



Version	Approved by	Approval date	Effective date	Next review
1.1	President and Vice-Chancellor	13 September 2018	1 October 2018	September 2020
Policy Statement				
Purpose	This Policy specifies the principles for setting, calculating, charging and refunding student fees.			
Scope	This Policy applies to: <ul style="list-style-type: none"> • All enrolled students of UNSW on all campuses both domestic and international; • Students previously enrolled, not currently enrolled and students on program leave, where the relevant fee liability was incurred while they were enrolled or is directly related to their enrolment; • Higher Degree Research Students including those awaiting examination of submitted theses; and • Students on exchange from other universities where the matter relates to the student's experience at UNSW. 			
Policy Provisions				

1. Student fee types

UNSW levies fees for services provided to students as part of their enrolment. Student fee types include:

- Student contribution amounts and tuition fees;
- Fees for student services and amenities; and
- Incidental fees for goods and services.

1.1. Student contribution amounts and tuition fees

Under the *Higher Education Support Act 2003* (HESA), UNSW is required to charge and subsequently report student contribution amounts and tuition fees for each unit of study (course) a student enrolls in.

Student contribution amounts are payable by Commonwealth supported students. Tuition fees are payable by non-Commonwealth supported students (domestic and international fee-paying students).

Domestic higher degree research candidates receive a fee offset under the Commonwealth Government's Research Training Program (RTP) for a period of support as specified in the [Higher Degree Research Scholarships Policy](#) and [Higher Degree Research Scholarships Procedure](#).

1.2. Student Services and Amenities Fee (SSAF)

The Student Services and Amenities Fee (SSAF), supports the provision of student amenities and services not of an academic nature, regardless of whether the student chooses to use any of those amenities and services. HESA specifies requirements for determining a SSAF.

Unless explicitly exempt the SSAF is payable by all students. Exemptions are determined by the Vice-President, Finance and Operations and are published at: <https://student.unsw.edu.au/ssaf>.

1.3. Incidental fees

Incidental fees are for goods and services provided to students that are not essential to their program of study, or where the goods/services are also made available to students in an alternate form, free of charge. They may also include fines or penalties, provided that they are levied principally as a disincentive and not in order to raise revenue or cover administrative costs.

Incidental fees are payable by students on the basis of use and are not generally refundable.

2. Fees principles

2.1. UNSW sets student fees in accordance with relevant legislation.

The Department of Education and Training publishes the maximum student contribution amounts for Commonwealth supported places in units of study (courses) and the allowable SSAF that providers can charge. UNSW charges the maximum student contribution amounts and SSAF allowable under HESA.

UNSW sets tuition fees for domestic and international fee-paying students in accordance with HESA. When determining tuition fees UNSW takes into account the cost of delivery of the course and strategic and commercial considerations. Tuition fees vary by student cohort based on residency status and course career type (e.g. Undergraduate, Postgraduate or Research). Tuition fees are approved by the President and Vice-Chancellor, on the recommendation of the Deputy Vice-Chancellor Academic and Vice-President, Finance & Operations, and are reviewed annually.

The SSAF is set annually by the Deputy Vice-Chancellor Academic.

Incidental fees and charges for goods and services provided by Faculties are determined by the Dean. Incidental fees and charges for central services are determined by the Deputy Vice-Chancellor Academic.

UNSW reserves the right to vary all fees in accordance with HESA and Higher Education Provider (HEP) Guidelines.

Where a student's residency status changes, UNSW will apply the change to the next relevant census date and adjust the fees accordingly, if applicable.

2.2. UNSW will publish accurate and timely information on student fees for prospective and current students.

UNSW publishes student fees annually prior to the earliest enrolment date for a Teaching Period.

The census date is the date that students must finalise any up-front payments or submit their request/s for Commonwealth assistance. UNSW may set an administrative payment due date which is earlier than the census date.

At the time of offer, students are provided with links to all relevant fee information, including the UNSW indicative fees calculator and payment due dates.

Incidental fees are levied at the time of consumption.

