places still available in the course, you will receive an offer for a Commonwealth supported place. If you do not satisfy the entry criteria for a Commonwealth supported place and/or there are no Commonwealth supported places remaining you will be unable to enrol at the University at that time. There are no Australian fee-paying places available for commencing undergraduate students.

Graduate coursework courses

If you have achieved the competitive academic standard for a Commonwealth supported place and there are Commonwealth supported places still available in the course, you will receive an offer for a Commonwealth supported place.

If you do not satisfy the entry criteria for a Commonwealth supported place and/or there are no Commonwealth supported places remaining you will be offered an Australian fee-paying place. The tuition fee will be as for all Australian fee-paying students commencing in the course in the year that you commence.

Graduate research courses

If you have achieved the competitive academic standard and Australian Government Research Training Program places are available, you will receive an offer for an enrolment funded under the Australian Government's Research Training Program.

If you do not satisfy the entry criteria for a Australian Government Research Training Program place and/or there are no Australian Government Research Training Program places remaining you will be offered an Australian fee-paying place. The tuition fee will be as for all Australian fee-paying students commencing in the course in the year that you commence.

If you have been granted Australian permanent residency after enrolling as an international student

You must immediately notify the University by completing the Change of Citizenship form at https://ask.unimelb.edu.au/app/answers/detail/a_id/1005/kw/citizenship. Australian Government regulations do not permit you to stay enrolled as an international student under these circumstances.

Your enrolment will be converted to an Australian fee-paying place in the same course. If your enrolment is converted to an Australian fee-paying place, the tuition fee will be as for all students commencing in the course in the year of the transfer.

Applications for a Commonwealth supported place (CSP)

Students enrolled in an Australian fee-paying place in an undergraduate course are automatically assessed for a Commonwealth supported place at the start of every Semester 1 and 2. You do not need to apply to transfer to a Commonwealth supported place in the same course. (If you wish to be considered for a Commonwealth supported place in a different course the standard application procedure applies.)

Students in graduate coursework courses will be eligible to apply for a Commonwealth supported place where available.

Your application for a Commonwealth supported place will be considered along with all other transfer or lateral entry applicants.

Selection into any available places will be determined on academic merit. If you are not successful in gaining a Commonwealth supported place at the time of application, you can reapply for a CSP during the application period for the following semester's intake.

Admission to Commonwealth supported places is highly competitive and a transfer into a CSP may not be possible.

Funded places for graduate research students

Graduate research students who gain Australian permanent residency may be eligible for their course enrolment to be funded under the Australian Government's Research Training Program. Once you have notified the University of your new status as an Australian permanent resident your enrolment will be converted to a Research Training Program place where available.

Fees and refunds for international students granted Australian permanent residency

- If your enrolment is converted from an international fee place to an Australian fee-paying place or Commonwealth funded place, any changes to enrolment and fees will take effect from the first census date after you notified the University of your change in citizenship.
- If your tuition fees are less than the amount you have paid for that and any subsequent semester, the difference will be credited to your account. Should your tuition fees be higher you will be issued an invoice for the difference.
- For international students in their first year of enrolment, any overseas representative's fee that has been paid will not be refunded (the maximum amount not refunded to be calculated in accordance with a formula set under the *Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)*).
- If you are granted Australian permanent residency during a semester but after your final subject census date in that semester, the international fee will continue to apply for that semester. Your new fee structure will apply from the following semester.

11. Payment of tuition fees

Tuition fee payments are made in advance of each study period. Your invoice will be available online via your student portal as soon as you enrol in your subjects.

It is your responsibility to keep receipts of any payments of tuition fees or non-tuition fees.

Payment options

When you enrol, you will be asked to select one of two instalment options for payment of your tuition fees:

- Standard instalment: one payment for the semester or study period cost (this is the default option).
- Dual instalment: the semester or study period cost is halved and payable in two equal instalments.

Payment of instalments is required by the due date listed on your invoice (or, if you enrol after the due date, within seven days of enrolment). Invoices are issued electronically only via the student portal - my.unimelb.edu.au.

