2016 Student Fees and Charges Guide

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Email: enquire@deakin.edu.au

Visit Deakin Central located on each campus
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1 Introduction

This guide is an important reference for student fees and charges information at Deakin University. Not all sections will apply to you. However we recommend you take time to read this guide and familiarise yourself with its contents.

The guide will help you become familiar with important terminology such as census dates, eCAN, TFN, eCAF, discipline clusters, HECS-HELP, student status, FEE-HELP, encumbrance and termination.

We advise you keep this guide for future reference.

Where can I get more information?

If you have any queries please contact Customer Service on:

Geelong +61 3 5227 2333
Melbourne +61 3 9244 6333
Warrnambool +61 3 5563 3333 Email:
enquire@deakin.edu.au

Visit Deakin Central located on each Campus
dea.in.edu.au/study-at-deakin/fees

1.1 Census date

What is census date?

Census date is the date when all your enrolment arrangements for a teaching period (eg. semester/trimester/quarter) must be finalised. If you withdraw/intermit from your studies after this date, you are still responsible for all fees incurred.

The census date is the last date you can:

• apply for HECS-HELP or FEE-HELP or pay for your studies
• apply for SA-HELP or pay the Student Services and Amenities Fee
• withdraw from a unit without incurring a HECS-HELP or FEE-HELP debt (domestic students)
• withdraw from a unit without incurring the full tuition fee (international and some domestic students)
• withdraw from a unit without affecting your WAM
• withdraw from a unit without a reference appearing on your academic transcript.

Each teaching period has a census date.

Trimester census dates for 2016

Trimester 1 31 March 2016
Trimester 2 15 August 2016
Trimester 3 15 December 2016

School of Medicine census dates for 2016

Semester 1 31 March 2016
Semester 2 31 August 2016

Higher Degree by Research census dates for 2016

Quarter 1 31 March 2016
Quarter 2 30 June 2016
Quarter 3 30 September 2016
Quarter 4 31 December 2016

Residential unit census dates for 2016

Residential 1 18 May 2016
Residential 2 31 August 2016
Residential 3 15 December 2016

If your census date is not above, please refer to deakin.edu.au/study-at-deakin/important-dates.
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 is available at the start of each teaching period. **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. An email will be sent to your Deakin email advising when your invoice is available in StudentConnect.

To access your online invoice select the **Generate your invoice** option under the **Fees and Payments** section in StudentConnect. We recommend you keep a copy of your invoices for future reference and/or taxation purposes. If you do not generate your invoice by the end of the teaching period, it may not be available on StudentConnect in the future.

Your invoice shows how much you owe and the due date for payment of your fees. It is your responsibility to ensure full payment is made by the due date.

If you are eligible, and have elected to defer your fees via HECS-HELP, FEE-HELP or SA-HELP, **you still need to generate your invoice and check the details are correct.**

If you believe any details on your invoice are incorrect, you must contact [Deakin Central](#) immediately.

All payments must be made in Australian dollars ($AUD). Where currency conversion occurs, you must ensure sufficient funds are paid to allow for currency fluctuations.

If you have provided a valid mobile telephone number, you may receive an SMS regarding your fees. Please make sure your details are up to date in StudentConnect.

1.3 How to pay your fees

You may choose one of the following options:

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

- **BPay** – 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** - pay your invoice at the Deakin University Cashiers Office or Deakin Central 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. 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](http://www.postbillpay.com.au).

- **Western Union** - If you are an International student you can pay your fees through Western Union.

1.4 Non-payment of fees

You must pay your fees by the **due date** specified on your invoice. If your fees are not paid, your enrolment will be at risk. Don’t leave your payment to the last minute. You are able to make regular payments of any amount up to the invoice due date.
1.5  What if I make a change to my enrolment?
Prior to census date you can make changes (add or withdraw units) to your enrolment. If you make a change, you must go to the Fees and Payment option in StudentConnect and select Generate your invoice. Your new invoice will reflect the changes (if any) to your fees.

What if I intermit my course?
Intermission means suspending or taking a break from your studies at Deakin while keeping your place in the course. Intermitting your course is effectively withdrawing from each unit you are enrolled in for a teaching period.

If you intermit prior to census date you may not be liable for the full amount of your fees. Full information is available on the Deakin website deakin.edu.au/study-at-deakin/apply/enrol-defer-withdraw-or-transfer/intermit-or-discontinue

If you intermit after census date you will be liable for the full amount of your fees, including the Student Services and Amenities Fee. You may also incur an academic penalty, which will appear on your transcript if you intermit after this date.

1.6  How do I apply for a refund?
If you discontinue, intermit or reduce your enrolment on or before census date you may be eligible for a refund of fees you paid for that period.

Different conditions apply for domestic and international students. Please refer to the individual sections of this booklet for further information.

Please visit deakin.edu.au/study-at-deakin/fees to access the Application for Refund of Student Fees form.

1.7  Remission or refund of debt in special circumstances?
If you withdraw, intermit or discontinue from your units after the relevant census date you can, in special circumstances, apply to have the fees for the unit/s remitted or refunded. Remission of debt in special circumstances is about the refund/re-credit of fees and should not be used as a way to change grades. A 'WRN - Remission with academic penalty' grade may be applied to your enrolment, even if your application is approved and fees are refunded/re-credited.

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

1.8  What sort of a student am I?
The relevance of some information in this guide is determined by your individual circumstances. Refer to the following three types to determine what type of student you are then go to the relevant section of this guide 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, 5, 6 and 7.

- **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, 5, 6 and 7.

- **Full fee-paying international student** – you are an International student. As an international student you are responsible for paying the full cost of your studies. See Section 4, 6 and 7.
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. Your student contribution amount (or tuition fee) is assessed each teaching period. Online invoices are available immediately before the start of each teaching period.

2.1 Who is eligible for a Commonwealth supported place?

To be eligible for a Commonwealth supported place you must:

- be an Australian citizen residing in Australia for at least one unit of study during your course, or
- be a New Zealand citizen or holder of a permanent visa who will be residing in Australia for the entire duration of your course.

