

Student Fees and Charges for 2012



For assistance please contact Customer Service on:

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Warrnambool +61 3 5563 3333

or

Email: enquire@deakin.edu.au

or

Visit Deakin Central located on each Campus

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1 Introduction

This booklet is a useful reference for fees related information at Deakin University. It should also help you familiarise yourself with terminology such as eCAN, TFN, eCAF, census dates, discipline clusters, HECS-HELP, student status, FEE-HELP, encumbrance and termination.

The booklet provides relevant information about student fees and charges. However, not all sections may apply to you.

Please take time to read this booklet and familiarise yourself with its contents.

We recommend you keep this booklet for future reference.

Where can I get more information?

If you have any queries please contact Customer Service on:

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Warrnambool +61 3 5563 3333

or

Email: enquire@deakin.edu.au

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1.1 Census dates

What is census date?

Census date is the date when all your enrolment arrangements for a teaching period (semester/trimester/quarter) must be finalised.

The census date is the last date a student can:

- apply for HECS-HELP or FEE-HELP for a unit
- apply for SA-HELP for the student service and amenities fee
- withdraw from a unit without being liable for HECS-HELP or FEE-HELP (domestic students) or for the full tuition fee (international and some domestic students)
- withdraw from a unit without a reference appearing on their academic transcript

Each teaching period has a census date.

Census dates for 2012

Trimester 1	31 March 2012
Trimester 2	15 August 2012
Trimester 3	15 December 2012

School of Medicine census dates for 2012

Semester 1	31 March 2012
Semester 2	31 August 2012

Higher Degree by Research census dates for 2012

Quarter 1	31 March 2012
Quarter 2	30 June 2012
Quarter 3	30 September 2012
Quarter 4	31 December 2012

Residential unit census dates for 2012

Residential 1	18 May 2012
Residential 2	31 August 2012
Residential 3	15 December 2012

1.2 General fee information for all students

Your fees are determined prior to the start of each teaching period (semester/trimester/quarter).

An online invoice will be made available at the start of each teaching period (semester/trimester/quarter). **Paper invoices will not be mailed to you.** It is your responsibility to access your online invoice/s via StudentConnect and check all details carefully. You will receive an SMS, if you have provided a valid mobile telephone number and an email direct to your Deakin email address advising when your invoice is available on StudentConnect.

To access your online invoice select the **Generate your invoice** option under the **Fees and Payments** heading on the StudentConnect sidebar menu. It is your responsibility to ensure that all financial obligations to Deakin University are met on time. Your invoice will show how much you owe and the due date for the payment of your fees.

If you are eligible and have elected to defer your fees via HECS-HELP, FEE-HELP or SA-HELP, you should still generate your invoice and check the details are correct. Your fees can only be deferred if you have provided Deakin University with your Tax File Number (TFN). If you are deferring any of your debt (either through FEE-HELP, HECS-HELP or SA-HELP), check the top right hand corner of your invoice and ensure that a **YES** is recorded for "Tax File Number Supplied". If a **YES** is not displayed contact Customer Service immediately.

If you believe any details on your invoice are incorrect you must contact Customer Service immediately.

1.3 How to pay your fees

You may choose one of the following options:

StudentConnect - you can pay your invoice online by scrolling to the bottom of your invoice and clicking the **Pay Now** button.

BPay – you can print the PDF version of your invoice by scrolling to the bottom of your invoice and clicking the **Print Friendly Version** button. Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.

In person - you can pay your invoice at the Deakin University Cashiers Office on any Campus by MasterCard, Visa or EFTPOS debit card. **Please note: Cash is not accepted at Deakin Central or the Cashiers Office for payment of student contributions or tuition fees.**

Postbillpay - print the PDF version of your invoice by scrolling to the bottom of your invoice and clicking the **Print Friendly Version** button. You can pay in person at any Australia Post outlet using this invoice, or phone +61 13 18 16 (international call charges apply) or go to www.postbillpay.com.au.

1.4 Non-payment of fees

It is your responsibility to ensure all your financial obligations to Deakin University are met by the due date specified on your invoice. If your financial obligations are not met your enrolment may be discontinued.

1.5 What if I make a change to my enrolment?

Prior to census date you are able to make changes to your enrolment. Once a change has been made you must go to the **Fees and Payment** option on the sidebar menu in StudentConnect and select **Generate your invoice**.

A new invoice will be generated reflecting the changes (if any) to your fees.

1.6 How do I apply for a refund?

If you discontinue or reduce your enrolment on or before census date you are entitled to apply for a refund of any student fees paid for that period. A refund can only be paid where:

- Deakin University has received the money that is to be refunded and the funds have been cleared.
- You have already actioned any enrolment changes.
- The effective date of the enrolment change is on or before census date.
- The payment has not been allocated to other outstanding student fees, eg fees assessed for the following teaching period (semester/trimester/quarter).

If you wish to apply for a refund complete the Application for Refund of Student Fees form available from deakin.edu.au/current-students/study-information/fees or apply in person at Deakin Central on your Campus.

Under normal circumstance refunds will be processed within 15 working days of receipt of your completed application.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

1.7 Remission of debt in special circumstances

In special circumstances, government legislation may provide for students who withdraw from their units after the relevant census date to have their:

- HECS-HELP debt for those units remitted
- FEE-HELP debt for those units remitted
- HECS-HELP debt for a unit consisting wholly of work experience in industry (WEI) remitted
- Up-front payment of a student contribution in respect of a unit consisting wholly of WEI refunded, or
- Tuition fee refunded

A student cannot apply for remission if he or she has successfully completed the unit of study.

To be eligible for remission, the student must apply to Deakin University, in writing, within 12 months of the withdrawal date. If the person has not withdrawn, they must apply within 12 months of the end of the teaching period in which the unit was undertaken or was to be undertaken.

