

Schedule of Fees

Sydney Institute of Higher Education Pty Ltd

ABN 49 618 742 813

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Purpose

The Schedule of Fees defines all fees and charges payable to the Sydney Institute of Higher Education (SI) for tuition programs, units of study and associated administrative matters.

The *Schedule of Fees* will be reviewed at least annually by the *Corporate Governance Board* and published prior to the opening of enrolments for the following *Academic Calendar* semester.

Tuition Fees

Unit of study tuition fees are calculated as a portion of the total program fee, based on the credit point contribution to the total credit points for the program.

Tuition fees cover the costs associated with studying at SI including:

- course materials, such as the unit of study outlines, reading lists, tutorial or seminar topics and problems, assignment and essay questions, and requirements and guidelines for the presentation of work;
- access to library books, periodicals and guides;
- access to computers or other online resources;
- admissions services, including application costs, except for late applications;
- examinations or assessments;
- internal appeals

Tuition fees are charged on a 'per unit of study' basis.

Students will be charged the full amount for repeating units.

Program	Tuition Fee	Semester 1, 2021	Semester 2, 2021
Bachelor of Business (Accounting)	Total program fee \$AUD (3 years full-time, 6 years part-time)	\$48,000	\$48,000

Bachelor of Business (Accounting)	Total credit points per program	300	300
Bachelor of Business (Accounting)	Tuition fee for each unit of study (single unit 12.5 credit points)	\$2,000	\$2,000
Bachelor of Business (Accounting)	Tuition fee per semester (3 years full-time)	\$8,000	\$8,000

Variation of Tuition Fees

SI will not normally vary fees within a calendar year.

SI may only vary a published Higher Education tuition fee and/or a published Census Date for a unit of study if:

- the variation is:
 - necessary because of circumstances that did not apply at the time the student contribution amount was determined under subsection 19-87(2) of the *Higher Education Support Act 2003* or the tuition fee was determined under subsection 19-90(2) of *the Act*; or
 - to correct an administrative error;

and

- SI has advised the *Department of Education and Training* in writing, of its intention to vary the student contribution amount or tuition fee at least 5 working days before making the variation;

and

- where the variation to the student contribution amount or tuition fee for a unit of study will, in SI's reasonable view, disadvantage a student (as per *Higher Education Provider Guidelines 2012 Section 25.5*) enrolled or seeking to enrol in the unit of study affected by the variation, but it is made up to two months before the Census Date.

Where a variation is made under the above conditions, SI will withdraw the previous schedule and publish the new fees schedule on the SI website as soon as practicable after making that decision.

Other Fees and Charges

Below are non-tuition fees and charges that you may be liable to pay during your studies at SI. These fees apply to all students except where indicated and are correct as at 29 July 2020. Other fees and charges are subject to change.

The Department of Home Affairs (DHA) requires all international students (and their dependents) coming to Australia to study under a Student Visa to have Overseas Student Health Cover (OSHC) for the duration of their student visas.

Failure to have continuous cover could result in a student visa being cancelled.

International Students may organise their own OSHC, or can ask SI staff to help arrange visalength cover with an OSHC provider. Please contact the [International Student Support Advisor](#) for more information.

ITEM	FEE (INCLUDING GST)
Enrolment Fee - International Students only (includes RPL assessment if relevant)	\$250
Revised eCoE - International Students only (2nd or subsequent eCoE's issued for any reason)	\$150
Late course addition application charge - for applying to add a course after the last date to add a course for the semester (one charge per course addition request)	\$250
Late payment charge - where student's account for academic or other fees and charges has an outstanding balance as at the due date for payment	\$100
Library Late Return Fee	\$2 per day
Library Lost Items	\$100
Official Academic Transcript (Physical transcript)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Official Academic Transcript (Electronic transcript)	\$15
Official Letter	\$10 plus express postage \$10 (Australia) or \$45 (Overseas)
Replacement Completion Letters	\$15
Replacement Cross-Institutional Transcript	\$15
Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Physical testamur)	\$70 plus registered postage \$10 (Australia) or \$45 (Overseas)
Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Electronic testamur)	\$50
Replacement Student ID Card	\$15