2.2 HECS-HELP

To be eligible for HECS-HELP you must be:

- enrolled in a Commonwealth supported place, and
- be an Australian citizen, eligible New Zealander or the holder of a permanent humanitarian visa who will be residing in Australia* for at least one unit of study contributing to your course.

* If you intend studying from overseas, via distance education for your entire course, you will not meet the residency requirements.

If you are a permanent visa holder (non-humanitarian) you must pay all of your student contribution up-front by the invoice due date. No discount is available on your upfront payment.

From 1 January 2016, New Zealand Special Category Visa (SCV) holders may be eligible to access HELP loans provided they came to Australia as a minor and meet the relevant residency criteria. For more information go to the Department of Education and Training website studyassist.gov.au

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

- pay all 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 student contribution (tuition fee), 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* on the amount paid.

*legislation to remove this discount will come into effect 1 January 2017.

Information guides about HECS-HELP for CSP students are available from all Deakin Central locations or from the Department of Education website: studyassist.gov.au.

2.3 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 Commonwealth Government for all Commonwealth supported students. You can complete this form via StudentConnect using the Commonwealth Assistance Form (eCAF) option.
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 date for your first units of study or if you change the course you are enrolled in.

Census date information is in section 1.1 of this guide or visit the Important Dates website - [deakin.edu.au/study-at-deakin/important-dates](http://deakin.edu.au/study-at-deakin/important-dates).

### 2.4 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) via the Commonwealth Assistance Form (eCAF) section in StudentConnect. Your TFN is how Deakin University advises the Australian Taxation Office of the debt you are deferring your fees debt.

Providing your TFN also acts as a safety net. If you have forgotten to pay or only paid a partial amount, any debt unpaid at census date is automatically deferred to HECS-HELP. Your enrolment will not be at risk of termination.

If you elect to pay your student contributions up-front, but do not pay or provide your TFN by census date, Deakin must terminate your enrolment according to the Commonwealth Higher Education Support Act 2003 (HESA).

After providing your TFN, you can generate your fees invoice via StudentConnect. Check the top right hand corner of your invoice to ensure a **YES** is recorded for ‘Tax File Number Supplied’. If a **YES** is not displayed, contact Deakin Central immediately.

### 2.5 Commonwealth Assistance Notice (CAN)

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

CANs at Deakin University are only available online and are accessed by selecting the Commonwealth Assistance Notice (eCAN) link on StudentConnect. You should check your eCAN for each teaching period.

### 2.6 OS-HELP

OS-HELP is a loan scheme to assist eligible Commonwealth supported students, who are based in Australia, to undertake some of their study overseas. The purpose of OS-HELP is to assist students with their study travel expenses, such as airfares and accommodation.

If you are eligible, the maximum you can borrow for a six month period is:
- $6,470 (if you will not be studying in Asia); or
- $7,764 (if you will be studying in Asia); and
- an additional $1,035 if you will be undertaking Asian language study in preparation for study in Asia.

An eCAN is available on StudentConnect within 28 days of the incurral date of your OS-HELP debt. Your debt incurral date is the date you receive your OS-HELP loan.

OS-HELP requires an application/offer process. We recommend interested students read the eligibility criteria before applying. Please visit [deakin.edu.au/study-at-deakin/fees](http://deakin.edu.au/study-at-deakin/fees) for more information.
2.7 Refund policy for Commonwealth supported students

The following refund policy applies to all Commonwealth supported students:

• If you withdraw on or before the census date you will receive a 100% refund of any amount paid towards your student contribution for the applicable teaching period.
• If you wish to apply for a refund, complete the Application for Refund of Student Fees form, available from deakin.edu.au/study-at-deakin/fees.
• 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 will be given if you withdraw from a unit or course after the census date for the unit/s.

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

For information on applying for a refund refer to section 1.6 How do I apply for a refund?

2.8 Remission of HECS-HELP debt and up-front payments in special circumstances

If you withdraw from your units after the relevant census dates due to unexpected circumstances, in accordance with the provisions of Commonwealth Higher Education Support Act 2003 (HESA), you can apply to have your HECS-HELP debt for those units remitted and/or upfront payments refunded.

This includes:

• 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.

To be eligible for remission, you must submit a completed application form and:

• 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.

You cannot apply for Remission of debt if you have successfully completed, or are still enrolled, in the unit(s) of study.

Deakin University will refund your up-front payment or remit your HECS-HELP debt if we are satisfied that special circumstances apply. Your circumstances must:

• be beyond your control
• have made their full impact on your ability to study on, or after, the census date, and
• made it impracticable for you to complete the requirements of the unit during the teaching period when you undertook, or were to undertake, the unit.

Your application must include original/certified independent supporting documentation, for example, a letter from your doctor or counsellor, to support your personal statement.

A lack of knowledge of how HECS-HELP works, not realising you were enrolled or failing to read correspondence relating to your enrolment is not considered beyond your control.

Remission of debt is not available for the Student Services and Amenities Fee under any circumstances.

Please visit deakin.edu.au/study-at-deakin/fees for more information.
2.9 How do I repay HECS-HELP?
You begin repayments of your accumulated HELP debt when your income exceeds the nominated threshold ($54,126 for the 2015-16 tax year).

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

*legislation to remove this discount will come into effect 1 January 2017.

Information guides about HECS-HELP for CSP students are available from Deakin Central/Student Central or on the Department of Education website: studyassist.gov.au.

2.10 Student Contribution Rates
The student contribution amount is calculated based on the rate applicable to the discipline cluster of your enrolled units.

Before you calculate the total cost of your units for 2016, you need to know which units you will study, and the units discipline cluster. You should always seek course advice in relation to unit selection and course rules.