Deakin University will remit any debt if we are satisfied that special circumstances exist and apply to the person that:

- are beyond the person's control
- did not make their full impact on the person until on, or after, the census date, and
- made it impracticable for the person to complete the requirements for the unit during the teaching period the person undertook, or was to undertake the unit.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

1.8 What sort of a student am I?

The relevance of some information in this booklet will be determined by the fee category you fit into. Read the following to determine what type of student you are then go to the relevant section of this booklet for information specific to you:

- **Commonwealth supported student** – you are enrolled in a Commonwealth supported place (CSP) which means the Commonwealth Government provides funding to Deakin University towards the cost of your studies. **See Section 2**
- **Full fee-paying domestic student** – you are responsible for paying the full cost of your studies. This category includes Australian citizens, New Zealand citizens and Australian permanent residents in fee-paying places. **See Section 3**
- **Full fee-paying international student** – you hold citizenship of a country other than Australia or New Zealand. As an international student you are responsible for paying the full cost of your studies. **See Section 4.**

2 Information for Commonwealth supported students

Under the **Higher Education Support Act 2003**, if you hold a **Commonwealth supported place (CSP)** you are required to make a contribution towards the cost of your education. This amount, called the **student contribution** is set by Deakin University according to the discipline cluster in which your unit of study is classified. All student contributions owing are assessed and invoices made available to you for each teaching period.

Who is eligible for a Commonwealth supported place?

To be eligible for a Commonwealth supported place you must:

- be an Australian citizen, or
- a New Zealand citizen or the holder of a permanent visa, and you must be residing in Australia for the duration of your unit(s) of study.

2.1 HECS-HELP

To be eligible for HECS-HELP you must:

- be enrolled in at least one unit as a Commonwealth supported student, and
- be an Australian citizen, or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the units.

If you are eligible for HECS-HELP assistance you may pay your student contribution in three different ways:

- pay all of your student contribution up-front and receive a discount of 10%
- defer your payment through the taxation system and receive a HECS-HELP loan for your full student contribution, or
- pay some of the student contribution up-front and receive a HECS-HELP loan to defer the balance. Payments over \$500 will receive a 10% discount.

If you are a permanent visa holder or New Zealand citizen you must pay all of your student contribution up-front without a discount by the invoice due date.

Information booklets about HECS-HELP for CSP students are available from all Deakin Central locations or from the Department of Education Employment and Workplace Relations (DEEWR) website:
www.studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#2012HELPbooklets.

2.2 Commonwealth Assistance Form (CAF)

As a Commonwealth supported student you are required to complete a **Commonwealth Assistance Form (CAF)**. The CAF captures data required by the Federal Government for all CSP students. At Deakin you complete this form online via StudentConnect and the form is known as an **eCAF (electronic CAF)**.

If you are eligible to apply for HECS-HELP, it is at this stage you can elect to either:

- pay up-front and receive a 10% discount on your fees, or
- defer the whole of your debt, or
- pay part up-front and defer the balance.

When does the eCAF need to be completed?

You must complete your eCAF prior to the census dates for your units of study. Census date information can be found at section 1.1 of this booklet or in the Important Dates section of the Handbook, located at:
deakin.edu.au/current-students/handbooks

2.3 Supplying a Tax File Number (TFN)

If you want to defer any part of your debt through the taxation system you **must** provide your **Tax File Number (TFN)**. The TFN is the mechanism by which Deakin University advises the Australian Taxation Office of the debt you are deferring.

Providing your TFN also acts as a safety net. If you have elected to pay up-front, any debt unpaid at census will automatically be deferred and you will pay the debt through the taxation system when your income reaches the threshold level. Your enrolment will not be discontinued in these circumstances.

If you elect to pay your student contributions up-front, but fail to pay or provide your TFN by census date, then Deakin **must** discontinue your enrolment according to the **Higher Education Support Act 2003 (HESA)**.

After providing your TFN via the eCAF process you can generate your invoice via StudentConnect and check the top right hand corner of your invoice to ensure that a **YES** is recorded for "Tax File Number Supplied". If a **YES** is not displayed, contact Customer Service immediately.

2.4 Commonwealth Assistance Notice (CAN)

A **Commonwealth Assistance Notice (CAN)** contains information about your enrolment such as your student contribution amounts, any up-front payments received by the University and any HECS-HELP assistance you have received for the units of you were enrolled in as a Commonwealth supported student as at census date. An electronic CAN (eCAN) will be made available to you within 28 days of census date for the relevant teaching period.

CANs at Deakin University are only available online and can be accessed by selecting the **Commonwealth Assistance Notice (eCAN)** link on StudentConnect.

2.5 OS-HELP

OS-HELP is a loan program that provides financial assistance to eligible CSP students who wish to undertake part of their study overseas. If you are eligible, you may borrow up to \$5,824 for 2012, for one or two study periods of overseas study. You are deemed to have incurred an OS-HELP debt when you receive your OS-HELP loan.

An eCAN will be made available to you on StudentConnect within 28 days of the incurral date of your OS-HELP debt.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

2.6 Refund policy for CSP students

The following refund policy applies to all CSP students:

- If you have paid your student contribution up-front you will be entitled to a 100% refund for unit or course withdrawals made prior to and including the census date for the individual unit(s) in each teaching period.
- If you wish to apply for a refund complete the Application for Refund of Student Fees form available from deakin.edu.au/current-students/study-information/fees or apply in person at Deakin Central on your Campus.
- If you have elected to defer your student contribution, you will not incur a HECS-HELP debt for unit or course withdrawals made prior to and including the census date.
- No refund of any amounts paid will be given if you withdraw from a unit or course after the census date for these units.

If you withdraw from a unit after the census date for the unit and have elected to defer your student contribution, you will incur a HECS-HELP debt for that unit.