You normally use the same instalment option throughout a calendar year and may change your instalment option at the commencement of each new year.

All instalment options require at least one payment in advance of the commencement of classes. If your circumstances change significantly each year, you may contact the Fees Team - Student Enrolment to discuss payment options.

You may choose to pay more than 50% of your total tuition fees before your course commences. If you make this choice and pay more than 50% of your total tuition fees, and/or if a tuition fee paid exceeds your invoiced tuition fees because of changes to your study load, you hereby authorise the University of Melbourne to credit that overpayment towards the payment of your future tuition fees or can be refunded on lodgement of a refund request.

Year-long subjects

The full subject cost is usually incurred and payable in semester one. If you only enrol in year-long subjects you may wish to consider a dual instalment (two payments made in semester one).

Due dates for payment

The due date for payment of your tuition fee instalments will be displayed on your invoice available via the Student Portal: my.unimelb.edu.au.

It is your responsibility to ensure payments are made by the date specified on your invoice.

- If you anticipate a problem in meeting a fee payment deadline, please contact the Fees Team at sa-fees@unimelb.edu.au well before the deadline to discuss possible alternative arrangements.
- If your fees remain unpaid, you will incur a late payment fee and a sanction will also apply which will restrict your access to results and future enrolment. Your enrolment in your course will ultimately be cancelled if payment remains outstanding.
- The University is required to advise the Department of Home Affairs of any cancellation of enrolment. This may lead to the cancellation of your student visa.
- If your enrolment has been cancelled for non-payment of fees and you wish to be reinstated to your course, you are required to apply for reinstatement. A reinstatement fee will apply, and payment of all outstanding fees will be required before reinstatement. Applications for reinstatement must be made in the same semester in which your enrolment was cancelled. otherwise the standard course application

enrolment must be made in the same semester in which your enrolment was cancelled; otherwise the standard enrolment application process applies.

- Your enrolment may also be cancelled if you have other outstanding debts such as library fines or student loans. Cancellation means that your enrolment will lapse and you will not be able to use any facilities at the University. You will remain liable for any outstanding debt.

Invoices

When you enrol online, you are required to access your Statement of Liability via the student portal and arrange to pay any fees owing by the due date listed.

Commencing students

Your tuition and Overseas Student Health Cover (OSHC) fees will be detailed in your personalised Student Acceptance and Payment Agreement. You must submit a payment of \$AUD 10,000 and evidence of visa-length OSHC with the completed acceptance form by the date stated in the letter of offer to confirm your acceptance. Your deposit payment will be credited to the cost of your enrolment in your first semester. Your invoice will be issued for any balance remaining for your first semester's tuition fees.

You can check your payment details via "Fee Account Statement" available on the student portal - my.unimelb.edu.au.

Undergraduate courses

For undergraduate students, since, at this stage, you have not chosen the subjects you wish to study, your acceptance and payment agreement will state the estimated or typical undergraduate course fee. You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Your actual tuition fee can only be calculated after you have selected your subjects and may differ from the estimated or typical undergraduate course fee quoted in your acceptance and payment agreement.

Once you have selected your subjects as part of enrolment, adjustments may need to be made to your fees owing. These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Graduate enrolments with a course-based fee

The fee quoted in your acceptance and payment agreement is based on a standard full-time enrolment for semester one and two in the specified year. Since, at this stage, you have not confirmed your total study load, your acceptance and payment agreement will state the course fee per equivalent full-time study load (EFTSL) with the indicative total course fee also shown.

You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer. Your actual tuition fee can only be calculated after you have confirmed your total study load as part of enrolment. Once you have confirmed your study load as part of enrolment, adjustments may need to be made to your fees owing. These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Graduate enrolments with a subject-based fee (only for graduate students commencing in a course offered by the Office for Environmental Programs)

Since, at this stage, you have not chosen the subjects you wish to study, your acceptance and payment agreement will state the estimated or typical graduate course fee. You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Your actual tuition fee can only be calculated after you have selected your subjects and may differ from the estimated or typical graduate course fee quoted in your acceptance and payment agreement.