The 2016 student contributions are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Applies to</th>
<th>Per EFTSL</th>
<th>Per credit point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentistry, Medicine, Veterinary Science, Law, Accounting, Administration (including Public Relations), Economics, Commerce</td>
<td>All students</td>
<td>$10 440</td>
<td>$1305</td>
</tr>
<tr>
<td>Mathematics, Statistics, Computing, Built Environment, Other Health, Allied Health, Science, Engineering, Surveying, Agriculture</td>
<td>All students</td>
<td>$8917</td>
<td>$1114</td>
</tr>
<tr>
<td>Humanities, Behavioural Sciences, Social Studies, Clinical Psychology, Foreign Languages, Visual and Performing Arts</td>
<td>All students</td>
<td>$6256</td>
<td>$782</td>
</tr>
<tr>
<td>Education, Nursing</td>
<td>Students who commenced their current course of study on or after 1 January 2010</td>
<td>$6256</td>
<td>$782</td>
</tr>
<tr>
<td></td>
<td>Students who commenced their current course of study prior to 1 January 2010</td>
<td>$5006</td>
<td>$625</td>
</tr>
</tbody>
</table>

For further details, please refer to deakin.edu.au/study-at-deakin/fees.
3 Information for fee-paying domestic students

Deakin University does not receive any Commonwealth Government funding for fee-paying places. As such, students enrolled in these places are required to pay the full cost of their course.

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 course?
An award course is one where study leads to a higher education award such as a bachelor degree or a graduate certificate.

What is a non-award unit?
A non-award unit is one where you study a unit from an award course but the unit is not taken as part of an award course or is additional to the requirements of your course. These are sometimes referred to as single subject enrolments.

3.2 Domestic tuition fees
The tuition fees calculated for each study period depends on when you commenced your course and what type of study you are undertaking:

Commencing in 2016
- Domestic postgraduate fee paying students’ tuition fees are calculated based on the enrolled course and study load. See 3.2 Domestic tuition fees - Course-based calculations.
- Domestic undergraduate fee paying students’ tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 3.2 Domestic tuition fees - Unit-based calculations.
- Domestic non-award students’ tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 3.2 Domestic tuition fees - Unit-based calculations.

Commenced prior to 2016
- All students enrolled in their course prior to 2016 tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 3.2 Domestic tuition fees - Unit-based calculations.
- Domestic non-award students’ tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 3.2 Domestic tuition fees - Unit-based calculations.

Course-based calculations
Your tuition fees are assessed for each teaching period and calculated based on the course you enrol in and your study load. Different courses have different fees. To estimate your 2016 fees go to the Deakin website deakin.edu.au/study-at-deakin/fees/course-fees-for-domestic-students 2016 Postgraduate full fees for commencing 2016 students for full information.

Unit-based calculations
Your tuition fees are calculated based on the units you enrol in. This means your fees are based on the units you choose to study and not a fixed course price.

Before you calculate the total cost of your units in 2016, you need to know which units you will study, and the units discipline cluster. You should always seek course advice in relation to unit selection and course rules.

Different units have different fees, which depend on how much each unit costs the University to provide. For example, units which require laboratories or special equipment may cost more than units which do not.
The 2016 undergraduate fees for unit-based calculations are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Annual cost for full-time study</th>
<th>Per credit point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>$25 128</td>
<td>$3141</td>
</tr>
<tr>
<td>Accounting, Economics, Commerce, Administration</td>
<td>$22 024</td>
<td>$2753</td>
</tr>
<tr>
<td>Public Relations</td>
<td>$20 432</td>
<td>$2554</td>
</tr>
<tr>
<td>Humanities</td>
<td>$19 728</td>
<td>$2466</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>$22 368</td>
<td>$2796</td>
</tr>
<tr>
<td>Computing</td>
<td>$23 880</td>
<td>$2985</td>
</tr>
<tr>
<td>Built Environment</td>
<td>$25 192</td>
<td>$3149</td>
</tr>
<tr>
<td>Other Health</td>
<td>$23 880</td>
<td>$2985</td>
</tr>
<tr>
<td>Social Studies</td>
<td>$19 272</td>
<td>$2409</td>
</tr>
<tr>
<td>Behavioural Sciences excl. Clinical Psychology</td>
<td>$23 464</td>
<td>$2933</td>
</tr>
<tr>
<td>Education</td>
<td>$20 208</td>
<td>$2526</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>$23 880</td>
<td>$2985</td>
</tr>
<tr>
<td>Foreign Languages, Visual and Performing Arts</td>
<td>$21 912</td>
<td>$2739</td>
</tr>
<tr>
<td>Allied Health</td>
<td>$25 576</td>
<td>$3197</td>
</tr>
<tr>
<td>Nursing (Clinical and Non-Clinical units)</td>
<td>$23 872</td>
<td>$2984</td>
</tr>
<tr>
<td>Engineering, Surveying</td>
<td>$29 568</td>
<td>$3696</td>
</tr>
<tr>
<td>Science</td>
<td>$29 568</td>
<td>$3696</td>
</tr>
<tr>
<td>Dentistry, Medicine, Veterinary Science</td>
<td>$53 400</td>
<td>$6675</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$34 872</td>
<td>$4359</td>
</tr>
</tbody>
</table>

The 2016 postgraduate fees for unit-based calculations are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Annual cost for full-time study</th>
<th>Per credit point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>$25 904</td>
<td>$3238</td>
</tr>
<tr>
<td>Accounting, Economics, Commerce, Administration</td>
<td>$24 408</td>
<td>$3051</td>
</tr>
<tr>
<td>Public Relations</td>
<td>$18 912</td>
<td>$2364</td>
</tr>
<tr>
<td>Humanities</td>
<td>$15 792</td>
<td>$1974</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>$22 312</td>
<td>$2789</td>
</tr>
<tr>
<td>Computing</td>
<td>$23 664</td>
<td>$2958</td>
</tr>
<tr>
<td>Built Environment</td>
<td>$25 408</td>
<td>$3176</td>
</tr>
<tr>
<td>Other Health</td>
<td>$21 736</td>
<td>$2717</td>
</tr>
<tr>
<td>Social Studies</td>
<td>$18 544</td>
<td>$2318</td>
</tr>
<tr>
<td>Behavioural Sciences excl. Clinical Psychology</td>
<td>$23 512</td>
<td>$2939</td>
</tr>
<tr>
<td>Education</td>
<td>$17 096</td>
<td>$2137</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>$24 184</td>
<td>$3023</td>
</tr>
<tr>
<td>Foreign Languages, Visual and Performing Arts</td>
<td>$21 552</td>
<td>$2694</td>
</tr>
<tr>
<td>Allied Health</td>
<td>$25 320</td>
<td>$3165</td>
</tr>
<tr>
<td>Nursing (Clinical and Non-Clinical units)</td>
<td>$20 496</td>
<td>$2562</td>
</tr>
<tr>
<td>Field</td>
<td>Domestic</td>
<td>International</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Engineering, Surveying</td>
<td>$28736</td>
<td>$3592</td>
</tr>
<tr>
<td>Science</td>
<td>$28736</td>
<td>$3592</td>
</tr>
<tr>
<td>Dentistry, Medicine, Veterinary Science</td>
<td>$54168</td>
<td>$6771</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$36288</td>
<td>$4536</td>
</tr>
</tbody>
</table>

