

University Rules: Fees Rules

1. Preliminary

(1) These Rules are made under Edith Cowan University Statute No 31 Fees.

(2) In these Rules, unless the contrary intention appears,

“census date” means the date at which a student’s fee liability is assessed;

“course” means a program of study necessary to qualify for a University higher education award, or a VET award or other award offered by the University;

“Commonwealth-supported place” means a higher education place for which the Commonwealth Government makes a financial contribution;

“Director, SSC” means the Director, Student Services Centre, or the successor to that position or a person acting in that position or his or her nominee;

“domestic tuition fee student” means a student who is an Australian citizen, New Zealand citizen or Permanent Resident who is paying tuition fees and is not the holder of a Commonwealth-supported place;

“HES Act” means the [Higher Education Support Act 2003 \(Cth\)](#);

“international student” means a student defined as such by the relevant Acts of the Commonwealth of Australia;

“unit” means a unit of study or unit of competency;

“unit of competency” means the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace (also known as “unit of competence”);

“VET” means the Vocational Education and Training sector of tertiary education which provides Certificates II, III and IV, Diplomas and Advanced Diplomas as specified in the Australian Qualifications Framework.

(3) Every enrolled student who is required to pay fees to the University, as a consequence of an Act of the Commonwealth or the State of Western Australia or a determination of the University, must pay the fees to the University by the due date.

2. Tuition fees

(1) Tuition fees may be imposed in the following categories, on the following classes of students, and on such other tuition as the Vice-Chancellor may determine:

Category of fee	Application	Circumstances
(a) International Tuition Fee	International students (includes study abroad students).	Subject to approval by the Vice-Chancellor.
(b) Student Contribution (SC) Fee	Commonwealth-supported places.	Subject to approval by the Vice-Chancellor, consistent with principles set by Council.
(c) Full Fee-paying Domestic Undergraduate Tuition Fee	Australian citizens, New Zealand citizens or Permanent Residents.	Subject to approval by the Vice-Chancellor.
(d) Domestic Postgraduate Tuition Fee	Australian citizens, New Zealand citizens or Permanent Residents.	Subject to approval by the Vice-Chancellor. Not applicable if the student has been awarded a tuition fee scholarship.
(e) Tuition Fee for Non-Standard Semester Enrolments	Domestic students (including Commonwealth-supported places).	The University may charge full-tuition fees for onshore delivery of subjects in Summer Schools and other semesters that fall outside of the traditional teaching semesters subject to approval by the Vice-Chancellor.
(f) Non-Award Tuition Fee.	Students enrolled in non-award courses or units.	The tuition fees charged for non-award students will be the same as the fee charged for award students.
(g) Offshore Agreement Tuition Fee	Students enrolled offshore under agreement with the University's offshore partners.	The level, timing and collection of fees payable by students and refund policy under agreements with the University's offshore partners will be in accordance with the specific provisions of the individual agreement with each partner institution and made available to students contemplating enrolling, or already enrolled, in any program offered by one of the University's offshore partners.
(h) Short Course Tuition Fee	All students enrolled in non-award short courses or units.	Determined on a full cost-recovery basis, subject to University policy, and made available to students on application.
(i) Vocational Education and Training Fee	Students enrolled in VET programs.	Determined in accordance with State Government requirements.

- (2) The prescribed tuition fee may vary for different student intakes, course structures and modes of delivery, and will be as determined by the Vice-Chancellor. The tuition fee will be published in such form and by such means as the Vice-Chancellor determines.

3. Tuition fee refunds

Students, both new and continuing, may be eligible for a tuition fee refund.

- (1) International fees: students may be eligible for a refund of International Tuition Fees paid in the following circumstances:

Reason for refund	Notification period	Refund
Student's application for a visa is unsuccessful	Before semester/course commences	Full refund less AUD \$200 for administrative expenses
Student with a visa withdraws	More than 4 weeks before semester commences	90% of the semester's fee
	4 weeks or less before semester commences	50% of the semester's fee
	After semester commences and during the first 4 weeks of semester	50% of the semester's fee
	After the 4th week of semester	No refund
If ECU withdraws an offer, fails to provide a program offered or terminates a program	Before or after the semester	Full refund (unless the offer had been based on incorrect information from the student, then ECU can retain up to 10% of the tuition fee plus costs)
If a student fails to meet degree progression rules and is not permitted to re enrol in the program	For fees paid before notification of exclusion	Full refund
If ECU withdraws a student from a program because the student has breached international student visa conditions or ECU rules	After semester commences	No part of the semester's fee is refundable
Student applying for packaged offers for visa purposes	Once the Electronic Confirmation of Enrolment is issued	The deposit is not refundable