Additional Printing	\$100 for 2000 prints (available as credit on Print Card)
Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Physical AHEGS)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Electronic AHEGS)	\$15
Hire of graduation gown and cap	\$80
Textbooks - please refer to <i>Unit Outlines</i> for prescribed textbooks. The indicative cost is approximately \$120 per unit (if purchased).	Approximately \$120 per unit

Non-refundable Fees and Charges

Some administrative and incidental fees and charges are not refundable once incurred. They are charged separately from tuition fees. Non-refundable fees and charges may include things such as:

- special admissions tests
- goods or services that are in addition to tuition fees and are 'incidental' to the students' studies
- fines or penalties to cover administrative costs, e.g. fines or penalties for late enrolments, late variations to enrolments, late withdrawals from a course, late fees for library loans.

Non-refundable fees and charges may change, or be added to from time to time. Current non-refundable fees and charges are listed on the SI website.

Refund Schedule

Under some circumstances, students who withdraw from the unit(s) of study may be eligible for a full or partial refund depending on the timing of withdrawal and other circumstances.

ITEM	FEE (INCLUDING GST)	REFUND PAYABLE	TIME TO PAY REFUND
Tuition Fee - Total program fee \$AUD (3 years full-time, 6 years part-time) **	\$48,000	Refund of any pre-paid tuition fees less an administration charge	28 days after receiving a complete refund application from the student.
Tuition Fee - Tuition fee for each unit of study (single unit 12.5 credit points) **	\$2,000	Refund of any pre-paid tuition fees less an administration charge of \$500 or	28 days after receiving a complete refund application from the student.

		5% (whichever is the lesser amount).	
Tuition Fee - Tuition fee per semester (3 years full-time)	\$8,000	Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount).	28 days after receiving a complete refund application from the student.
Enrolment Fee - International Students only (includes RPL assessment if relevant)	\$250	Refund of any pre-paid enrolment fee less an administration charge of 5%.	28 days after receiving a complete refund application from the student.
Revised eCoE - International Students only (2nd or subsequent eCoE's issued for any reason)	\$150	NO REFUND	
Late course addition application charge - for applying to add a course after the last date to add a course for the semester (one charge per course addition request)	\$250	NO REFUND	
Late payment charge - where student's account for academic or other fees and charges has an outstanding balance as at the due date for payment	\$100	NO REFUND	
Library Late Return Fee	\$2 per day	NO REFUND	
Library Lost Items	\$100	NO REFUND	
Official Academic Transcript (Physical transcript)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)	NO REFUND	
Official Academic Transcript (Electronic transcript)	\$15	NO REFUND	
Official Letter	\$10 plus express postage \$10 (Australia) or \$45 (Overseas)	NO REFUND	
Replacement Completion Letters	\$15	NO REFUND	
Replacement Cross-Institutional Transcript	\$15	NO REFUND	

Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Physical testamur)	\$70 plus registered postage \$10 (Australia) or \$45 (Overseas)	NO REFUND	
Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Electronic testamur)	\$50	NO REFUND	
Replacement Student ID Card	\$15	NO REFUND	
Additional Printing	\$100 for 2000 prints (available as credit on Print Card)	Full refund of any unused pre-paid credits.	28 days after receiving a refund application from the student.
Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Physical AHEGS)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)	NO REFUND	
Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Electronic AHEGS)	\$15	NO REFUND	
Hire of graduation gown and cap	\$80	NO REFUND	
Textbooks - please refer to <i>Unit Outlines</i> for prescribed textbooks. The indicative cost is approximately \$120 per unit (if purchased).	Approximately \$120 per unit	Please refer to the vendor.	

** (this applies to the three tuition fees)

If a student withdraws, suspends or defers before the current teaching or research period commences, the student may elect to have:

- (a) a refund of 95% or \$500 whichever is the lesser of the tuition fees paid for the current teaching or research period; or
- (b) a credit for their next fee instalment equivalent to 100% of the tuition fees for the current teaching or research period.