For further details, please refer to [deakin.edu.au/study-at-deakin/fees/course-fees-for-domestic-students](http://deakin.edu.au/study-at-deakin/fees/course-fees-for-domestic-students).
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?
You are eligible for FEE-HELP if you:
  • are an Australian citizen or a New Zealand Special Category Visa holder who meets the long-term residency criteria and who will undertake, in Australia, at least one unit of study contributing to your course; OR
  • are a permanent humanitarian visa holder who will be resident in Australia for the duration of your unit; OR
  • are a permanent visa holder who is undertaking bridging study for overseas-trained professionals, and will be resident in Australia for the duration of the study; AND
  • are enrolled in an eligible unit of study by the census date for that unit; and
  • have not exceeded the FEE-HELP limit.

Eligible students can borrow up to the FEE-HELP limit over their lifetime to pay their tuition fees:
  • medical, dentistry and veterinary students may borrow up to a maximum of $124,238 in 2016 indexed annually.
  • all other students may borrow up to $99,389 in 2016 indexed annually.

Is there a FEE-HELP loan fee?
A FEE-HELP loan fee of 25% will apply to FEE-HELP loans for undergraduate courses 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.

From 1 January 2016, New Zealand Special Category Visa (SCV) holders may be eligible to access HELP loans provided they came to Australia as a minor and meet the relevant residency criteria. For more information go to the Department of Education and Training website studyassist.gov.au.

Can I use FEE-HELP for all my units of study?
You can only use FEE-HELP for eligible units of study. An eligible unit of study is a subject or unit which:
  • is part of a domestic fee paying course of study leading to a higher education award (e.g. Bachelor Degree, Graduate Diploma etc) with an approved provider OR
  • is part of bridging studies for overseas-trained professionals.

How do I repay FEE-HELP?
You begin repayments of your accumulated HELP debt when your income exceeds the nominated threshold ($54 126 for the 2015-16 tax year).

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

*legislation to remove this discount will come into effect 1 January 2017.

Information guides about FEE-HELP for domestic tuition fee-paying students are available from Deakin Central or on the Department of Education website studyassist.gov.au.
3.4 Refund policy for domestic fee-paying students

The following refund policy applies to all domestic fee-paying students:

- If you have paid your student tuition fees up-front you are 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/study-at-deakin/fees/refunds-and-remissions.
- 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 amounts paid for a unit or course if you withdraw after the census date in the teaching period.
- If you 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.

For information on applying for a refund refer to section 1.6 How do I apply for a refund?

3.5 Remission of FEE-HELP debt and tuition fees paid in special circumstances

If you withdraw from your units after the relevant census dates you can, in special circumstances, apply to have your FEE-HELP debt remitted or tuition fees paid for the unit/s refunded, in accordance with the provisions of Commonwealth Higher Education Support Act 2003 (HESA).

To be eligible for remission, you must submit a completed application form and:

- 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.

You cannot apply for Remission of debt if you have successfully completed, or are still enrolled, in the unit of study.

Deakin University will refund your up-front payment, remit your FEE-HELP debt or refund your tuition fees if we are satisfied that special circumstances apply. Your circumstances must:

- be beyond your control
- have made their full impact on your ability to study on, or after, the census date, and
- made it impracticable for you to complete the requirements for the unit during the teaching period when you undertook, or were to undertake, the unit.

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

A lack of knowledge of how FEE-HELP works or failing to read correspondence relating to your enrolment or not knowing you were enrolled is not considered beyond your control.

Remission of debt is not available for the Student Services and Amenities Fee under any circumstances.

Please visit deakin.edu.au/study-at-deakin/fees/refunds-and-remissions 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 course?
An award course is one where study leads to a higher education award such as a bachelor degree or a graduate certificate.

What is a non-award unit?
A non-award unit is one where you study a unit from an award course but the unit is not taken as part of an award course or is additional to the requirements of your course. These are sometimes referred to as single subject enrolments.

4.2 International tuition fees

The tuition fees calculated for each study period depends on when you commenced your course and what type of study you are undertaking:

Commencing in 2016
• International postgraduate fee paying students’ tuition fees are calculated based on the enrolled course and study load. See 4.2 International tuition fees - Course-based calculations.
• International undergraduate fee paying students’ tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 4.2 International tuition fees - Unit-based calculations.
• International non-award students’ tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 4.2 International tuition fees - Unit-based calculations.

Commenced prior to 2016
• All students enrolled in their course prior to 2016 have their tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 4.2 International tuition fees - Unit-based calculations.
• International non-award students’ are tuition fees are calculated based on the rate applicable to the discipline cluster of each enrolled unit. See 4.2 International tuition fees - Unit-based calculations.

Course-based calculations
Your tuition fees are assessed for each teaching period and calculated based on the course you enrol in and your study load. Different courses have different fees. To estimate your 2016 fees go to the Deakin website deakin.edu.au/study-at-deakin/fees/course-fees-for-international-students.