2.7 Remission of HECS-HELP debt

In special circumstances, the **Higher Education Support Act 2003 (HESA)** provides for students who withdraw from their units after the relevant census dates to apply to have their:

- HECS-HELP debt for those units remitted
- HECS-HELP debt for a unit consisting wholly of work experience in industry (WEI) remitted
- up-front payment of a student contribution in respect of a unit consisting wholly of WEI, refunded
- up-front payment of a student contribution for all other units.

You cannot apply for remission if you have successfully completed the unit of study. To be eligible for remission, you must:

- apply to Deakin University, in writing within 12 months of the withdrawal date, or
- if you have not withdrawn, apply within 12 months of the end of the teaching period in which the unit was undertaken or was to be undertaken.

Deakin University will remit any debt if we are satisfied that special circumstances apply to the person, which:

- are beyond the person's control
- do not make their full impact on the person until on, or after, the census date, and
- make it impracticable for the person to complete the requirements for the unit during the teaching period when the person undertook, or was to undertake, the unit.

Your application must include independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

2.8 How do I repay HECS-HELP?

You begin repayments of your accumulated HELP debt when your income exceeds the nominated threshold (\$47,915 for the 2011-2012 tax year).

You can make voluntary payments at any time after the Australian Taxation Office (ATO) has received your debt details from Deakin. Voluntary payments made to the ATO over \$500 will attract a 5% bonus. This means that if you pay an amount over \$500 your debt will be reduced by that amount plus an extra 5% of the amount paid.

Information booklets about HECS-HELP for CSP students are available from Deakin Central or on the DEEWR website: www.studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#2012HELPbooklets.

2.9 Student Contribution Rates

Commencing Students in 2012

Commencing 2012 undergraduate and postgraduate student contribution costs are summarised in the table below.

Unit Discipline Cluster	Per EFTSL	Per credit point
Law, Dentistry, Medicine, Veterinary Science, Accounting, Administration (including Public Relations), Economics, Commerce	\$9,425	\$1,178
Computing, Built Environment, Other Health, Allied Health, Engineering, Surveying, Agriculture	\$8,050	\$1,006
Humanities, Behavioural Sciences, Social Studies, Clinical Psychology, Foreign Languages, Visual and Performing Arts, Education, Nursing	\$5,648	\$706
Mathematics, Statistics, Science	\$4,520	\$565

Continuing Students in 2012

For 2012 student contribution costs please refer to the website below for full details:

deakin.edu.au/current-students/study-information/fees/local/2012-fees/2012-csp-rates

3 Information for fee-paying domestic students

Tuition fees for domestic fee-paying students are calculated for each teaching period and are charged on a unit basis.

A fee-paying place is one for which Deakin University does not receive any government funding. As such, students enrolled in these places are required to contribute the full cost of their course.

Rates are set annually.

3.1 Award and non-award courses

As a fee-paying domestic student you can be enrolled in either an award or a non-award course.

What is an award student?

An award student is a student undertaking a course that leads to a higher education award. For example, a bachelor degree or a graduate certificate.

What is a non-award student?

A non-award student is a student undertaking a unit of study from an award course but that unit is not being taken as part of an award course or is additional to the requirements for that course. These are sometimes referred to as single subject enrolments

A non-award unit may be counted as credit towards some award courses at Deakin University should you subsequently be formally admitted to an award course.

3.2 Domestic tuition fees

A fee paying place is one for which the University does not receive any government funding. As such, students enrolled in these places are required to contribute the full cost of their course. Fee paying places are available to domestic postgraduate students.

Tuition fees are calculated based on the rate applicable to the discipline of each of the units in which the student is enrolled.

Commencing postgraduate coursework students

For 2012 student tuition fees please refer to the website below for full details deakin.edu.au/current-students/study-information/fees.

3.3 FEE-HELP

FEE-HELP is a loan program that assists eligible domestic fee-paying students, including those in Employer Reserved Places, to pay tuition fees without having to make an up-front payment.

Am I eligible for FEE-HELP?

If you are an **award** student you will be eligible for FEE-HELP if you are:

- an Australian citizen, or
- the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit/s.

If you are a **non-award** student you are eligible for FEE-HELP if you are

- an Australian citizen, or
- the holder of a permanent visa who will be resident in Australia for the duration of the unit/s,
and
- undertaking a bridging course for overseas trained professionals .

If you are eligible you can borrow up to the limit of the tuition fee charged subject to the following conditions:

- Medical students may borrow up to a maximum of \$112,134 in 2012 indexed annually over their lifetime including debt incurred for any postgraduate study.
- Other students may borrow up to \$89,706 in 2012 indexed annually over their lifetime including debt incurred for any postgraduate study.
- A loan fee of 25% will apply to FEE-HELP loans for undergraduate courses of study only.
- No loan fee applies to a FEE-HELP loan for:
 - fee paying postgraduate courses of study, including higher degrees by research
 - enabling courses
 - bridging study for overseas trained professionals.

3.4 How do I repay FEE-HELP?

You begin repayments of your accumulated HELP debt when your income exceeds the nominated threshold (\$47,915 for the 2011-2012 tax year).

You can make voluntary payments at any time after the Australian Taxation Office (ATO) has received your debt details from Deakin. Voluntary repayments made to the ATO over \$500 will attract a 5% bonus. This means that if you pay an amount over \$500 your debt will be reduced by that amount plus an extra 5% of the amount paid.

Information booklets about FEE-HELP for domestic tuition fee-paying students are available from Deakin Central or on the DEEWR website:

www.studyassist.gov.au/sites/studyassist/helpfulresources/pages/publications#2012HELPbooklets.

3.5 Transferring to a Commonwealth supported place

If you are an **undergraduate** student who is enrolled in a fee-paying undergraduate **award** course you may be able to transfer into a Commonwealth supported place in subsequent teaching periods, subject to specified academic performance criteria.

