

Student Fees and Charges Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	06/02/2020

Purpose

The *Student Fees and Charges Policy* applies to all students, and to all fees and charges payable to the Sydney Institute of Higher Education (SIHE) for tuition and related activities. Fees are established in accordance with the *Higher Education Support Act 2003*. This policy outlines the basis on which the SIHE collects fees from students. It defines the types of fees and charges and provides the authorities to determine the types of fees.

Scope

This Policy applies to all fees charged by SIHE for programs, units of study and associated administrative matters.

Principles

SIHE has established that fees will be payable by a student as set out in a *Schedule of Fees* which will be reviewed at least annually and be published online and in relevant publications. The *Schedule of Fees* will be published prior to the opening of enrolments for the following *Academic Calendar* year.

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.

SIHE may impose a late payment fee where a student has not paid tuition fees or up-front student contribution (where applicable) by the advised due date for payment.

SIHE may impose a late enrolment fee for enrolment or re-enrolment in courses that are not made by the advised due date for enrolment. The enrolment will not be made effective until such fee has been paid.

SIHE may impose a program cancellation fee for international fee-paying students.

SIHE will cancel the enrolment of a Commonwealth supported student who has not complied with their Department of Education obligations by the census date.

A fee-paying student who has not paid tuition fees by the advised due date may have the student's enrolment at SIHE cancelled.

A student who has outstanding fees owing to SIHE and the amount is greater than the threshold determined by the President for this purpose, will not be permitted further enrolment (except where any Commonwealth or State legislation or code of practice provides otherwise), will have their academic results withheld and will not be eligible to graduate until the debt is paid in full.

SIHE may set out charges for goods and services such as food, transport and accommodation costs associated with the provision of field trips that form part of the program.

SIHE may set student services and amenities fees.

Students may incur costs associated with their own personal professional accreditation, including, for example, special admissions tests required by external accrediting bodies or Government agencies.

Refunds

The Provost refunds relevant fees to a student in accordance with *Program Modification and Tuition Fee Refund Policy* and this policy.

A student excluded, suspended or expelled under SIHE policy or procedure is not entitled to a refund (except where any Commonwealth or State legislation or code of practice provides otherwise).

Grievances

A student may seek a review of a decision to refuse a refund of student fees in whole or part. A student who remains dissatisfied following a review has no further internal avenue of appeal within SIHE. The student will have the option to lodge an external appeal pursuant to the *Student Complaints and Appeals Policy*. There may be costs involved in lodging an external appeal.

The availability of a complaints and appeals process, i.e. the option to request a review under the *Student Complaints and Appeals Policy*, does not remove the right of a student to take action under Australia's consumer protection laws, concerning the refund of fees.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates the responsibility for the day-to-day implementation of this

policy to the Provost.

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	Approval by	Date of Approval	Revision Notes	Next Review
1	Corporate Governance Board	06/02/2020	Adopted	06/02/2021
1	Corporate Governance Board	30 September 2022	Standard review. No changes required to policy.	30 September 2025

End of document: "Student Fees and Charges Policy"

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Related Documents

		Program Modification and Tuition Fee Refund Policy
		Student Complaints and Appeals Policy
		Schedule of Fees