

FEES AND CHARGES

The current fees and charges may be obtained by clicking [here](#).

Fees and charges are set by the UNE Council and may be varied by the Council in accordance with the requirements of the [Higher Education Support Act 2003](#) for the Student Contribution, and in accordance with the requirements of the University of New England Act 1993 for UNE-governed fees and charges.

1. Commonwealth Supported Students

1.1 The Higher Education Support Act 2003 requires Commonwealth Supported students to contribute to the cost of their higher education (the Student Contribution) by way of [HECS-HELP](#). Details of the requirements of the Higher Education Support Act and HECS-HELP may be obtained by clicking [here](#).

1.2 The University will advise the deadlines for up-front Student Contributions, exercise of the Safety Net option and enrolment cancellation for non-payment, in the student's individual statement of account.

1.3 The University will accept one partial up-front payment of \$500 or more from a student each semester. These partial payments of \$500 or more made by the required date will attract the 20 per cent discount.

1.5 The Director, Student Services and Administration is authorised to approve a full or part [refund or remission](#) of the Student Contribution where the student withdraws after the census date and can demonstrate special circumstances.

1.6 All other aspects of the Student Contribution by Commonwealth Supported students are governed by the [Higher Education Support Act 2003](#) and its amendments.

2. Tuition Fees

2.1 **Assessment.** Tuition fees are assessed by semester, trimester or other teaching periods for all student enrolments in courses or units which are full-fee paying.

2.2 **Commencing Overseas Students - Provisional Fees.** Commencing overseas students are required to pay provisionally assessed fees for the first semester of their proposed enrolment, prior to receiving a formal offer of enrolment, unless otherwise authorised by the Deputy Vice-Chancellor (International and Entrepreneurial).

2.3 **Refunds —Domestic and Continuing Overseas Students.** A student who withdraws from a course by 31 March (first semester) or 31 August, (second semester) shall receive a full refund fees. Withdrawals after these dates will receive no refund.

2.4. Refunds —Commencing Overseas Students

2.4.1 A student who cancels the enrolment more than four weeks prior to the scheduled start of the course shall receive a refund of 90 per cent of the tuition fees.

2.4.2 A student who cancels the enrolment after the scheduled course start but before 31 March (first semester) or 31 August (second semester) shall receive a refund of 50 per cent of the tuition fees.

2.4.3 A student who cancels the enrolment after 31 March (first semester) and 31 August (second semester) shall receive no refund of the tuition fees.

2.5 Graduate School of Business (GSB) Students

2.5.1 Full-fee paying GSB students are required to pay tuition fees prior to enrolment.

2.6.2 A student, having prepaid tuition fees, who cancels or withdraws from enrolment in whole or in part from the start of the dispatch of unit materials up to and including the census date, will incur a \$130 administration fee.

2.6.3 No refunds will apply where withdrawal occurs after the census date.

3. Residence Arrangements and Charges

Definitions:

- Academic Week— a week that falls within the relevant academic calendar of the course being studied.

- Academic Period — a continuous period of lectures and examinations with no long holiday breaks (the duration of this period will vary according to the course being studied).
- An Academic Year contains four Academic Periods.

3.1 **On-Campus Students**

3.1.1 On-campus students new to the University residences are required to lodge a non-refundable application fee.

3.1.2 Offers of places apply only to the academic year for which they are made.

3.1.3 The maximum period for which a place is offered is one academic year.

3.1.4 All students must accept in writing and pay all specified fees as detailed in the offer letter.

3.1.5 Cancellation of an acceptance of a residential place must be in writing to the Head of Residence and will be effective from the date of receipt.

3.1.6 Refunds of advance payments will be made when cancellations are received before the date detailed in the offer letter. The Head of Residence may extend this deadline in hardship cases.

3.2 **Payment of Residential Fees**

3.2.1 Fees and charges are paid in accordance with the Schedule of Fees published by each residence or by special arrangement with the Head of the Residence.

3.2.2 Extensions of time to pay residential charges may be sought in writing from the Head of Residence. Extensions of time may not exceed 10 working days.

3.2.3 Fees and charges that are in arrears by 10 working days or more, or are deemed to be at risk of non-payment, will be referred to the Chief Operating Officer.

3.2.4 Fees and charges that are unpaid by the due date and for which an extension has not been granted may have a late fee applied.