Once you have selected your subjects as part of enrolment, adjustments may need to be made to your fees owing. These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Continuing students

Your tuition fees will be charged based upon the fee policy in place in the year you commenced your course. The amount you will have to pay will be based upon the course and study load, or subjects you have re-enrolled in, your chosen payment option and any monies credited towards your account. Your invoice will be available online, via the Student Portal, prior to each due date.

For students paying by instalments, the due dates for instalments will be available via the Student Portal and advised on the online invoice.

Variations to fees owing

If you change subjects or study load after paying the first instalment for a semester, there may be a variation in your tuition fees owing for that semester or study period.

- Any additional fees must be paid by the due date indicated on your online invoice.
- Any amount owing to you will be credited towards your next fee instalment or can be refunded on lodgement of a refund request.

You should check your Statement of Liability via the Student Portal after changing subjects to verify if any additional tuition fees are due or have been credited.

have been created.

Special provisions for graduate completions

Adjustments after the submission of a thesis by graduate research students

Tuition fees will always be charged in advance for the full semester cost. You will be required to pay the full semester cost by the due date specified on your invoice. If you intend to submit a thesis before the end of a semester, you may be entitled to a refund depending on the date of submission. Once you submit your thesis any refund of fees will be calculated on a daily pro-rata basis.

Example

Raymond is an international student enrolled in a Doctor of Philosophy (Arts) in 2021. He is enrolled for Semester 2 from 1 July 2021 and is undertaking a normal study load of 0.5 EFTSL. In this example, the course fee for the Doctor of Philosophy (Arts) is \$37,952/EFTSL.

Raymond's tuition fees for Semester 2 2021 are calculated as:

$$0.5 \times \$37,952 = \$18,976$$

If Raymond submits his thesis on 13 September 2021 (before the end of semester), he would only be charged from 1 July to 12 September 2021. His tuition fees would be adjusted to take account of the fact that Semester 2 will be only 74 days, not 184 days in duration. His actual tuition fees for Semester 2 are calculated as:

$$0.5 \times 74/184 \times \$37,952 = \$7,631.65$$

He is entitled to a refund of \$11,344.35 (\$18,976 - \$7,631.65).

Late submissions of a minor thesis by graduate coursework students

If a minor thesis is part of your work requirement for a given semester, you should submit this before the start of the next semester. If you are not able to do this then you must re-enrol in the same subject for the next semester and pay the tuition fees for this subject again. If you have completed the thesis and submitted it prior to the subject census date you can apply for a refund. If you do not complete and submit the thesis prior to the census date you are not eligible for a refund of fees.

Extension of research candidature

If you are a graduate research student who has been granted an extension of your candidature, you will continue to be charged fees for the next full payment period.

12. Refunds

This section sets out the University's refund policy for tuition fees you have paid to the University, including the circumstances in which the University is able to refund all or part of the tuition fees you have paid, the circumstances in which the University is unable to provide a full or partial refund of these fees, how to apply for a refund and how refunds are paid.

Refund entitlements are limited to tuition fees for your course which remain un-spent. The amount of unspent tuition fees which will be refunded to you will be calculated in accordance with the *Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)* and calculated in accordance with the *Education Services for Overseas Students (Calculation of Refund) Specification 2014 (Cth) (Refund Specification)*. A statement will be provided with your refund which sets out any amounts that have been deducted from the refund. Your refund entitlement will be calculated by subject (or may be calculated on a daily pro-rata basis if you are an enrolled in a graduate research degree).

In this policy, "tuition fees" means fees the University receives, directly or indirectly, from:

- i. an overseas student or intending overseas student; or
- ii. another person who pays the fees on behalf of an overseas student or intending overseas student;

that are directly related to the provision of a course that the University is providing, or offering to provide, to the student.