Unit-based calculations
Your tuition fees are calculated based on the units you enrol in. This means your fees are based on the units you choose to study and not a fixed course price.

Before you calculate the total cost of your units in 2016, you need to know which units you will study, and the units discipline cluster. You should always seek course advice in relation to unit selection and course rules.

Different units have different fees, which depend on how much each unit costs the University to provide. For
example, units which require laboratories or special equipment may cost more than units which do not.

The 2016 undergraduate international tuition fees are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Annual cost for full-time study (EFTSL)</th>
<th>Per credit point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>$26,344</td>
<td>$3,293</td>
</tr>
<tr>
<td>Accounting, Economics, Commerce, Administration</td>
<td>$23,720</td>
<td>$2,965</td>
</tr>
<tr>
<td>Public Relations</td>
<td>$22,080</td>
<td>$2,760</td>
</tr>
<tr>
<td>Humanities</td>
<td>$21,080</td>
<td>$2,635</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>$23,096</td>
<td>$2,887</td>
</tr>
<tr>
<td>Computing</td>
<td>$25,128</td>
<td>$3,141</td>
</tr>
<tr>
<td>Built Environment</td>
<td>$26,344</td>
<td>$3,293</td>
</tr>
<tr>
<td>Other Health</td>
<td>$25,048</td>
<td>$3,131</td>
</tr>
<tr>
<td>Social Studies</td>
<td>$21,040</td>
<td>$2,630</td>
</tr>
<tr>
<td>Behavioural Sciences excl. Clinical Psychology</td>
<td>$25,408</td>
<td>$3,176</td>
</tr>
<tr>
<td>Education</td>
<td>$21,840</td>
<td>$2,730</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>$25,408</td>
<td>$3,176</td>
</tr>
<tr>
<td>Foreign Languages, Visual and Performing Arts</td>
<td>$25,168</td>
<td>$3,146</td>
</tr>
<tr>
<td>Allied Health</td>
<td>$26,632</td>
<td>$3,329</td>
</tr>
<tr>
<td>Nursing (Non-Clinical units)</td>
<td>$25,600</td>
<td>$3,200</td>
</tr>
<tr>
<td>Nursing (Clinical units)</td>
<td>$35,608</td>
<td>$4,451</td>
</tr>
<tr>
<td>Engineering, Surveying</td>
<td>$30,176</td>
<td>$3,772</td>
</tr>
<tr>
<td>Science</td>
<td>$30,176</td>
<td>$3,772</td>
</tr>
<tr>
<td>Dentistry, Medicine, Veterinary Science</td>
<td>$60,592</td>
<td>$7,574</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$40,624</td>
<td>$5,078</td>
</tr>
</tbody>
</table>

The 2016 postgraduate international tuition fees are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Annual cost for full-time study (EFTSL)</th>
<th>Per credit point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>$26,912</td>
<td>$3,364</td>
</tr>
<tr>
<td>Accounting, Economics, Commerce, Administration</td>
<td>$30,912</td>
<td>$3,864</td>
</tr>
<tr>
<td>Public Relations</td>
<td>$24,248</td>
<td>$3,031</td>
</tr>
<tr>
<td>Humanities</td>
<td>$24,248</td>
<td>$3,031</td>
</tr>
<tr>
<td>Mathematics and Statistics</td>
<td>$24,800</td>
<td>$3,100</td>
</tr>
<tr>
<td>Computing</td>
<td>$26,824</td>
<td>$3,353</td>
</tr>
<tr>
<td>Built Environment</td>
<td>$27,888</td>
<td>$3,486</td>
</tr>
<tr>
<td>Other Health</td>
<td>$26,024</td>
<td>$3,253</td>
</tr>
<tr>
<td>Social Studies</td>
<td>$24,248</td>
<td>$3,031</td>
</tr>
<tr>
<td>Behavioural Sciences excl. Clinical Psychology</td>
<td>$26,024</td>
<td>$3,253</td>
</tr>
<tr>
<td>Education</td>
<td>$22,208</td>
<td>$2,776</td>
</tr>
<tr>
<td>Clinical Psychology</td>
<td>$26,024</td>
<td>$3,253</td>
</tr>
</tbody>
</table>
The 2016 Higher Degrees by Research international tuition fees are summarised in the table below:

<table>
<thead>
<tr>
<th>Unit Discipline Cluster</th>
<th>Annual cost for full-time study (EFTSL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Languages, Visual and Performing Arts</td>
<td>$25,776</td>
</tr>
<tr>
<td>Allied Health</td>
<td>$26,768</td>
</tr>
<tr>
<td>Nursing (Clinical and Non-Clinical units)</td>
<td>$25,720</td>
</tr>
<tr>
<td>Engineering, Surveying</td>
<td>$30,608</td>
</tr>
<tr>
<td>Science</td>
<td>$30,608</td>
</tr>
<tr>
<td>Dentistry, Medicine, Veterinary Science</td>
<td>$60,864</td>
</tr>
<tr>
<td>Agriculture</td>
<td>$40,920</td>
</tr>
</tbody>
</table>

The rates shown on the table 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 more information, please refer to [deakin.edu.au/study-at-deakin/fees](http://deakin.edu.au/study-at-deakin/fees).

**Additional international tuition fee information**

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 National Code of Practice ([www.aei.gov.au](http://www.aei.gov.au)). 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 Payment of international award course tuition fees**

Your international tuition fees are due and payable by the *Due date* indicated on your invoice. If you do
not make full payment by this due date, Deakin University will assume 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 are undertaking by the invoice due date. The remaining balance is due one month after the teaching 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 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 terminated.
- Please note: Invoices are only available online via StudentConnect. You will not receive a paper invoice in the mail.

4.4 Payment of international non-award course tuition fees

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

4.5 Additional fees and charges

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

Located learning (previously known as on-campus) international students will be liable for Overseas Student Health Cover (OSHC) and any other university fees and charges applicable to their study in addition to the tuition fees.

Cloud (online) learning (previously known as 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 Border Protection (DIBP) 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 enrols 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.