If a student withdraws or suspends after commencement but before the census date in the current teaching or research period, the student may elect to have:

- (a) a refund of 80% of the tuition fees paid for the current teaching or research period; or
- (b) a credit for their next fee instalment equivalent to 100% of the tuition fees for the current teaching or research period.

If a student withdraws or suspends after the census date in the current teaching or research period,

SI will not provide a refund.

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If a **student is refused a visa with appropriate study rights** and:

(a) is unable to commence the course, SI will refund the amount of the course fees, minus the lesser of:

(i) 5% of the amount of the course fees received in respect of the student before the default day; or

(ii) \$500;

or

(b) is unable to continue the course after commencement, SI will refund all unspent tuition fees, calculated as follows:

- *refund amount = weekly tuition fee × weeks in default period*

Applications are not required for refunds under this clause, which will be paid within 20 working days of the day on which SI refuses to provide, or continue providing, the course to the student.

If a **student fails to complete enrolment and commence** on the agreed starting date without having withdrawn or deferred, the student may elect to have:

(a) a refund of 75% of the tuition fees paid for the current teaching or research period; or

(b) a credit for their next fee instalment equivalent to 75% of the tuition fees paid for the current teaching or research period, in which case the withdrawal rule above will be used.

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If a **student is not permitted to commence or continue because of failure to pay** an amount owing to SI in order to undertake the course, SI will not refund any tuition fees for the current teaching or research period (unless suspension or termination occurs and the student withdraws before the relevant census date, in which case the withdrawal rule above will be used).

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If a **student has breached a visa condition**, with the result that SI refuses to provide, or continue to provide, a course, SI will not refund any tuition fees paid for the current teaching or research period (unless suspension or termination occurs and the student withdraws before the relevant census date, in which case the withdrawal rule above will be used).

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If a **student has had their enrolment suspended or terminated** for misconduct or breach of SI's student

discipline or academic integrity rules, policies or procedures, SI will not refund any tuition fees paid for the current teaching or research period (unless suspension or termination occurs and the student withdraws before the relevant census date, in which case the withdrawal rule above will be used).

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If a **student has provided fraudulent information** in their application with the result that SI withdraws an offer of a place or terminates a student's enrolment. SI will not refund any tuition fees paid for the current teaching or research period.

If, after appropriate measures taken under relevant SI rules, policies and procedures, a **student fails to make satisfactory academic progress** with the result that SI refuses to permit the student to continue, SI will not refund any tuition fees paid for the current teaching or research period (unless suspension or termination occurs and the student withdraws before the relevant census date, in which case the withdrawal rule above will be used).

In relation to suspensions or terminations by SI, the suspension or termination date will be:

- (a) the date on which any final decision is made by SI or relevant appellate body in relation to the student's case; or
- (b) the date on which the time for making any such appeal expires.

Applications are required for refunds under this clause, which will be paid within 15 working days of receipt of the relevant application.

If an **intending student obtains permanent residence before enrolling and is transferred to a Commonwealth supported place**, the intending student may elect to have:

- (a) a refund of the fees paid; or
- (b) all or part of the fees paid credited against fees payable in relation to the Commonwealth supported place for the current and future teaching or research periods.

Applications are required for this refund, which will be paid within 15 working days. If the student does not apply for a refund, SI will retain the funds and apply them as specified in (b) of the above clause.

If a **student obtains permanent residence after enrolling but before census date in the current teaching and is transferred to either a Commonwealth supported place or domestic fee paying place**, the student may elect to have:

- (a) a refund of the difference between the fees paid for the current teaching period and the amount now payable for that period; or
- (b) a credit, equal to the difference between the fees paid for the current teaching period and the amount now payable for that period, against fees payable in relation to the Commonwealth supported or domestic fee paying place.

Applications are required for this refund, which will be paid within 15 working days. If the student does

not apply for a refund, SI will retain the funds and apply them as specified in (b) of the above clause.

If a student obtains permanent residence after the census date in the current teaching period, SI will not refund any tuition fees paid for the current teaching period.