In the following circumstances, the University is required to refund *all* unspent tuition fees (not just those tuition fees that have been pre-paid):

- a. where the University defaults; or
- b. where a student defaults due to being refused a student visa.

The amount of the refund which will be provided by the University in the event of a University default will *not* be limited to those tuition fees which are received by the University prior to the commencement of the relevant study period. Further, if the University receives tuition fees after the census date for the subject, the University will not limit refunds to only those tuition fees that were received before the census date for the relevant subject. Instead, the refund shall relate to all *unspent* tuition fees.

In addition, if a student defaults prior to commencement of the course due to the student being refused a student visa, the calculation will take into account both *tuition fees and non-tuition fees* received from that student by the University.

In the event the University is unable to fully deliver the course and meet its default obligations, you can seek the assistance of the Tuition Protection Service (TPS), an initiative of the Australian Government. The TPS ensures that international students are able to either:

- i. complete their studies in another course or with another education provider; or
- ii. receive a refund on your unspent tuition fees.

Further details can be found at the Government website here: tps.gov.au/Home/NotLoggedIn.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

Students have the right to make a complaint about the University's conduct and the Australian Consumer Law applies.

Study periods for a course may vary from course to course, however a typical study period is a semester. In this policy, 'academic enrolment' means subject enrolment via <http://enrolment.unimelb.edu.au>.

When will the University refund your fees?

Refund if the University at fault

In accordance with section 46D of the *ESOS Act*, in the event of a default by the University, the University must either:

- arrange for the student to be offered a place in a course at the University's expense; or
- pay a refund to the student of unspent tuition fees, calculated in accordance with the Refund Specification (see below).

You will receive a refund in the following circumstances (except where you have already withdrawn):

University default event	Refund entitlement	Refund arrangements
1.1 The course fails to start on the agreed starting date.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 10 working days of the agreed starting date. Alternatively, if this is a possibility, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.
1.2 The course ceases to be provided by the University after it has started, but before it is completed by the student.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 10 working days of the date on which the course ceased to be provided. Alternatively, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.
1.3 The course is not able to be provided to you in full because the University has had a sanction imposed by a government regulator.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 10 working days of the date on which the course ceased to be provided.

The method for working out the amount of a refund of tuition fees in the event of a University default will be as follows:

refund amount = weekly tuition fee * weeks in default period

Meaning of weekly tuition fee

The **weekly tuition fee** is to be calculated as follows:

weekly tuition fee = (total tuition fees for the course / number of calendar days in the course) x 7

If the fee calculated is not a whole dollar amount, the fee will be round up to the nearest whole dollar.

Meaning of weeks in default period

The number of **weeks in default period** in relation to a course:

- a. during which a registered provider or a student defaulted; and
 - b. for which the provider received payment of tuition fees in respect of the student;
- means the number of weeks calculated as follows:

weeks in default period = number of calendar days from the default day to the end of the period to which the payment relates / 7

If the number of weeks calculated is not a whole number, the number will be rounded up to the nearest whole number.

Refund if you are refused a student visa

This section only applies to international students who enter Australia on a student visa, and who fall within the requirements of the ESOS Act.

You will receive a refund in the following circumstances (except where your student visa is refused for any of the student defaults outlined in part below (refund if student at fault), or where you have already withdrawn):

Visa default event	Refund entitlement	Refund arrangements
2.1 The Australian Government authorities refuse to grant you a student visa and you are unable to commence your course.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 20 working days of your visa being refused.
2.2 The Australian Government authorities refuse to grant you a student visa and you are unable to continue your course.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 20 working days of your visa being refused.

Scenario 2.1

The method for working out the amount of refund in the event that you fail to start a course due the Australian Government authorities having refused to grant you a student visa will be as follows:

the amount of a refund is the amount of the course fees, minus the lesser of the following amounts:

- a. 5% of the amount of course fees received by the provider in respect of the student before the default day;
- b. \$500.

The **course fees** for a course is the sum of:

- a. the tuition fees received by the provider in respect of the student; and
- b. the non-tuition fees (if any) received by the provider in respect of the student.