- (2) Offshore Agreement, Short Course and Vocational Education and Training Tuition Fees: refunds for students enrolled in Offshore Agreement, Short Course and Vocational Education and Training Tuition Fees are governed by the conditions under which those courses have been established.
- (3) Other fees: refunds for all other forms of tuition fee are based on the student's enrolment as at the census date for the relevant semester, trimester or other academic period for which that student is enrolled.
- (4) Students who withdraw before the census date, or whose enrolment as at that date attracts a lower fee than that paid, may be entitled to a refund. Any such refund is subject to the restrictions and limitations detailed for the specific type of fee as detailed in these Rules.
- (5) All applications for refunds must be made in writing to the Director, SSC who, subject to the HES Act and other relevant legislation, will be responsible for determining the outcome of the application.
- (6) The amount of any refund will be the difference between the prescribed fee and the amount actually paid.
- (7) Subject to Rules 3(4) and 3(5), a student who has paid any one or more of the fees referred to in Rule 3(3) may be eligible for a refund in the following circumstances:

Reason for refund	Date refund request received	Refund
Offer of a place is withdrawn or the University is unable to provide the program offered or terminates the course	Not applicable	Full refund of fees paid
Withdrawal by the student after acceptance of an offer	Prior to the commencement of the semester/trimester	Full refund of fees paid
	After commencement of the semester/trimester, but prior to the census date.	Full refund of fees paid
	After the census date	No refund

4. Service fees, late charges, penalties and fines

- (1) Students may be liable for University service fees, late charges, penalties and fines on the basis of
 - (a) failure to adhere to approved enrolment/facility/payment deadlines;
 - (b) charges for goods or services provided to the student; or
 - (c) recovery of bank and debt collection charges.
- (2) The Vice-Chancellor must determine the level of each service fee, late charge, penalty and fine on an annual basis. These fees will be published in such form and by such means as the Vice-Chancellor determines.

5. Student accommodation charges

- (1) Students accepted as residents of the University's Student Accommodation must pay the relevant deposit and rental charges.
- (2) The Vice-Chancellor must determine the level of the student accommodation charges on an annual basis. The fees will be published in such form and by such means as the Vice-Chancellor determines.

6. Payment deadlines

- (1) Unless otherwise determined by the Vice-Chancellor, the due date for payment of all fees payable under these Rules is:

(a) International Tuition Fees	14 days after issue date as shown on invoice
(b) Domestic Undergraduate Tuition Fees	14 days after issue date as shown on invoice
(c) Domestic Postgraduate Tuition Fees	Up front prior to census date
(d) Non Award Tuition Fees	14 days after issue date as shown on invoice
(e) Other Course Tuition Fees	Up front, prior to commencement
(f) Service Fees and Charges	14 days after issue date as shown on invoice
(g) Student Accommodation Charges	7 days after issue date as shown on initial invoice, with all further payments in advance of the rental period

7. Penalties for non-payment of fees

- (1) The Vice-Chancellor may impose or exercise the following penalties for the non-payment of any amounts payable under these Rules:

Failure	Timing	Penalty
Non-payment of tuition fees	By due date	Late fees applied as detailed in rule 4 of these rules.
	By census date	Withholding of information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma. Cancellation of enrolment.
Non-payment of service fees, late charges, penalties and fines	By last week of semester	Withholding of information concerning the student's results in any unit or part of a unit, the granting of credit for any unit and the award of any degree or diploma. Prohibit re-enrolment.
Non-payment of accommodation charges	By due date	Late fees applied as detailed in rule 4 of these rules. Termination of occupancy agreement consistent with the terms and conditions of the rental agreement.

- (2) A student who has been penalised for the non-payment of fees must be notified in writing by the Director, SSC.

Approved by Council on 7 December 2006 under Amending Rule No 6 of 2006. Effective from 16 March 2007, the day Amending Statute No 6 of 2006 (Statute No. 31 – Fees) was published in the Government Gazette.

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