1. Introduction and Scope
These guidelines aim to establish a clear University-wide procedure for managing application fees and application fee waivers for online and paper-based applications for admission.

The guidelines also determine under what circumstances application fees may be waived and how delegated authority to waive is exercised.

These guidelines apply to all coursework student applications except UNSW @Canberra applications, Non-Award and Cross Institutional applications, domestic Commonwealth Supported Place applications and sponsored international student applications.

2. Definitions
In these Procedures, the following words and expressions have the meanings listed below:

**Admission**: the process by which a prospective student applies for a place in a course or program at UNSW, is considered, selected or rejected.

**Applicant**: a person who has applied to the University or its agent for admission to an award program or a non-award course at the University.

**Approved event**: an approved event is a Deputy-Vice-Chancellor (Academic) or Pro-Vice-Chancellor (Students) approved student recruitment event (both international
and local) where application fee waivers may be given. A list of approved events will be produced at the start of each calendar year.

**Award Program**: an integrated collection of academic courses leading to an accredited higher education award of the University. This includes undergraduate and postgraduate programs.

**Census date**: The census date is the date by which all enrolment arrangements must be finalised.

**Commonwealth Supported place (CSP)**: where the Commonwealth government (through the HECS-HELP scheme) and the domestic student each contributes to some of the cost of tuition.

**Cross-institutional student**: a student undertaking study at another (host) institution as part of the program of study at his or home institution, and where the home institution has approved the granting of credit for cross-institutional study completed at the host institution

**Domestic Student**: a student who is (i) an Australian citizen (including Australian citizens with dual citizenship), or (ii) a New Zealand citizen, or (iii) a permanent resident of Australia (including a holder of a permanent humanitarian visa).

**International student**: a student who does not have Australian or New Zealand citizenship or full permanent resident status in Australia. It includes those who have student visas, provisional residency, temporary residency, bridging visas etc.

**Non-award study**: all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award program. The student completes all formal assessments related to the course/s and the assessment results are recorded on the UNSW Student System.

**Offer**: a formal invitation to a prospective student to commence an award program or a course of study at UNSW.

**Program**: a sequence of courses leading to a degree or award conferred by the University.

3. **Procedures**

3.1 **Application fee**

Paper based applications will be charged a fee of $250 and online applications will be charged a fee of $50. The fees will be reviewed yearly by the Pro Vice-Chancellor (Students)

3.2 **Application fee waivers**

Only in extraordinary circumstances will UNSW waive an application fee for a paper based application. Fees will normally only be waived for applicants who apply via UNSW’s Apply Online process.

3.2.1 **Application fee waiver criteria**

UNSW staff with delegated authority from the Deputy Vice-Chancellor (Academic) may waive application fees at approved events where the following criteria are met:

- The applicant is present;
- Completed (or nearly complete – e.g. 5/6 (or 6/8 for China) semesters for offers with conditions) transcripts have been provided by the applicant; and
• All documents have been certified as per the UNSW Certification and Translation Guidelines.

Alternatively, delegated UNSW staff may waive application fees at an approved agent’s office or at a Faculty Student Office on campus, provided the above criteria are also met.

3.2.2 Paper application forms at approved events
It is recognised that it is general practice for applicants to complete paper application forms at approved events in order to submit them to approved agents once an application fee waiver has been granted. However, agents are still required to submit the applications via Apply Online for the fee waiver to remain valid.

3.2.3 Application fee waiver expiry
Application fee waivers will only be valid for a period of 2 weeks from the conclusion of the approved recruitment event. Should an applicant or agent fail to submit an application to UNSW via Apply Online within the allotted 2 weeks, the applicant will be liable for the $50 online application fee.

3.2.4 Application fee waiver code
A unique, dated waiver code will be used to waive application fees when applicants apply online. The waiver code will be changed regularly by UNSW.

3.2.5 Delegations
Only delegated UNSW staff may waive an application fee. Delegated authority will be determined by the Deputy Vice-Chancellor (Academic).

3.2.6 Current Students
Application fees will be waived for all current UNSW students should they apply for a new UNSW program via Apply Online. The application fee will not be waived for students who use a paper based application.

3.3 Application fee refunds

3.3.1 Offer postponed or withdrawn by the University
Where an offer is postponed or withdrawn by the University (due to a quota being filled or a program being terminated), no additional application fee will be charged if the applicant wishes to apply to another program or accepts the postponement of their studies.

Should the applicant not wish to postpone or apply for another program at the University, the full application fee will be refunded.

3.3.2 Lapsed Offers
Where an applicant allows an offer to lapse, no application fee refund will be given and the applicant will be required to make a new application and pay a new fee for any subsequent application.

3.3.3 Unaccepted Offers
The application fee is non-refundable should the applicant not accept their offer.

3.3.4 Withdrawn Applications
The application fee is non-refundable should the applicant decide not to proceed with their application at any stage.
3.3.5 **Unsuccessful Applications**

The application fee will not be refunded should the applicant be unsuccessful in being offered a place at UNSW.

**Appendix A: History**

<table>
<thead>
<tr>
<th>Version</th>
<th>Authorised by</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Vice-President and Deputy Vice-Chancellor (Academic)</td>
<td>14 December 2012</td>
<td>1 March 2013</td>
<td>This is a new document</td>
</tr>
</tbody>
</table>