Scenario 2.2

The method for working out the amount of refund in the event that the Australian Government authorities refuse to grant you a student visa and you are unable to continue your course will be as follows:

refund amount = weekly tuition fee * weeks in default period

Note This formula would apply where a student whose visa has been refused has withdrawn from the course after it commenced, or has failed to pay an amount he or she was liable to pay the provider in order to undertake the course.

Refund if student at fault

You will receive a refund in the following circumstances (except where you have already withdrawn):

Student default event	Refund entitlement ¹	Refund arrangements
3.1 You fail to complete your academic enrolment and start the course on the agreed starting date and have not previously withdrawn or deferred.	A refund of the tuition fees paid in advance.	You must apply for a refund as outlined under <i>How to apply for a refund</i> Paid within 15 working days of receipt of your refund application. Paid to you or a person nominated by you in writing.

Student	Refundable event	Refund of the amount of fees paid in advance.	Refunds arrangements
	refuses to provide or continue to provide the course to you because you failed to pay an amount owing to the University in order to undertake the course.		<p>under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p> <p>You must pay/settle any other debts owing to the University, such as library fines or student loans. If you fail to do so, the University reserves the right to deduct outstanding debts or fines owing from the refund amount.</p>
3.3	The University refuses to provide or continue to provide the course to you because you breached a condition of your visa.	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> study periods previously undertaken prior to the study period in which you breached the condition of your visa, or the study period in which you breached the condition of your visa unless you are withdrawn from the course before the relevant subject census dates for that study period. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
3.4	The University refuses to provide or continue to provide the course to you because you have been found to have engaged in misconduct in accordance with the University's established student discipline policies and procedures (whether general or academic misconduct) and the University has suspended or terminated your enrolment.	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> study periods previously undertaken prior to the study period in which your enrolment was suspended or terminated, or the study period in which your enrolment was suspended or terminated unless your enrolment was suspended or terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
3.5	The University withdraws the offer of a place or terminates your enrolment because the information you gave the University in your application was incorrect or	<p>If the University withdraws your offer of a place before you have completed academic enrolment for your first study period</p> <p>You will be refunded tuition fees paid in advance for your course.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

	Student default event	Refund entitlement ¹	Refund arrangements
	incorrect or incomplete.	<p>If the University terminates your enrolment after you have completed your academic enrolment for your first study period</p> <p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> ▪ study periods previously undertaken prior to the study period in which your enrolment was terminated, or ▪ the study period in which your enrolment was terminated unless your enrolment was terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
3.6	The University withdraws the offer of a place or terminates your enrolment because the information you gave the University in your application was fraudulent.	<p>If the University withdraws your offer of a place before you have completed academic enrolment for your first study period</p> <p>You will be refunded tuition fees paid in advance for your course.</p> <p>The University reserves the right to retain up to 10 per cent of tuition fees paid in advance, where an offer is withdrawn because the Academic Registrar is satisfied that the offer was made on the basis of fraudulent documentation.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
		<p>If the University terminates your enrolment after you have completed your academic enrolment for your first study period</p> <p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> ▪ study periods previously 	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

Student default event		Refund entitlement ¹	Refund arrangements
		<p>study periods previously undertaken prior to the study period in which your enrolment was terminated, or</p> <ul style="list-style-type: none"> the study period in which your enrolment was terminated unless your enrolment was terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	
3.7	The University does not allow you to continue your course because you are not making satisfactory academic progress despite appropriate measures having been taken to address this issue under relevant University policies and procedures.	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> study periods previously undertaken prior to the study period in which your enrolment was terminated, or the study period in which your enrolment was terminated unless your enrolment is terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

¹ In relation to refunds under part 3 (Refund if student at fault) of this Refund Policy:

- Agents' recruitment fees which are paid by the University from your tuition fees are not considered unspent pre-paid tuition fees. Accordingly, you may have any agents' recruitment fees which were paid by the University deducted from the refund amount. Agents' recruitment fees will not be deducted from refunds if more than one full calendar year of study in the course has been completed;
- If the subject census date has passed and you have not withdrawn from the course, you will incur a fee liability for the relevant subject, and any tuition fees paid in relation to the subject(s) are not considered tuition fees paid in advance.