If a student obtains permanent residence but is unable to transfer to a Commonwealth supported place or domestic fee paying place due to unavailability of places or ineligibility of the student, SI will refund 100% of the fees paid on account of:

- (a) the current teaching period; and
- (b) any future teaching periods.

Applications are required for this refund, which will be paid within 15 working days.

SI will refund student services and amenities fees only if the student has withdrawn or ceased before the relevant census date.

Refunds of **student services and amenities fees** will be processed together with the refund of tuition fees. A separate application is not required.

SI will refund money received on account of **overseas health cover** for a student if:

- (a) the student is unable to complete the course in circumstances covered by the overseas health cover provider's policy; and
- (b) SI has not yet forwarded funds received on account of the student's overseas health cover to SI's overseas health cover provider.

A student seeking a refund of overseas health cover fees from SI must complete the relevant Request for Refund form and provide:

- (a) their full name;
- (b) their date of birth;
- (c) their membership number (provided to the student by the SI Office);
- (d) a statement of the reason for seeking the refund; and
- (e) evidence of the date of:
 - (i) transfer to another University; or
 - (ii) departure from Australia.

If SI has forwarded the funds to the nominated overseas health cover provider, a student seeking a refund must apply directly to the provider, and must provide:

- (a) all of the information required;
- (b) a copy of the receipt for the overseas health care payment; and

(c) any other information the provider requests.

A sponsored student whose overseas health cover fees were paid by a third party is not entitled to a direct refund. SI will liaise with the overseas health care provider and the sponsor to arrange payment of a refund to the sponsor.

If SI defaults in its required obligations, it will either:

- (a) arrange for the student to be offered a place in a course at SI's expense; or
- (b) pay a refund as provided.

The student may elect whether to accept the offer of an alternative place, or to obtain a refund.

If: (a) the course fails to start on the agreed starting date;

(b) the course ceases to be provided by SI after it has started but before the student has completed; or

(c) SI is unable to provide the course in full as a result of a sanction imposed by a government regulator

SI will refund:

(i) all unspent tuition fees, calculated as follows:

- $refund\ amount = weekly\ tuition\ fee \times weeks\ in\ default\ period;$ and

(ii) any SI application fees.

Applications are not required for refunds where SI defaults. Refunds will be paid within 10 working days of the agreed starting date or the date on which the course ceases to be provided.

Complaints and Appeals

Complaints about refunds or applications for refunds should be made and will be addressed consistently with the *Complaints and Appeals Policy*.

Statement of Tuition Protection Service (TPS)

Under the requirements of the *Education Services for Overseas Students (ESOS) Act 2000* SI is required to protect international students in the event SI ceases to provide a course of study in which a student is enrolled.

SI has met the tuition protection requirements through current membership of the Tuition Protection Service (TPS), an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

1. complete their studies in another course or with another education provider, or,
2. receive a refund of their unspent tuition fees.

In the unlikely event SI is unable to deliver a course you have paid for and does not meet its obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

For more information see the Tuition Protection Scheme Overview for International Students at <https://tps.gov.au/>.

Australian Consumer Law

This *Fees Policy*, and the availability of a complaints and appeals process, does not remove the right of a student to take action under Australia's consumer protection laws.

Responsibility

The administration of fees payable as specified in the *Schedule of Fees* is the responsibility of the Provost who will, by notice, determine pursuant to this policy:

- the method of advice of fees payable
- the date for payment of fees
- the circumstances in which a fee may be waived or deferred by way of a payment plan, if appropriate
- a student's eligibility for a refund or waiver of the whole or portion of the fees paid, and
- administrative and miscellaneous fines and charges.

Review Schedule

The *Corporate Governance Board* reviews the *Schedule of Fees* a minimum of once per year, or sooner if required.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	06/02/2020		06/02/2021
2	Corporate Governance Board	29/07/2020	Updated to include other fees and charges and TPS	29/07/2021

▲ Linked Documents

Program Modification and Tuition Fee Refund Policy
Academic Calendar
Student Handbook

↗ Website Plan
↗ Application for Enrolment
↗ Refund Request Form

End of document: "Schedule of Fees"

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