

Schedule of Fees

Sydney Institute of Higher Education Pty Ltd
 ABN 49 618 742 813
 CRICOS provider number: 03866C

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| Version number | 4 |
| Approved by | Corporate Governance Board |
| Date of approval | 30 September 2022 |

Purpose

The Schedule of Fees defines all fees and charges payable to the Sydney Institute of Higher Education (SIHE) 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 term.

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 SIHE including:

- program 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;
- student support services;
- examinations or assessments;
- internal appeals.

Tuition fees are charged on a ‘per unit of study’ basis and denominated in Australian dollars (\$AUD).

Students will be charged the full amount for repeating any units of study.

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|---|---|--|-------------------------------------|--|--|
| Tuition Fee (for students commencing in 2022) | Bachelor of Business (Accounting) (102736M) | Bachelor of Information Technology (110405H) | Graduate Certificate of Information | Graduate Diploma of Information Technology | Master of Information Technology (108804M) |
|---|---|--|-------------------------------------|--|--|

| | | | Technology (108806J) | (108805K) | |
|------------------------------------|----------|----------|----------------------|-----------|----------|
| Program duration (full time) | 3 years | 3 years | 0.5 years | 1 year | 2 years |
| Total program fee \$AUD | \$48,000 | \$48,000 | \$8,000 | \$16,000 | \$32,000 |
| Tuition fee for each unit of study | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 |

Variation of Tuition Fees

SIHE will not normally vary fees within a calendar year.

SIHE 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

- SIHE 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 SIHE'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, SIHE will withdraw the previous schedule and publish the new fees schedule on the SIHE 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 SIHE. These fees apply to all students except where indicated and are correct as at the date of approval of this policy. 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 SIHE staff to help arrange visa length cover with an OSHC provider. Please contact the [International Student Support Advisor](#) for more information.

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| Non-refundable application fee | \$250 |
| Each Reissued CoE: International Students only | \$150 |
| Late program addition application charge - for applying to add a program after the last date to add a program for the semester | \$250 |
| Late payment charge: where student's account for academic or other fees and charges has an outstanding balance by the due date | \$200 |
| Library Late Return Fee Per Day | \$2 |
| Library Lost Items | \$100 |
| Late payment penalty | \$200 |
| Administration fee for Timetable Change | \$100 |
| Administration fee for discontinuation of study | \$500 |
| Administration fee for any refund | \$330 |
| Reissue of Official Academic Transcript (Physical transcript) | \$100 |
| Reissue of Official Academic Transcript (Electronic transcript) | \$50 |
| Official Letter | \$20 |
| Replacement of Completion Letters | \$20 |
| Replacement of Cross-Institutional Transcript | \$20 |
| Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Physical testamur) | \$100 |
| Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Electronic testamur) | \$50 |
| Replacement of Student ID Card | \$20 |
| Printing Per Page or Copy Per Page in Black & White | \$0.2 |
| Printing Per Page or Colour Copy Per Page in Colour | \$1.0 |
| Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Physical AHEGS) | \$50 |

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| Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Electronic AHEGS) | \$20 |
| 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). | \$120 |

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:

- payment processing fees for credit card and debit card payments
- 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 program, 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 SIHE 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. Please refer to the *Program Modification and Tuition Fee Refund Policy* for more information.

| | | |
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| 1 | Enrolment/Application fee, Re-enrolment fee, material fee, administration fee, accommodation placement fee, airport pickup/transfer fee, textbook fee, stationary fee, and any non-refundable fees and charges. | Non-Refundable |
| 2 | Withdrawal for visa refusal in writing and received by SIHE within 14 days of the visa refusal letter issued by the Department of Home Affairs but before your original course commencement date if the refusal is not due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by Department of Home Affairs. | 100% refund of tuition fee paid |
| 3 | Withdrawal for visa refusal in writing and received by SIHE within 14 days of the visa refusal letter issued by the Department of Home Affairs but after your original course commencement date if the refusal is not due to your actions, such as forged or fraudulent document, or failure to provide the documents required by Department of Home Affairs. | 100% refund of the UNUSED tuition fee paid |
| 4 | Withdrawal for visa refusal in writing and received by SIHE if the refusal is due to your actions, such as forged or fraudulent documents, or failure to provide the documents required by Department of Home Affairs. | No refund of any fee paid |
| 5 | Withdrawal for visa refusal in writing and received by SIHE more than 14 days of the visa refusal letter issued by Department of Home Affairs | No refund of any fee paid |
| 6 | Withdrawal in writing and received by SIHE after your visa granted by Department of Home Affairs | No refund of any fee paid |