Refund if you provide notice

You will receive a refund in the following circumstances if you are withdrawing from a subject, group of subjects or your course.

Notice given of subject withdrawal ¹		Refund entitlement	Refund arrangements
4.1	By close of business on the census date ² for the subject	A refund of the tuition fees you have paid in advance for the subject.	<p>You must apply for a refund.</p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
4.2	After the census date ² for the subject	No refund will be given.	You may apply for a refund in special circumstances only ³

¹ If you are deferring, any fees paid in advance can be credited towards your next fee instalment or refunded on lodgement of a refund request in accordance with this Refund Policy.

² The census dates for standard Semester 1 and Semester 2 subjects are 31 March and 31 August respectively. Census dates for subjects in other study periods may vary. Census dates for the subjects in which you are enrolled are detailed in *The Handbook*; on your Statement of Liability and the census date for every subject offered by the University is available at

<http://students.unimelb.edu.au/admin/fees> (See *Subject and Fees for International Fee Places* for the relevant year). If a census date is not a working day, then you must complete your subject withdrawal by the last working day before that census date. Pro-rata variations for graduate research may apply.

³ In some special circumstances, the University, at its discretion, may refund the tuition fees for individual units of study (eg. particular subjects). The circumstances must have a significant impact on the student and their ability to complete the unit of study. Refunds in these circumstances will be considered after review and approval of the student's application for "Remission in Special Circumstances". For further information about these special circumstances see:

http://ask.unimelb.edu.au/app/answers/detail/a_id/980.

Agents' recruitment fees which are paid by the University from your tuition fees are not considered unspent pre-paid tuition fees.

Accordingly, you may have any agents' recruitment fees which were paid by the University deducted from the refund amount. Agents' recruitment fees will not be deducted from refunds if more than one full calendar year of study in the course has been completed.

If you are withdrawing from your course you can find information in the Student admin tab on the Student Portal: my.unimelb.edu.au. See *My Enrolment* and the information about withdrawing from or discontinuing a course.

How to apply for a refund

How you apply for your refund entitlement varies depending on the circumstances and whether or not you have completed your academic enrolment for your first study period at the University.

1. Refund if University at fault	How to apply	When will it be paid?
Defaults 1.1, 1.2, and 1.3	You do not need to apply for a refund. The University will arrange for a refund of fees to you. Alternatively, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund of course fees or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.	Paid within 10 working days of the defaults.
2. Refund if your student visa is refused	How to apply	When will it be paid?
Defaults 2.1 and 2.2	You do not need to apply for a refund. The University will arrange for a refund of fees to you.	Paid within 20 working days of your visa being refused.
3. Refund if student at fault	How to apply	When will it be paid?
	You must apply for a refund If you have not completed your academic enrolment at the University you should apply direct to the Fees team https://students.unimelb.edu.au/?a=1950603 .	Paid within 15 working days of receipt of your refund application.
	If you have completed your academic enrolment and are withdrawn from your course before the subject census date in your first study period for the course you should submit the completed refund application at https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund .	Paid within 15 working days of receipt of your refund application.
	If you are withdrawn from your course or subjects after the subject census date submit the completed refund application at https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund .	Paid within 15 working days of receipt of your refund application.
4. You provide notice	How to apply	When will it be paid?
If you have not completed your academic enrolment at the University	You must apply for a refund If you decide to withdraw before the start of your first study period you should submit the completed refund application at https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund .	Paid within 15 working days of receipt of your refund application.
If you have completed your academic enrolment	If you are withdrawing from the course, you must apply for a refund (a) If you withdraw from your course before the first subject census date in your first study period for the course, you should submit the completed refund application at	Paid within 15 working days of receipt of your refund application.