4.6 Transfer of fees for commencing International students

If you are a commencing international campus learning 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.

4.7 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. 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.

4.8 Refund of tuition fees

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 applies:

- For those commencing 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.

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.

* If detailed in your Letter of Offer a $3000 non-refundable amount will be retained if you withdraw from your studies, prior to the census date of your first teaching period. Please refer to your Letter of Offer for details.

For information on the applicable dates, please refer to deakin.edu.au/study-at-deakin/fees/withdrawals-and-penalties.

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 information on the applicable dates, please refer to deakin.edu.au/study-at-deakin/fees/withdrawals-and-penalties.

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 your enrolled units and you 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 to apply for a refund, complete the Application for Refund of Student Fees form available from deakin.edu.au/study-at-deakin/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.

4.9 Refund of debt in special circumstances

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 refund if you have successfully completed the unit of study. To be eligible for a refund you must submit a completed application form and:

- 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.

You cannot apply for refund of debt in special circumstances if you have successfully completed, or are still enrolled, in the unit of study.

An application for refund of debt in special circumstances must include independent supporting documentation, for example, a letter from your doctor or counsellor, to support your claims.

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

- were beyond your control
- did not make their full impact on your ability to study until on, or after, the census date, and
- made it impracticable for you to complete the requirements for the unit during the period during which you undertook, or were to undertake, the unit.

Failing to read correspondence relating to your enrolment or not knowing you were enrolled are not considered beyond your control. Please visit deakin.edu.au/study-at-deakin/fees/refunds-and-remissions for more information.
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, which is similar to FEE-HELP and HECS-HELP.

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

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

Whilst this fee is compulsory, no student is 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 2016 is detailed in the table below:

<table>
<thead>
<tr>
<th>Student type</th>
<th>Enrolment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic campus learning undergraduate and postgraduate students*</td>
<td>Full time (3 credit points or more)</td>
<td>$96 per trimester/semester</td>
</tr>
<tr>
<td></td>
<td>Part time (less than 3 credit points)</td>
<td>$60 per trimester/semester</td>
</tr>
<tr>
<td>Domestic Cloud (online) learning undergraduate and postgraduate students*</td>
<td>Full time and part time</td>
<td>$46 per trimester/semester</td>
</tr>
</tbody>
</table>

* Higher Degree by Research students are not charged the SSAF.

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

Students who are required to but do not pay their SSAF by the due date on their invoice or do not defer their SSAF to SA-HELP will be encumbered. See Section 6 for information.

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 an 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 your home 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 teaching period census date.

*Cross institutional students are not eligible for SA-HELP.

**How do I repay SA-HELP?**
You begin repaying your accumulated HELP debt when your income exceeds the nominated threshold ($54,126 for the 2015-16 tax year).

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

*legislation to remove this discount will come into effect 1 January 2017.

**Information guides** about SA-HELP are available from Deakin Central or on the Department of Education website: studyassist.gov.au.

### 5.3 Refund policy for the Student services and amenities fee

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

- If you paid your SSAF up-front, you are 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/study-at-deakin/fees/refunds-and-remissions, or apply in person at Deakin Central on your campus.
- If you elected to defer your SSAF through the tax system, you will not incur an 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 towards your SSAF if you withdraw from your course, or all units of study, **after** the census date for the applicable teaching period.
- If you elected to defer payment of your SSAF, you will incur an SA-HELP debt if you withdraw from your course, or all units of study, **after** the census date in the applicable teaching period.

Refund or remission of the SSAF is **not** available under any circumstances, if you have:

- elected to defer payment of your SSAF you will still incur a SA-HELP debt
- paid your SSAF up-front you will not be entitled to a refund
- not yet paid your SSAF you will remain liable for payment of the SSAF.
6 Information for all students - encumbrance and termination of enrolment

6.1 Encumbrance (Block on your enrolment)

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

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 a student loan has not been repaid.

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.

Please note 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/study-at-deakin/fees/withdrawals-and-penalties for more information.

6.2 Termination of enrolment

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

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

If your enrolment is terminated for non-payment of fees, you can apply to Deakin University for re-instatement of your enrolment in the same academic year provided you pay all outstanding fees and charges, and do not hold a CSP. A re-instatement charge (see 7.2 for explanation) also applies. The application for re-instatement must be made within two weeks of your enrolment being terminated. Your enrolment will not be re-instated into the teaching period after this time.

For CSP students, if your enrolment is terminated 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.

Please visit deakin.edu.au/study-at-deakin/fees/withdrawals-and-penalties for more information.

6.3 Re-instatement after voluntary withdrawal from your course

If you voluntarily withdraw from your 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/periods

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 you pay any outstanding fees and charges applicable to the prior studies.

Please refer to deakin.edu.au/study-at-deakin/apply/other-types-of-application/apply-for-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 students irrespective of fee status. Rates are shown in Section 7.17.

7.1 Late re-enrolment charge
This charge applies if you do not re-enrol by the scheduled re-enrolment deadline for the 2016 academic year.

7.2 Re-instatement charge
This charge applies if your enrolment is terminated 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.

A search fee applies 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 of the replacement and mailing of a testamur in an alternative name from 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 hire of academic regalia (dress),
- two guest tickets and
- light refreshments after the ceremony for you and your two guests.

Payment should be made by credit card at the time of lodging the online Application to Graduate via StudentConnect.

7.7 Late change of examination location charge – Cloud (online) students
This charge applies if you change your examination location between two and four weeks before the commencement of the scheduled examination period.

No change of examination location is permitted within two weeks of the commencement of the applicable scheduled examination period.
7.8 Examination charges for Deakin Study Abroad students

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, a charge will apply. The charge applies to each unit of study examined.

Deakin International will arrange an examination at a Deakin Campus for you 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.

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

If you apply to have previously published works assessed for the award of Higher Doctorate an assessment fee is charged. 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 if you do not complete your annual review of HDR candidature within set timelines.

7.12 Exchange program administration charge

This charge applies if you are a Deakin student 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 covers 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 live in a Deakin University residence. Services may include accommodation, catering, building maintenance fee, room contents insurance and telecommunication facilities.