3.6 Refund policy for domestic fee-paying students

The following **refund** policy will apply to all domestic fee-paying students:

- If you have paid your student tuition fees up-front you will be entitled to a 100% refund for unit or course withdrawals made prior to and including the census date for the individual unit(s) in each teaching period.
- If you wish to apply for a refund complete the Application for Refund of Student Fees form available from deakin.edu.au/current-students/study-information/fees, or apply in person at Deakin Central on your Campus.
- If you have elected to defer your tuition fees through the tax system, you will not incur a FEE-HELP debt for unit or course withdrawals made prior to and including the census date for those units.
- You are not eligible for a refund of any amounts paid for a unit or course if you withdraw after the census date in a teaching period.
- If you have elected to defer payment of your tuition fees you will incur a FEE-HELP debt for any units withdrawn after the census date in a teaching period.

3.7 Remission of tuition fees

If you withdraw from your units after the relevant census dates you can, in **special circumstances**, apply to have your up-front payments refunded.

You cannot apply for a remission if you have successfully completed the unit of study. To be eligible for a remission you must:

- apply to Deakin University in writing within 12 months of the withdrawal date, or
- if you have not withdrawn, apply within 12 months of the end of the period of study in which the unit was undertaken or was to be undertaken.

Deakin University will refund your up-front payment if we are satisfied that special circumstances apply to you that:

- are beyond your control

- do not make their full impact on you until on, or after, the census date, and
- make it impracticable for you to complete the requirements for the unit during the period during which you undertook, or were to undertake, the unit.

Your application should include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

Please visit deakin.edu.au/current-students/study-information/fees for more information

3.8 Remission of FEE-HELP debt

If you withdraw from your units after the relevant census dates, you can, in **special circumstances**, apply to have your FEE-HELP debt remitted, in accordance with the provisions of HESA 2003.

You cannot apply for a remission if you have successfully completed the unit of study. To be eligible for a remission you must:

- apply to Deakin University in writing within 12 months of the withdrawal date, or
- if you have not withdrawn, apply within 12 months of the end of the period of study in which the unit was undertaken or was to be undertaken.

Deakin University will remit any debt if we are satisfied that special circumstances apply to the person, which:

- are beyond the person's control
- do not make their full impact on the person until on, or after, the census date, and
- make it impracticable for the person to complete the requirements for the unit during the period when the person undertook, or was to undertake, the unit.

Your application must include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

4 Information for fee-paying international students

You are an international student for fee purposes if:

- you are living in Australia with temporary residence status (provided that there is no limitation on study), or
- you are living abroad and are not an Australian citizen, New Zealand citizen or you do not have permanent residency in Australia.

International fee rates apply to all international students, irrespective of who pays your fees.

4.1 Award and non-award courses

As a fee-paying international student you can be enrolled in either an award or a non-award course.

What is an award student?

An award student is a student undertaking a course that leads to a higher education award. For example, a bachelor degree or a graduate certificate.

What is a non-award student?

If you are undertaking a unit, but you are not enrolled in an award course, then you are a non-award student. This applies even if the unit you are studying can be taken as part of an award course, or is additional to the requirements for that course.

A non-award unit may be counted as credit towards some award courses at Deakin University should you subsequently be formally admitted to an award course.

4.2 Tuition fees for international students commencing in award courses

Tuition fees for international students are calculated for each teaching period and are charged on a unit basis.

Rates are set annually.

The tuition fee includes an International Student Services Fee to enable Deakin University to provide you with the level of services required under the **Educational Services for Overseas Students Act (ESOS)** and Code of Practice. The International Student Services Fee is set annually and is used by Deakin University to provide you with academic and non-academic support services.

4.3 Tuition fees for international students commencing in non-award courses

Your tuition fees are assessed each teaching period and are charged on a unit basis.

Rates are set annually.

The tuition fee includes an International Student Services Fee to enable Deakin University to provide you as an International student with the level of services required under the **Educational Services for Overseas Students Act (ESOS)** and Code of Practice. This International Student Services Fee will be set annually and will be used by Deakin University to provide you with academic and non-academic support services.

4.4 Payment of international award course tuition fees

Your international tuition fees are due and payable by the due date for the relevant teaching period as indicated on your invoice. If you do not make full payment by this due date, Deakin University assumes that you have elected to pay your tuition fees by instalment subject to the following conditions:

- This option does not apply where your fees and charges are paid by a sponsor, employer or any other person or organisation.
- That you have paid at least 50% of the course fees for the units of study you have undertaken by the invoice due date. The remaining balance is due one month after the study period census date. However, for Higher Degree by Research students, full payment is due by the quarterly census date.
- If a variation to your enrolment results in an increase in the amount of your course tuition fees, you will not be granted an extension of time for payment of the additional fees.

- If you fail to make the required payments and do not contact Deakin University by the applicable due date/s for payment, **your enrolment will be discontinued.**
- **Please note:** Invoices are only available online via StudentConnect. **You will not receive a paper invoice in the mail.**

4.5 Payment of international non-award course tuition fees

Tuition fees are payable in full by the due date on your invoice.

4.6 Additional fees and charges

Prospective international on-campus students are required to pay an application fee to meet the cost of processing applications for admission.

On-campus international students will be liable for Medical Health Cover and any other university fees and charges applicable to their study in addition to the tuition fees.

Off-campus international students will be liable for other university fees and charges applicable to their study in addition to the tuition fees.

A deposit on an award course place following a Pathway Program* applies to prospective international students, where the Department of Immigration and Citizenship (DIAC) requires those students to apply for both a pathway program and a substantive award program in order to obtain a student visa that covers the total duration of both programs. When the student enrolls in the award course the deposit is used as part payment of the first teaching period's tuition fees.