	<p>any changes to your enrolment prior to the relevant subject census date¹.</p> <ul style="list-style-type: none"> As a general rule, if you change your enrolment prior to the subject census date¹ any monies owed to you will automatically be credited to your account and will be applied towards any future fees. If you prefer a refund you need to complete the application form available online at: http://ask.unimelb.edu.au. 	https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund to sa-fees@unimelb.edu.au	
		(b) If you withdraw from your course after the first subject census date in your commencing study period submit the completed refund application at https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund to sa-fees@unimelb.edu.au	Paid within 15 working days of receipt of your refund application.
		If you are making changes to your enrolment, but you are not withdrawing from your course you have the option of applying for a refund of any tuition fees paid in advance or having the refund amount credited towards your account and applied towards future fees. If you would prefer a refund, you can submit the completed refund application at https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund to sa-fees@unimelb.edu.au	Paid within 15 working days of receipt of your refund application.

In order to ensure the University is able to process your refund application in a timely fashion, you are encouraged to apply for refunds within 12 months of withdrawal from the subject or course.

¹ The census dates for standard Semester 1 and Semester 2 subjects are 31 March and 31 August respectively. Census dates for subjects in other teaching periods may vary. Census dates for the subjects in which you are enrolled are detailed in the University of Melbourne Handbook; on your Statement of Liability and the census date for every subject offered by the University is available at <http://students.unimelb.edu.au/admin/fees> (See *Subject and Fees for International Fee Places* for the relevant year). If a census date is not a working day, then you must complete your subject withdrawal by the last working day before the census date.

Payment of refunds

1.	Before you can be paid a refund:	<ul style="list-style-type: none"> The University must have received the money into its accounts as cleared funds; Your course or subject cancellation /withdrawal must have been processed; and You must pay/settle any other debts owing to the University, such as library fines or student loans. If you fail to do so, the University reserves the right to deduct outstanding debts or fines owing from the refund amount.
2.	Who can the University pay the refund to?	<ul style="list-style-type: none"> You, or the person you nominate; or The sponsoring agency that paid the fees on your behalf.
3.	How will it be paid?	<ul style="list-style-type: none"> Electronic Funds Transfer.
4.	Exception for US Federal Family Education Loan Program (FFELP)	<p>Where the applicant for a refund is a FFELP recipient the University reserves the right to retain all tuition fees however:</p> <ul style="list-style-type: none"> The University must return any unearned funds directly to the student's US lender; Any portion of the tuition fees which is not required to be returned to the student's US lender will be refunded to the student. <p>This exception applies to FFELP recipients who withdraw at any stage of the year.</p>

Pro-rata variations for graduate research

Tuition fees are charged based on the study load (EFTSL) you undertake in each semester, with 100 credit points (1 EFTSL) the standard full-time study load for one year of study.

For graduate research (RHD) students, tuition fees are charged on a daily pro-rata basis during the period of your enrolment. You will be charged for each day you are enrolled in research Semester 1 (1 January - 30 June) and research Semester 2 (1 July - 31 December).

If you are a commencing research student who enrolls after a research semester commencement date, your first research semester fees will be adjusted to take account of the number of days you will actually be enrolled in that semester. Similarly, once you submit your thesis any refund of fees paid in advance will be calculated on a daily pro-rata basis.

For the purposes of the *ESOS Act*, a RHD study period is considered as being one day, due to refunds being calculated on a daily pro-rata basis.

Refunds for international students granted Australian permanent residency

If your enrolment is converted from an international fee place to an Australian fee-paying place or Commonwealth funded place, any changes to enrolment and fees will take effect from the first census date after you notified the University of your change in citizenship.

You can apply for a refund of tuition fees paid in advance by submitting a refund application

(https://ask.unimelb.edu.au/app/answers/detail/a_id/946/~/applying-for-a-refund) or you may choose to have tuition fees paid in advance credited to your account and applied towards future fees.