Catering costs vary between Campuses. The Geelong Waurn 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.

<table>
<thead>
<tr>
<th>No#</th>
<th>Zone</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purple</td>
<td>Deakin Residence students only</td>
</tr>
<tr>
<td>2</td>
<td>Yellow</td>
<td>Deakin vehicles only</td>
</tr>
<tr>
<td>3</td>
<td>General</td>
<td>General parking</td>
</tr>
<tr>
<td>4</td>
<td>Orange</td>
<td>Reserved parking at Burwood and Geelong Waterfront</td>
</tr>
<tr>
<td>5</td>
<td>White</td>
<td>Pay-per-hour parking</td>
</tr>
</tbody>
</table>

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 Deakin University student, the level of usage is limited to that which is appropriate to your particular units and course of study. If your usage is excessive or inappropriate, charges are applied. Further details of the University’s internet charge conditions are available from Information Technology Services Division.

### 7.17 Other Fees and Charges 2016 Rates

This table outlines other fees and charges at Deakin University:

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic dress hire (not related to a Graduation ceremony)</strong></td>
<td></td>
</tr>
<tr>
<td>For non-graduation purposes.</td>
<td></td>
</tr>
<tr>
<td>– full regalia</td>
<td>$93</td>
</tr>
<tr>
<td>– plus returnable deposit (domestic)</td>
<td>$125</td>
</tr>
<tr>
<td>– plus returnable deposit (off-shore)</td>
<td>$225</td>
</tr>
<tr>
<td><strong>Academic transcripts</strong></td>
<td></td>
</tr>
<tr>
<td>– original</td>
<td>Free</td>
</tr>
<tr>
<td>– additional (add $7.50 for each duplicate copy requested at the same time)</td>
<td></td>
</tr>
<tr>
<td>– additional search fee for old records (cut-off date varies for each campus)</td>
<td>$40</td>
</tr>
<tr>
<td>Current students can run an ‘evidence of enrolment’ via StudentConnect. This is a summary of units of study from the current study period rather than a full academic transcript.</td>
<td>$55</td>
</tr>
<tr>
<td><strong>Australian Higher Education Graduation Statement (AHEGS)</strong></td>
<td></td>
</tr>
<tr>
<td>– original when deemed eligible for an award</td>
<td>Free</td>
</tr>
<tr>
<td>– additional (add $10 for each duplicate copy requested at the same time)</td>
<td>$40</td>
</tr>
<tr>
<td>– AHEGS (International courier costs)</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Deakin award course deposit after Pathway program</strong></td>
<td>First trimester of study tuition fee.</td>
</tr>
<tr>
<td><strong>Deakin card</strong></td>
<td></td>
</tr>
<tr>
<td>– replacement</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Dishonoured payment</strong></td>
<td>$40</td>
</tr>
<tr>
<td><strong>Enrolment</strong></td>
<td></td>
</tr>
<tr>
<td>– late re-enrolment charge for re-enrolment into the 2016 academic year</td>
<td>$220</td>
</tr>
<tr>
<td>– re-instatement of enrolment charge (within the same academic year)</td>
<td>$220</td>
</tr>
<tr>
<td><strong>Examination charges for change of location – Cloud (online) students</strong></td>
<td>Free</td>
</tr>
<tr>
<td>Requested more than 4 weeks prior to exam period</td>
<td></td>
</tr>
<tr>
<td>– 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)</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Exchange program</strong></td>
<td></td>
</tr>
<tr>
<td>Covers the cost of processing applications and liaising with overseas institutions</td>
<td>$110</td>
</tr>
<tr>
<td>– administration charge</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation ceremony</strong></td>
<td></td>
</tr>
<tr>
<td>Includes hire of academic dress and two guest tickets</td>
<td></td>
</tr>
<tr>
<td>– Early bird graduation charge</td>
<td>$170</td>
</tr>
<tr>
<td>– Timely graduation charge (week prior to payment deadline)</td>
<td>$220</td>
</tr>
<tr>
<td>– Late graduation charge (week after payment deadline)</td>
<td>$270</td>
</tr>
<tr>
<td>– Additional guest tickets for graduation ceremonies</td>
<td>$30</td>
</tr>
<tr>
<td><strong>Higher Degree by Research</strong> – late completion fee for annual review</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Higher doctorate assessment</strong> – to cover external examination costs</td>
<td>$1200</td>
</tr>
<tr>
<td><strong>International student fees</strong> – course application fee (if not applying direct to Deakin online)</td>
<td>$55</td>
</tr>
<tr>
<td><strong>Parking fees</strong> apply at all Deakin Campuses</td>
<td>Refer website for up to date charges.</td>
</tr>
<tr>
<td><strong>Residential services</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>– application fee for on-campus accommodation</td>
<td></td>
</tr>
<tr>
<td>– accommodation costs vary between campuses - check Deakin residences</td>
<td></td>
</tr>
<tr>
<td><strong>$30</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Testamur charges</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>– original</td>
</tr>
<tr>
<td>– replacement (domestic postage)</td>
</tr>
<tr>
<td>– replacement (international postage)</td>
</tr>
<tr>
<td><strong>Free</strong></td>
</tr>
<tr>
<td><strong>$100</strong></td>
</tr>
<tr>
<td><strong>$125</strong></td>
</tr>
</tbody>
</table>
7.18 Refund conditions for other fees and charges

The following table outlines conditions for refunds of other fees and charges.