* A Pathway Program allows a student to undertake studies in order to meet the entry requirements of the award course.

4.7 Transfer of fees

If you are an international on-campus student and you transfer to another institution, funds paid to Deakin will be transferred to the other institution when you provide evidence of acceptance by the other institution. Such transfers will not be made directly to you. No transfer of fees will be made to another English-language-teaching (ELICOS) centre.

4.8 Change of residency status

Should you obtain Australian permanent resident status before your initial enrolment the offer of a fee-paying international place will be withdrawn. If you wish to continue with your application to study at Deakin University, you must apply for admission into a Commonwealth supported place or a domestic fee-paying place in competition with Australian citizens and other permanent residents, and you will be subject to the same selection criteria applicable to these applicants.

If you obtain Australian permanent resident status during the first teaching period of your enrolment, you will still be classified as an international student for the remainder of that teaching period. If you wish to continue to study in subsequent teaching periods, you must apply for admission to a Commonwealth supported place or a domestic fee-paying place in competition with Australian citizens and other permanent residents, and be subject to the same selection criteria applicable to all applicants.

4.9 Refunds

Commencing international students

You are a **commencing** international student if you are in your first period of study at Deakin University.

The following refund policy will apply:

- For those new international students who have withdrawn after paying their fees, the refund policy allows that:
 - a 90% refund is payable if the student withdraws from unit(s) at least 4 weeks prior to the start of the teaching period,

- a 50% refund is payable if the student withdraws between 4 weeks prior to the start of the teaching period and the census date of the relevant unit(s), and
- no refund is payable if the student withdraws after census date.
- For those withdrawing having not paid their fees:
 - enrolment will be discontinued for non-payment of fees, but they will not incur a debt of 50% of tuition fees.

The retention of 10% of the fees for commencing students is in recognition of the additional costs involved in administering the initial enrolment of international students.

Continuing international students;

The following refund policy will apply if you are a **continuing** international student:

- If you are withdrawing and have paid your fees:
 - a 100% refund if withdrawal from the unit(s) is prior to the start of the third week of the teaching period
 - a 50% refund if withdrawal from the unit(s) is between the start of the third week and the census date for the unit(s), and
 - no refund if withdrawal from the unit(s) is after census date.
- For those withdrawing having not paid their fees:
 - enrolment will be discontinued for non-payment of fees, but they will not incur a debt of 50% of tuition fees.

All international students

No fees will be retained by Deakin University if one of the following circumstances applies:

- You withdraw from a unit on the advice of a Faculty Enrolment Officer before the census date for that unit, and you do not enrol in a replacement unit.
- You are refused a student visa by the Commonwealth Government.
- You changed residency status before the census date for the units in which you are enrolled and are not offered a Commonwealth supported place or an Australian fee-paying place at Deakin University.
- Your offer is withdrawn or your enrolment cancelled because Deakin University is unable to provide the course of study.
- Deakin University changes the course structure and is unable to offer unit(s) so you are prevented from studying those unit(s) and no credit is given towards other unit(s).
- The course does not commence on the agreed start date and you still have a status of enrolled.
- The Commonwealth Government has prevented Deakin University from conducting courses for overseas students.

If you wish apply for a refund complete the Application for Refund of Student Fees form available from deakin.edu.au/current-students/study-information/fees or apply in person at Deakin Central on your Campus.

Consistent with the ESOS Act, the University's refund policy for international students does not remove your right to take further action under Australia's consumer protection laws and other legal remedies.

4.10 Remission of tuition fees

If you withdraw from your units after the relevant census dates you can, in **special circumstances**, apply to have your up-front payments refunded.

You cannot apply for a remission if you have successfully completed the unit of study. To be eligible for a remission you must:

- apply to Deakin University in writing within 12 months of the withdrawal date, or
- if you have not withdrawn, apply within 12 months of the end of the period of study in which the unit was undertaken or was to be undertaken.

Deakin University will refund your up-front payment if we are satisfied that special circumstances apply to you that:

- are beyond your control
- do not make their full impact on you until on, or after, the census date, and

- make it impracticable for you to complete the requirements for the unit during the period during which you undertook, or were to undertake, the unit.

Your application should include any independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

Please visit deakin.edu.au/current-students/study-information/fees for more information

4.11 International tuition fee rates

Undergraduate

The 2012 undergraduate international tuition fee rates for each of the various disciplines are available at the website detailed below.

Before you calculate the total cost of your units in 2012 you need to know which units you will study, and the discipline cluster these units belong to. You should always seek course advice in relation to unit selection and course rules.

For 2012 fees please refer to deakin.edu.au/current-students/study-information/fees/international/2012-fees/2012-ug-international-fees.

Postgraduate

The 2012 postgraduate international tuition fee rates for each of the various disciplines are available at the website detailed below.

Before you can calculate the total cost of your units in 2012 you need to know which units you will study, and the discipline cluster these units belong to. You should always seek course advice in relation to unit selection and course rules.

For 2012 fees please refer to deakin.edu.au/current-students/study-information/fees/international/2012-fees/2012-pg-international-fees.

Higher Degrees by Research

Higher Degrees by Research students usually study in only one of the discipline clusters. These are available at the website detailed below.

The rates shown on the website below are for one equivalent full-time student load (EFTSL) which equals eight credit points.

If you study two credit points per quarter, your assessed fees will be a quarter of the rate shown under the EFTSL column.

For 2012 fees please refer to deakin.edu.au/current-students/study-information/fees/international/2012-fees/2012-hdr-rates-international.php.

5 Information for all domestic students – Student services and amenities fee

5.1 Student services and amenities fee (SSAF)

The Student services and amenities fee (SSAF) is a fee levied on students for student services and amenities of a non-academic nature. Eligible students are able to defer the payment of this fee through a Higher Education Loan Program (HELP) scheme called SA-HELP similar to FEE-HELP and HECS-HELP.