3.3 **Withdrawals and Transfers from and to Residences**

3.3.1 Students withdrawing from the University may leave their residence without notice but will attract retrospectively, short-term residence rates for the current semester. Notification of intention to leave must be made in writing to the Head of Residence.

3.3.2 Students transferring from on-campus to off-campus enrolment and leaving residence before the end of the semester will attract retrospectively, short-term residence rates for the current semester. Notification of intention to leave should be made in writing to the Head of Residence.

3.3.3. Students wishing to transfer from one on-campus residence to another on-campus residence at the mid-semester and semester breaks, must give to the Head of each Residence concerned at least two academic weeks' written notice. The Heads of the Residences concerned may waive such notice at their discretion. In exceptional circumstances transfers between on-campus residences may be approved at other times.

3.3.4 New resident students who wish to transfer from their residence to another form of accommodation on or before the March Census Date are required to give at least two weeks' written notice to the Head of Residence. Failure to do so will result in a penalty equivalent to fees for the shortfall of notice.

3.3.5 Resident students wishing to transfer to another form of accommodation may do so without penalty only at the end of the semester and give at least four weeks' written notice prior to the end of the semester. Failure to do so will result in a penalty equivalent to fees for the shortfall of notice.

3.4 **Appeals**

3.4.1 Resident students may seek a review of the period of notice or any penalty. Requests for such reviews should be lodged in writing with the Chair of the Heads of Residences Standing Committee. The Committee, in consultation with the Head of Residence concerned, may reduce or waive the notice period or penalty. Such an appeal must be lodged within seven days of the submission of notice to withdraw.

3.4.2 Appeals against any fees or charges, excluding penalties incurred as a result of withdrawal from a residence (refer 3.3 above), may be made in writing to the Residential System Manager. An appeal must be lodged within seven days of notification of the fee or charge.

3.4.3 Appeals against the decision of the Residential System Manager or Standing Committee may be made in writing to the Chief Development Officer. An appeal against the decision of the Residential System Manager or Standing Committee must be lodged within 14 days of notification of the decision of the Residential System Manager or Standing Committee.

4. Other Fees and Charges

Other fees, charges or fines may be raised by the University and charged to a student's account. All such debts will be required to be paid on receipt of the invoice/statement.

5. Payments

5.1 **Date for Payment of Fees and Charges.** All fees are due for payment by the date as indicated in rules and/or the invoice/statement. All enrolments are regarded as provisional until payments have been met either up-front or through the deferred Student Contribution Charge, as appropriate. Failure to pay by the due date may lead to the cancellation of a student's provisional enrolment.

5.2 **Payment Priority.** Payments are allocated against the oldest outstanding debt - uncovered remaining debts render the student still liable to late penalties or charges.

5.3 **Sponsored Students.** Payment of fees is the responsibility of the individual student unless the University has formally accepted a 'third-party payment arrangement' when the invoice will be sent to the sponsor.

5.4 **Payment by Instalment.** In extremely exceptional cases students may request to the Chief Operating Officer, that they be allowed to pay tuition fees on an instalment basis. Enrolment will remain provisional until full settlement by the agreed dates. If an instalment agreement is broken by the student, the student's enrolment may be cancelled.

5.5 **Account credits and refunds.** Any credits to a student's account will be offset against other outstanding debts before any refunds are made.

6. Refunds, Debt Carry-Over and Encumbrances

6.1 Refunds will be made at the end of the current semester unless application is made directly to the Accounts Receivable Office for an early refund.

6.2 Refunds will be made in the currency of destination. Any appropriate bank charges for foreign exchange will be deducted from the refund.

6.3 Unless a 'carry-over' of a debt is approved by the Chief Operating Officer students may have their accounts encumbered, which may restrict ability to enrol and/ or services to the student including examination results release and academic records issue (including for admission to other universities).

6.4 Students who have outstanding accounts will be disallowed from attending graduation and will not be granted their testamur and/or official academic transcript. In exceptional circumstances the Chief Operating Officer and the Director, Student Administration and Services may, on [request](#), agree that the student be presented during graduation. Such requests must be made in writing and not less than six weeks prior to the graduation ceremony in question. If granted, the University will withhold the testamur and official academic transcript until the debt is settled in full.

7. Debt Collection

Debt collection action may be undertaken by the University to collect outstanding debts.