<table>
<thead>
<tr>
<th>Fee or charge</th>
<th>Refund Amount</th>
<th>Condition under which refund is provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic and off-shore graduation ceremonies</td>
<td>100%</td>
<td>Notice of withdrawal from attending a ceremony received up to 4 weeks prior to the date of the applicable graduation ceremony.</td>
</tr>
<tr>
<td></td>
<td>$25 retained</td>
<td>Notice of withdrawal from attending a ceremony received between 2 weeks and 4 weeks prior to the date of the graduation ceremony.</td>
</tr>
<tr>
<td></td>
<td>by the University</td>
<td>Notice of withdrawal from attending a ceremony less than 2 weeks prior to the date of the applicable graduation ceremony.</td>
</tr>
<tr>
<td>Hire of academic dress for non-graduation purposes</td>
<td>100%</td>
<td>All deposits are refundable on return of academic dress in good order and condition.</td>
</tr>
<tr>
<td>Deposit on Award Course after Pathway program</td>
<td>100% of deposit</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>10% of first teaching period of award course fee retention</td>
<td>If the student is qualified but does not proceed to the Deakin course</td>
</tr>
<tr>
<td>Exchange Program Administration Charge (inc. GST)</td>
<td>No refund</td>
<td></td>
</tr>
</tbody>
</table>
### Appendix A – Useful Terms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated HELP debt</td>
<td>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).</td>
</tr>
<tr>
<td>Award Course</td>
<td>An award course leads to a higher education award for example Bachelor degree, Graduate Certificate.</td>
</tr>
<tr>
<td>ATO</td>
<td>Australian Taxation Office</td>
</tr>
<tr>
<td>CAF</td>
<td>Commonwealth Assistance Form – This form must be completed if you wish to apply for Commonwealth Assistance.</td>
</tr>
<tr>
<td>eCAF</td>
<td>- the electronic version of the Commonwealth Assistance Form available on StudentConnect.</td>
</tr>
<tr>
<td>Campus learning</td>
<td>Undertaking campus learning (previously on campus) means you learn on campus, in the workplace, on placement, on overseas exchange or while volunteering. Our definition of ‘campus’ includes hospitals, workplaces and the community.</td>
</tr>
<tr>
<td>CAN</td>
<td>Commonwealth Assistance Notice - A notice issued by your provider containing information about your Commonwealth assistance for HECS-HELP, FEE-HELP, SA-HELP and OS-HELP contributions and amounts reported to the ATO.</td>
</tr>
<tr>
<td>eCAN</td>
<td>– the electronic Commonwealth Assistance Notice available on StudentConnect.</td>
</tr>
<tr>
<td>Census date</td>
<td>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.</td>
</tr>
<tr>
<td>CHESSN</td>
<td>Commonwealth Higher Education Student Support Number - Your unique identifier as the recipient of Commonwealth assistance.</td>
</tr>
<tr>
<td>Cloud (online) learning</td>
<td>Cloud (online) learning is the ability to learn 24/7, wherever you are – at home, work, play, even while travelling. Previously called online, off campus and distance education, each year more than 10 000 Deakin students choose to study via the cloud.</td>
</tr>
<tr>
<td>Continuing student</td>
<td>A student who has commenced their course of study.</td>
</tr>
<tr>
<td>CSP</td>
<td>Commonwealth Supported Place (CSP) - A CSP is a higher education place for which the University receives some government funding. Students enrolled in these places are only required to contribute part of the cost of their course.</td>
</tr>
<tr>
<td>DIBP</td>
<td>Department of Immigration and Border Protection.</td>
</tr>
<tr>
<td>Domestic student</td>
<td>A student who is an Australian citizen, a New Zealand citizen or the holder of a permanent visa.</td>
</tr>
<tr>
<td>DSO</td>
<td>Deakin Studies Online - Deakin University’s online teaching and learning environment which provides web based course material and assessment tasks to enhance both campus and cloud (online) learning.</td>
</tr>
<tr>
<td>EFTSL</td>
<td>Equivalent Full-Time Student Load - One EFTSL is equivalent to a year of study on a full-time basis.</td>
</tr>
<tr>
<td><strong>ESOS Act</strong></td>
<td>Educational Services for Overseas Students Act</td>
</tr>
<tr>
<td><strong>FEE-HELP</strong></td>
<td>A loan scheme to help eligible non Commonwealth supported fee paying students pay their tuition fees.</td>
</tr>
<tr>
<td><strong>Fee-paying place</strong></td>
<td>A fee-paying place is one for which the University does not receive any government funding. Students enrolled in these places are required to contribute the full cost of their course.</td>
</tr>
<tr>
<td><strong>HESA</strong></td>
<td>Higher Education Support Act.</td>
</tr>
<tr>
<td><strong>HECS</strong></td>
<td>Higher Education Contribution Scheme.</td>
</tr>
<tr>
<td><strong>HELP</strong></td>
<td>Higher Education Loan Program - A loan program to help eligible students pay their student contributions (HECS-HELP), tuition fee (FEE-HELP), Student Services and Amenities Fee (SA-HELP) and overseas study assistance (OS-HELP). These loans are repaid through the taxation system.</td>
</tr>
<tr>
<td><strong>HECS-HELP</strong></td>
<td>HECS-HELP provides students in a Commonwealth Supported Place (CSP) with a loan to cover their student contribution amount and/or a discount if they choose to pay all, or at least $500, of their student contribution amount up front</td>
</tr>
<tr>
<td><strong>HECS-HELP discount</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Non–Award Course</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OS-HELP</strong></td>
<td>Overseas Study – Higher Education Loan Program.</td>
</tr>
<tr>
<td><strong>SA-HELP</strong></td>
<td>SA-HELP is a loan scheme that assists eligible students to pay their Student services and amenities fee.</td>
</tr>
<tr>
<td><strong>SSAF</strong></td>
<td>Student services and amenities fee.</td>
</tr>
<tr>
<td><strong>Student contribution</strong></td>
<td>The amount you will have to contribute for your study in a Commonwealth supported place.</td>
</tr>
<tr>
<td><strong>Teaching period</strong></td>
<td>A teaching period or study period is also known as a semester, trimester, residential period or quarter at Deakin University.</td>
</tr>
<tr>
<td><strong>TFN</strong></td>
<td>Tax File Number.</td>
</tr>
<tr>
<td><strong>WEI</strong></td>
<td>Work Experience in Industry - Work that is done as 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.</td>
</tr>
</tbody>
</table>

All information in this guide was accurate at the time of publishing 21 December 2015.