These student services may include (but not limited to):

- supporting a sporting or other recreational activity by students
- supporting the administration of a club most of whose members are students
- caring for children of students
- providing legal services to students
- promoting the health or welfare of students
- helping students secure accommodation
- helping students obtain employment or advice on careers
- helping students with their financial affairs
- helping students develop skills for study
- advocating students' interests in matters arising under the University's rules

Whilst this fee is compulsory, no student will be forced to join any student organisation or union and the legislation expressly prohibits fee revenue being used to support a political party.

A summary of the Student services and amenities fee for 2012 is detailed in the table below:

Student type	Enrolment	Amount
Domestic on-campus undergraduate and postgraduate students*	Full time (3 credit points or more)	\$87 per trimester/semester
	Part time (less than 3 credit points)	\$55 per trimester/semester
Domestic off-campus undergraduate and postgraduate students*	Full time and part time	\$42 per trimester/semester

* International students will not be charged this fee in 2012 as their fees include a component for the provision of services required under the Education Services for Overseas Students Act, presently \$22 per credit point.

The SSAF is calculated based on your study load for the applicable study period. Any adjustments to your enrolment prior to the census date may result an increase or decrease the amount owed. You are encouraged to access your online invoice each time you vary your enrolment.

5.2 SA-HELP

SA-HELP is a loan scheme that assists eligible students to pay their SSAF. Eligible students can choose to defer all or part of their fee for the relevant year.

Am I eligible for a SA-HELP loan?

To receive a SA-HELP loan, you need to:

- be an Australian citizen or holder of a permanent humanitarian visa
- be enrolled in a course of study with a provider
- meet the tax file number (TFN) requirements by giving your provider either your TFN or a Certificate of application for a tax file number from the Australian Taxation Office (ATO) as proof that you have applied for a TFN (you can obtain this document from the ATO)
- have lodged your Request for SA-HELP assistance form by the relevant study period census date.

5.3 How do I repay SA-HELP?

You begin repayments of your accumulated HELP debt when your income exceeds the nominated threshold (\$47,915 for the 2011-2012 tax year).

You can make voluntary payments at any time after the Australian Taxation Office (ATO) has received your debt details from Deakin. Voluntary repayments made to the ATO over \$500 will attract a 5% bonus. This means that if you pay an amount over \$500 your debt will be reduced by that amount plus an extra 5% of the amount paid.

Information booklets about SA-HELP are available from Deakin Central or on the DEEWR website: www.studyassist.gov.au/sites/studyassist.

5.4 Refund policy for the Student services and amenities fee

The following **refund** policy will apply to SSAF:

- If you have paid your SSAF up-front you will be entitled to a 100% refund if you withdraw from your course, or all units of study, on or before the census date for that teaching period.
- If you wish to apply for a refund complete the Application for Refund of Student Fees form available from deakin.edu.au/current-students/study-information/fees, or apply in person at Deakin Central on your Campus.
- If you have elected to defer your SSAF through the tax system, you will not incur a SA-HELP debt if you withdraw from your course, or all units of study, on or before the census date for the applicable teaching period.
- You are not eligible for a refund of any amount paid for your SSAF if you withdraw from your course, or all units of study, after the census date in the applicable teaching period.
- If you have elected to defer payment of your SSAF you will incur a SA-HELP debt if you withdraw from your course, or all units of study, after the census date in the applicable teaching period.

6 Information for all students - encumbrance and termination of enrolment

6.1 Encumbrance

An encumbrance is a restriction placed on your enrolment if you fail to meet specified due dates and conditions of payment for your fees or charges.

These fees and charges include tuition fees, library loans, residential fees, student loans or other administrative charges. For example, an encumbrance will be placed on your enrolment if the Home Electronics Laboratory Pack kit is not returned in full and proper working order.

Encumbrances may limit your access to services provided by Deakin University, including library access, access to assessment results, enrolment variations, academic transcripts and approval to graduate.

You should also be aware an encumbrance will be applied to your enrolment if you have an overdue tuition fee debt between \$30 and \$300 in any teaching period.

Please visit deakin.edu.au/current-students/study-information/fees for more information.

6.2 Discontinuation of enrolment

If you have breached specified due dates and you owe more than \$300 in any teaching period your enrolment will be **discontinued**.

When your enrolment is discontinued you lose access to all Deakin University services including DSO, email, StudentConnect and the library.

If your enrolment is discontinued for non-payment of fees you can apply to Deakin University for re-instatement of your enrolment in the same academic year provided that you pay all outstanding fees and charges, and do not hold a CSP. A re-instatement charge (see 6.2 for explanation) will also apply. The application for re-instatement must be made **within two weeks of your enrolment being discontinued. Your enrolment will not be re-instated into the teaching period after this time.**

For CSP students, if your enrolment is discontinued for non-payment of an up-front student contribution and you have not provided your tax file number, you **cannot** have your enrolment re-instated for that teaching period. This is in accordance with Commonwealth legislation.

6.3 Re-instatement after voluntary withdrawal from your course

If you voluntarily withdraw from studies while owing fees you may apply for re-instatement of your enrolment in the same academic year provided you pay any outstanding fees and charges.

6.4 Re-admission in subsequent years

If your enrolment ceases for any reason (e.g. termination for non-payment of fees, withdrawal from studies or allowing your enrolment to lapse) you may apply for re-admission directly to Deakin University provided that you pay any outstanding fees and charges applicable to those prior studies.

Please refer to deakin.edu.au/future-students/applications-enrolments/applications/re-admission for full details.

7 Information for all students - other fees and charges

There are a number of charges applied for various academic services provided to students. These may apply to all students irrespective of fee status. Rates are shown in Section 7.17.