13. Glossary

Australian fee-paying place (Domestic fee place)	A place in a course for domestic students where the student pays tuition fees to the University to maintain their enrolment. Loans such as <i>FEE-HELP</i> are available for eligible students to pay the cost of tuition fees direct to their University.
Census date	This is the last date that you can withdraw from a subject without incurring a fee liability for that subject.
Commonwealth supported place (CSP)	A place in a course for domestic students where the Australian Government contributes to the cost of your study. You pay a student contribution amount. Loans such as <i>HECS-HELP</i> assistance are available for eligible students to pay the student contribution amount. See: studyassist.gov.au
Course-based fee	A tuition fee for international and Australian fee-paying students calculated by annual course cost and overall study-load. Your fees in any one year decrease or increase with changes in your study-load. Course-based fees are relevant to most graduate courses.
Discipline fee band	All subjects are classified by discipline area and are given a corresponding cost depending on which discipline fee band they are allocated to.
Student contribution bands	Fee bands used to determine the maximum student contributions for a Commonwealth supported place. All subjects are classified by discipline area and are allocated to a student contribution band according to government regulated criteria.
EFTSL	EFTSL stands for Equivalent Full Time Student Load and is a measure of study load. One EFTSL represents a standard annual full-time load of study and is equivalent to 100 credit points of study. Every subject is given an EFTSL value and a corresponding credit point value. If a one-semester subject is 12.5 credit points, the EFTSL value is 0.125.
OSHC	OSHC stands for Overseas Student Health Cover. It is a student visa requirement set by the Australian Department of Home Affairs that international students have visa-length health cover while studying in Australia. Bupa Overseas Student Health Cover is the University's preferred OSHC provider: www.bupa.com.au/students
Research Training Program (RTP) place	The Australian government funds higher education institutions to support research training for eligible domestic students undertaking research higher degrees. Through this scheme, students are entitled to a tuition fee exemption for the normal duration of their course.
Single subject study	A tuition fee for international and Australian fee-paying students enrolled in the

(CAP) fee	Community Access Program that is calculated by subject enrolled, with each subject allocated to a discipline fee band depending on its area of study, and the mode of study (assessed, non-assessed or international intensive).
Subject-based fee	A tuition fee for international and Australian fee-paying students calculated by subject enrolled, with each subject allocated to a discipline fee band depending on its area of study. Subject-based fees are relevant to undergraduate courses, graduate courses offered by the Office for Environmental Programs (OEP), and graduate students who commenced in 2009 or earlier.
Study load	Every subject you do is weighted in terms of the proportion that the subject represents in a standard year of full-time study in a given course. A standard annual full-time load of study is equivalent to 100 credit points of study which is also equivalent to 1EFTSL. See <i>EFTSL</i> .
Why are OEP programs different?	The Office for Environmental programs offers a multi-disciplinary program from 200 subjects across ten faculties in the University. Because the subjects are taught by different areas, they naturally have different costs associated with their teaching. The calculation of tuition fees for international and Australian fee-paying students is dependent on the subjects studied and you are enrolled as a subject-based enrolment.

14. Fee queries

For future students:

W: <https://study.unimelb.edu.au/connect-with-us/contact-us>

For current students:

students.unimelb.edu.au/

W: my.unimelb.edu.au

W: ask.unimelb.edu.au

If you have any fee queries or need to apply for a refund, you can find information on ask.unimelb.edu.au and in the Student admin tab on the Student Portal: my.unimelb.edu.au

Students who have a grievance or dispute with the application of this policy should direct this in the first instance to:

Fees - Student and Scholarly Services

The University of Melbourne

Victoria 3010 Australia

E: sa-fees@unimelb.edu.au

This does not circumscribe a student's right to pursue other legal remedies with respect to grievances or disputes regarding the application of this policy. This agreement does not remove the right to take further action under Australia's consumer protection laws.

15. Disclaimer

The University has used its best endeavour to ensure that materials contained in this publication were correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion.

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More help: [Definitions](#).

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