Fee statements which include the actual student contribution amounts, tuition fees and SSAF are available to students approximately two weeks prior to the start of the relevant term or semester. Student contribution amounts and tuition fees correspond directly to the study load of the student, and students are liable for the outstanding balances shown on their fee statements.

The SSAF is levied at the term or semester level and varies with enrolment load: 100% for full-time enrolment and 75% for part-time enrolment.

2.3. Students must pay fees by the due date and clear any outstanding debts to be entitled to services and privileges of UNSW.

Students are financially liable for all courses in which they are enrolled as at the census date, for that teaching period.

A student must clear any outstanding debts to be eligible to enrol or graduate. Students with outstanding debts will not be issued with any official documentation or course results and will be denied access to library services, buildings and laboratories.

Commonwealth supported students who fail to either pay their student contribution or provide their tax file number by the census date will have their enrolment cancelled in line with HESA requirements.

2.4. Students experiencing difficulties in paying fees can apply for assistance.

The Australian Government provides a range of fee assistance and loan schemes to enable Commonwealth supported and domestic fee-paying students to cover the cost of their student contribution amount or tuition fees and SSAF.

A fee-paying student, who experiences financial hardship or other difficulties with payment of fees can apply to pay their tuition fees in instalments under a payment plan, provided they meet the eligibility conditions (<https://student.unsw.edu.au/fees-payment-plan>).

A range of UNSW Scholarships are also available. Details are at:
<https://www.scholarships.unsw.edu.au/>.

2.5. Students can have fees refunded or remitted in certain circumstances.

A student who withdraws from a course prior to the census date will not be liable for tuition fees or a Higher Education Loan Program (HELP) debt for that course.

A student who withdraws after the census date may apply for a refund of tuition fees paid or a remission of their HELP debt in accordance with the UNSW *Enrolment and Withdrawal Procedure*.

There will be no repayment, refund or remission of the SSAF once the incurral date has passed.

In cases where a student has been suspended or excluded due to misconduct, the student will not be eligible to apply for a repayment or remission of fees by demonstrating that special circumstances apply.

Where a student is being investigated for misconduct, refunds (where applicable) will not be made, pending the outcome of the investigation.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Director, Student Services & Systems
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: <ul style="list-style-type: none"> • <i>Education Services for Overseas Students Act 2000</i> (Cth) • <i>Higher Education Support Act 2003</i> (Cth)
Supporting Documents	Student Fee Procedure
Related Documents	Academic Progression and Enrolment Policy Academic Progression Procedure Admissions Policy Admission to Coursework Programs Procedure Admission to Higher Degree Research Programs Procedure Enrolment and Withdrawal Procedure Higher Degree Research Scholarships Policy Higher Degree Research Scholarships Procedure
Superseded Documents	Student Fee Policy, v1.0
File Number	2017/21411
Definitions and Acronyms	
EFTSL	Equivalent Full-Time Student Load.
HELP	Higher Education Loan Program. A suite of loans offered by the Australian Government that assist eligible students to pay their student contributions (HECS-HELP), domestic fee-paying tuition (FEE-HELP), overseas study expenses (OS-HELP) or the Student Services and Amenities Fee (SA-HELP).
HESA	<i>Higher Education Support Act (2003)</i> . This is the Commonwealth legislation that specifies the requirements to access a HELP loan and a Commonwealth-supported place.
Incurral date	The date the Student Services and Amenities Fee is payable, after which a debt is deemed to be incurred.

SSAF	Student Services and Amenities Fee.			
Student contribution	Contributions that Commonwealth supported students make towards the cost of their education.			
Term / Semester	The administrative time period in which Teaching Periods are defined, students enrol and for which students are charged fees or student contributions. These time periods differ based on campus and level of study.			
Teaching Period	A teaching period indicates when courses and their related classes are taught and timetabled within terms and semesters.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	13 September 2017	13 September 2017	New Policy
1.1	President and Vice-Chancellor	13 September 2018	1 October 2018	Minor amendment to terminology and edits to accommodate UNSW 3+ calendar