7.1 Late re-enrolment charge

This charge is levied if you do not re-enrol by the scheduled re-enrolment deadline.

7.2 Re-instatement charge

This charge applies if your enrolment is discontinued for any reason and is re-instated in the same academic year.

7.3 Academic transcript charge

You will receive one original Academic Transcript **free of charge** when you are deemed eligible to graduate. A charge applies if you request additional transcripts.

You will also be charged a search fee for transcripts issued prior to 1987 (Warrnambool), 1979 (Geelong) and 1985 (Melbourne) as this was prior to computerisation of records.

7.4 Testamur charges

You will receive one original testamur **free of charge** when your award is conferred at a conferral or graduation ceremony.

A charge applies for the replacement and mailing of a testamur which may have been lost or destroyed, or to cover the cost for the replacement and mailing of a testamur in a name different from that on the original testamur.

7.5 Australian Higher Education Graduation Statement (AHEGS) charge

You will receive one original graduation statement **free of charge** when your award is conferred at a conferral or graduation ceremony. A charge applies if you request additional graduation statements.

7.6 Graduation and academic dress charges

The fee for participation in local and overseas graduation ceremonies include:

- The Domestic Graduation Ceremony Fee which includes the hire of academic dress, two guest tickets, ceremony program and post-ceremony reception;
- The Off-shore Graduation Ceremony Fee which includes the hire of academic dress, two guest tickets, ceremony program and post-ceremony reception. This fee also covers local taxes and charges and currency fluctuations
- The Additional Guest Ticket Fee is a charge for each ticket purchased in addition to the two tickets included in the Graduation Ceremony Fee.

7.7 Late change of examination location charge

This charge applies if you require your examination location to be changed between two and four weeks before the commencement of the scheduled examination period.

No change of examination location is possible within two weeks of the commencement of the applicable scheduled examination period.

The rates apply to **each unit of study** examined and charges will vary depending on the location of the requested examination venue.

7.8 Examination charges for Deakin Study Abroad students

This charge applies if you are enrolled as an Exchange or Study Abroad student at another university and you wish to complete your host university examinations at Deakin with the approval of the host institution.

Deakin International will arrange an examination at a Deakin Campus for you only through direct contact with and request by the host institution.

All fees and charges relating to examinations owed to the host university are to be paid by you to that university. The charges apply to **each unit of study** examined.

7.9 Dishonoured payment charge

This charge applies to all payments of your enrolment fees that are dishonoured by the drawer's bank for any reason.

7.10 Higher doctorate assessment fee

This fee applies to you if you apply to have previously published works assessed for the award of Higher Doctorate. It is set to recover the costs associated with external examination of this work.

7.11 Higher Degree by Research candidates late completion fee

This fee applies to you if you do not complete your annual review of HDR candidature within set timelines.

7.12 Exchange program administration charge

This charge applies to you if you are a Deakin student who is offered a place in an exchange program at an overseas university. The charge contributes towards the cost of processing applications, holding interviews, liaising with overseas institutions and other administrative costs associated with the program.

7.13 Replacement of Deakin Card charge

This charge is levied to cover the cost of issuing you with a new student ID card because the original has been lost or destroyed.

7.14 Residential services fees

Residential services fees relate to the provision of services if you are living in Deakin University residences. Services include accommodation, catering, building maintenance fee, room contents insurance and telecommunication facilities.

Catering costs vary between Campuses. The Geelong Waurin Ponds Campus cost includes five meals per week, and the Warrnambool Campus cost includes three meals per week, except during university breaks. The Burwood residence is self-catering.

7.15 Parking fees

Parking fees apply at all Deakin Campuses.

Permits can be purchased from the Cashiers Office and Deakin Central on the relevant Campus.

Permits are available for the following zones.

1	Purple	Resident students only
2	Yellow	Deakin vehicles only
4	General	General parking
6	Orange	Reserved parking at Burwood and Geelong Waterfront
7	White	Pay-per-hour parking

Please visit deakin.edu.au/services/parking for relevant rates and information.

7.16 Internet charges

Where internet access is provided to you as a student of Deakin University the level of usage is limited to that which is appropriate to your particular units and course of study. Charges will be applied where your usage is excessive or inappropriate. Further details of the University's internet charging conditions are available from Information Technology Services Division.

Please visit deakin.edu.au/current-students/it-support/internet-access for more information.

7.17 Other Fees and Charges 2012 Rates

This table outlines other fees and charges at Deakin University:

Other fees and charges	Fee
Late re-enrolment charge	\$200
Re-instatement of enrolment charge	\$200
Academic transcript charge <ul style="list-style-type: none"> • One original when deemed eligible for an award • Originals • Additional originals produced in the same run as the first • Additional search charge for records prior to computerisation 	Free \$30 \$5 \$55
Australian Higher Education Graduation Statement (AHEGS) <ul style="list-style-type: none"> • One original when deemed eligible for an award • Originals • Additional originals produced in the same run as the first 	Free \$40 \$10
Testamur charges <ul style="list-style-type: none"> • Replacement (Domestic postage) • Replacement (International postage) 	\$75 \$100
Graduation ceremony charge (inc. GST) <ul style="list-style-type: none"> • Domestic ceremonies • Off shore ceremonies • Additional guest tickets for domestic ceremonies (non-refundable) 	\$165 AUD \$165 \$27.50
Hire of academic dress for non-graduation purposes (inc. GST) <ul style="list-style-type: none"> • Full regalia • Plus returnable deposit – within Australia • Plus returnable deposit – overseas 	\$88 \$125 \$225
Late change of examination location charge for changes requested between two and four weeks prior to the commencement of the relevant examination period (per unit) <ul style="list-style-type: none"> • Change of examination location to an on-campus location (for an off-campus unit) or to another on-campus location (for an on-campus unit) • Change of examination location to an off-campus location in Australia • Change of location to an off-campus location outside Australia (will be reduced to \$100 if location is already operating for other exams) 	\$50 \$150 \$200
Examination charges for Deakin Study Abroad Students <ul style="list-style-type: none"> • Within regular award examination period • Outside regular award examination period - current supervision hourly rate will apply 	\$50 Current supervision hourly rate will apply
Higher doctorate assessment fee	\$1,200
Higher Degree by Research candidates - Late completion fee	\$200
Exchange Program administration charge (inc. GST)	\$110
Dishonoured payment charge	\$30
Replacement of Deakin Card charge	\$20
International student course application charge (inc. GST)	\$55
Deposit on award course after Pathway program	\$1,000

