



This Regulation is made pursuant to Statute 6.1 – *University Property, Facilities, Fees and Charges*.

1. The Vice-Chancellor shall determine:
  - (a) the applicable fees and charges payable in each year by enrolling students; and
  - (b) any exemptions from payment of those fees and charges.
2. Unless the Vice-Chancellor otherwise determines (including where a person has been wholly exempted from the payment of fees and charges), a person who wishes to enrol or re-enrol in any unit or course must pay:
  - (a) fees and charges in accordance with the scale determined by the Vice-Chancellor from time to time in respect of the course or unit in which that person wishes to enrol or re-enrol; and
  - (b) such other fees and charges as may be prescribed by the Vice-Chancellor or by the State or Federal Government from time to time to be payable by any person who wishes to enrol or re-enrol as are applicable to that person.
3. Non-payment of fees and charges by the due date will result in a person's enrolment being terminated and withdrawal of all rights and privileges to which that person was previously entitled. Such person shall not be entitled to:
  - (a) access the University's information and communication technology facilities, including use of Deakin email and other on-line facilities;
  - (b) use the university library, attend lectures, tutorials, seminars or excursions;
  - (c) access or receive study materials;
  - (d) perform practical work or attend placements;
  - (e) sit for assessment and examinations; or
  - (f) submit and have accepted an assignment or thesis in respect of any course or unit.unless the Vice-Chancellor or nominee otherwise directs.
4. The Vice-Chancellor or nominee shall be responsible for:
  - (a) the assessment of fees and charges;
  - (b) the collection of fees and charges together with any necessary ancillary information;
  - (c) determining and promulgating:
    - (i) the date or dates for the payment of fees and charges;
    - (ii) the circumstances in which a late enrolment fee may be imposed and the amount of that fee, being an amount not greater than such amount as may be fixed from time to time by the Vice-Chancellor as the maximum late enrolment fee;
    - (iii) the manner in which fees and charges are to be paid;

- (iv) the circumstances in which a person may be entitled to a refund of the whole or portion of the fees and charges paid; and
  - (v) the circumstances in which a person may be entitled to a waiver or write off of the whole or portion of the fees and charges assessed.
- 5. The Vice-Chancellor or nominee shall exercise any power, function or duty vested in him or her, in order to promote and ensure the efficient use of resources and good government of the University; and in particular may:
  - (a) at any time extend the time for the payment of any fees and or charges or part thereof; and
  - (b) authorise any monies held by or on behalf of the University and owed to a person to be set off against any monies owed by the University; and
  - (c) appoint one or more persons to act as his or her deputy or deputies for the purpose of carrying out any one or more of his or her functions under this regulation.
- 6. Where notice to a person of a matter arising out of this regulation is required, that notice shall be deemed to have been duly given if it is sent addressed to that person at the address provided by that person and recorded by the University as being the address for correspondence.
- 7. This regulation shall be read in conjunction with Regulation 5.1(1) – *Enrolment*, provided that in the event of any inconsistency, the provisions of that regulation shall apply.

Approved by Council on 12 June 2008 and including all amendments to 21 November 2014.