7.18 Refund conditions for other fees and charges

The following table outlines conditions under which refunds will be provided for other fees and charges.

Fee or charge	Refund Amount	Condition under which refund is provided
Domestic and off-shore graduation ceremonies	100%	Notice of withdrawal from attending a ceremony received up to 4 weeks prior to the date of the applicable graduation ceremony
	\$25 retained by the University	Notice of withdrawal from attending a ceremony received between 2 weeks and 4 weeks prior to the date of the graduation ceremony
	No refund	Notice of withdrawal from attending a ceremony less than 2 weeks prior to the date of the applicable graduation ceremony.
Hire of academic dress for non-graduation purposes	100%	All deposits are refundable on return of academic dress in good order and condition.
Deposit on Award Course after Pathway program	100% of deposit	If the student fails to succeed in the Pathway program, or other circumstances arise beyond the student's control that change the possibility of taking up the Deakin offer.
	10% of first teaching period of award course fee retention	If the student is qualified but does not proceed to the Deakin course
Exchange Program Administration Charge (inc. GST)	No refund	

8 Appendix A – Useful Terms

Fee or charge	Condition under which refund is provided
Accumulated HELP debt	This is the total amount of debt owing for HECS-HELP, FEE-HELP, VET FEE-HELP, OS-HELP or SA-HELP loans you have received (including any Government study loans incurred before 2005).
Award Course	An award course leads to a higher education award for example Bachelor degree, Graduate Certificate.
ATO	Australian Taxation Office
CAF	Commonwealth Assistance Form - The form which must be completed if you wish to apply for Commonwealth Assistance.
eCAF	Electronic Commonwealth Assistance Form - To request Commonwealth support and HECS-HELP. Also available for full fee students to request FEE-HELP.
CAN	Commonwealth Assistance Notice - A notice containing information about your Commonwealth assistance issued by your provider for HECS-HELP, FEE-HELP and OS-HELP contributions and amounts reported to the ATO.
eCAN	Electronic Commonwealth Assistance Form - A Commonwealth Assistance notice available online.
Census date	A census date is the date when your enrolment arrangements must be finalised. There are different census dates for each teaching period. These census dates are set by Deakin University in accordance with Higher Education Support Act 2003.
CHESN	Commonwealth Higher Education Student Support Number - Your unique identifier as the recipient of Commonwealth assistance.
CSP	Commonwealth supported place (CSP) - A CSP is a higher education place for which the University receives some government funding. As such, students enrolled in these places are only required to contribute to part of the cost of their course.
Continuing student	A student who has commenced their course of study.
DEEWR	Department of Employment Education and Workplace Relations.
DIAC	Department of Immigration and Citizenship.
Domestic student	A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa.
DSO	Deakin Studies Online - Deakin University's online teaching and learning environment which provides web based course material and assessment tasks to enhance both on and off campus learning.
EFTSL	Equivalent Full-Time Student Load - One EFTSL is equivalent to a year of study on a full-time basis.
ESOS Act	Educational Services for Overseas Students Act (ESOS)
FEE-HELP	A loan scheme to help eligible non Commonwealth supported fee paying students pay their tuition fees.
Fee-paying place	A fee-paying place is one for which the University does not receive any government funding. As such, students enrolled in these places are required to contribute the full cost of their course.
HESA	Higher Education Support Act.
HECS	Higher Education Contribution Scheme.
HELP	Higher Education Loan Program - A loan programme to help eligible students pay their students contributions (HECS-HELP), tuition fee (FEE-HELP), Student amenities and services fee (SA-HELP) and overseas (OS-HELP). These loans are repaid through the taxation system.

HECS-HELP	Assistance available under HELP that provides a 10% discount facility and loan option to help eligible Commonwealth supported students pay their student contribution amount.
HECS-HELP discount	A 10% discount available to students (who are eligible for HECS-HELP) when they pay \$500 or more of their student contribution up-front to their provider.
Non-Award Course	A non-award course is a course that does not result in the attainment of an award such as a bachelor degree or graduate certificate.
OS-HELP	Overseas Study – Higher Education Loan Program.
SA-HELP	SA-HELP is a loan scheme that assists eligible students to pay their Student services and amenities fee.
SSAF	Student services and amenities fee.
SLE	<p>From 1 January 2012 Student Learning Entitlement (SLE) will be abolished. Students will no longer need to have SLE in order to be Commonwealth supported.</p> <p>All Australian citizens, New Zealand citizens and holders of a permanent visa received a Student Learning Entitlement (SLE). The SLE entitled a student to the equivalent of 7 years of full-time study in a Commonwealth supported place.</p>
Student contribution	The amount you will have to contribute for your study in a Commonwealth supported place.
Teaching Period	A teaching period or study period is also known as a semester, trimester, residential period or quarter at Deakin University.
TFN	Tax File Number.
WEI	Work that is done as a part of, or in connection with, a course of study undertaken with the University; and the purpose of which is to obtain work experience relevant to the course of study.

All information in this booklet was accurate at the time of printing 31 December 2011.