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| 7 | Withdrawal in writing and received by SIHE 28 days or more prior to course commencement date | 50% refund of the tuition fee paid |
| 8 | Withdrawal notified in writing and received by SIHE less than 28 days prior to course commencement date | 30% refund of the tuition fee paid |
| 9 | Withdrawal after the original course commencement date | No refund of any fee paid |
| 10 | Termination of enrolment/study for failure to comply with SIHE's policies and procedures and, or Department of Home Affairs visa requirements | No refund of any fee paid |
| 11 | If any submitted application or enrolment document is found forged or otherwise fraudulent | No refund of any fee paid |
| 12 | All refunds will attract an administration fee: \$500. | |

| ITEM | FEE (INCLUDING GST) | REFUND PAYABLE | TIME TO PAY REFUND |
|--|---------------------|--|---|
| Tuition Fee - Tuition fee for each unit of study. A single unit of study is equivalent to 12.5 credit points. A total of 300 credit points is required to complete the program. | \$2,000 | Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount). See Refund of Fees section below. | Within 28 days after receiving a completed Refund Request Form. |
| Application Fee - includes RPL assessment if relevant | \$250 | NO REFUND | |
| Each Reissued CoE: International Students only | \$150 | NO REFUND | |
| Late program addition application charge - for applying to add a program after the last date to add a program for the semester | \$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 | \$200 | NO REFUND | |
| Library Late Return Fee | \$2 per day | NO REFUND | |
| Library Lost Items | \$100 | NO REFUND | |
| Late payment penalty | \$200 | NO REFUND | |
| Administration fee for Timetable Change | \$100 | NO REFUND | |
| Administration fee for any refund | \$330 | NO REFUND | |
| Administration fee for discontinuation of study | \$500 | NO REFUND | |

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| Reissue of Official Academic Transcript (Physical transcript) | \$100 plus express postage \$10 (Australia) or \$45 (Overseas) | NO REFUND | |
| Reissue of Official Academic Transcript (Electronic transcript) | \$50 | NO REFUND | |
| Official Letter | \$20 plus express postage \$10 (Australia) or \$45 (Overseas) | NO REFUND | |
| Replacement Completion Letters | \$20 | NO REFUND | |
| Replacement Cross-Institutional Transcript | \$20 | NO REFUND | |
| Replacement Testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (Physical testamur) | \$100 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 | \$20 | NO REFUND | |
| Printing Per Page or Copy Per Page in Black & White | \$0.02 | Full refund of any unused pre-paid credits. | Within 28 days after receiving a completed Refund Request Form. |
| Printing Per Page or Colour Copy Per Page in Colour | \$1.00 | Full refund of any unused pre-paid credits. | Within 28 days after receiving a completed Refund Request Form. |
| Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Physical AHEGS) | \$50 plus express postage \$10 (Australia) or \$45 (Overseas) | NO REFUND | |
| Australian Higher Education Graduation Statement (AHEGS) - replacement or reissue (Electronic AHEGS) | \$20 | 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. | |

Refund of Fees

Full tuition fee refunds

Full tuition fee refunds are payable if:

1. SIHE is unable to provide the academic program offered and the student does not wish to undertake an alternate program at SIHE's expense.
2. The offer of enrolment is withdrawn by SIHE for reasons other than incorrect or incomplete information supplied by the student (or the student's agent) at the time and the student does not wish to undertake an alternate program at SIHE's expense.
3. An Australian visa application is refused before the Commencement Date of the program. Refund of all fees minus the lesser of an administrative charge of 5% of one term's tuition fees, or \$500. Students must submit a Refund Request Form and supply evidence of their visa refusal to SIHE.
4. Approval of an Australian visa is delayed for reasons beyond the student's control resulting in the student being unable to commence the program in which they have accepted an offer of a place. Refund of all fees minus the lesser of an administrative charge of 5% of one term's tuition fees, or \$500. Students must submit a Refund Request Form and supply evidence that their visa has been delayed for reasons beyond their control.
5. Where the student gives SIHE written notice to withdraw more than 28 calendar days before the Commencement Date.

If SIHE is unable to provide a refund or place the student in an alternative program, then, under Division 3, the Tuition Protection Services, TPS Director will provide the student with options for a suitable alternative program (if any such programs are available). SIHE will notify, in writing, the TPS Director of the default within 3 business days of the default occurring. SIHE will also notify, in writing, the students to whom the default has affected.

Partial Tuition Fee Refunds

Where a student fails to commence, discontinues or withdraws from a program, SIHE may provide a partial tuition fee refund within 28 calendar days from the date the student submits a Refund Request Form. The amount of the tuition fee refund, if any, will be calculated as follows:

1. Where the student gives SIHE written notice to withdraw 28 calendar days or less from the Commencement Date, SIHE will refund 70% of students commencing term's tuition fees and the remainder of any unused tuition fees for future terms that have been paid in advance.
2. Where the student gives SIHE written notice to withdraw, fails to commence or discontinues after the Commencement Date but before the Census Date, SIHE will refund 50% of students commencing term's tuition fees and the remainder of any unused tuition fees for future terms that have been paid in advance.

For more information please refer to the *Enrolment Policy*.

No Tuition Fee Refunds

Where the student gives SIHE written notice to withdraw, fails to commence or discontinues after the Census Date, SIHE will not refund any of the students commencing term's tuition fees. However, SIHE will refund the remainder of any unused tuition fees for future terms that have been paid in advance.

Where SIHE cancels the student's enrolment after the census date, SIHE will not refund any of the students commencing term's tuition fees. However, SIHE will refund the remainder of any unused tuition fees for future terms that have been paid in advance.

Fraudulent actions of the student

SIHE will not refund any of the students commencing term's tuition fees where the student (or the student's agent) has provided fraudulent information to SIHE including:

1. making a material misrepresentation at any time when applying for enrolment to a program or when satisfying any condition of enrolment,
2. failing to disclose to SIHE a fact or circumstance material to SIHE's decision to enrol the student into a program,
3. obtaining or accepting an offer of enrolment or a conditional offer of enrolment on the basis that any prior educational qualification, English language test result or other evidence required by SIHE to make an offer was obtained wholly or partly by fraud, academic misconduct or other dishonesty and results in SIHE withdrawing an offer or cancelling the student's enrolment.

Failure to obtain the necessary visa or travel documents

Where an Australian visa application is refused or is delayed for reasons beyond the student's control resulting in the student being unable to commence the program, the student may be eligible for a full tuition fee refund (see above).

However, SIHE will not refund any of the commencing term's tuition fees were an Australian visa application is refused or delayed due to:

- failure on the part of the student (or the student's agent) to provide any required documentation to the Department of Home Affairs (DHA) in a timely manner,
- the student providing fraudulent documents or misleading information to the Department of Home Affairs (DHA), or
- the student failing to respond to any reasonable request from the Department of Home Affairs (DHA) that would be necessary for the issuance of the Australian visa.

Deferral of Studies

Where a student, upon after accepting an offer of enrolment, gives written notice prior to the Census Date of their intention to defer their place in the program to the next available intake, all tuition fees

will be transferred to the next available intake. The next available intake will be the following term. An offer of enrolment may be deferred for up to 12 months. If after deferring a student gives written notice to withdraw from a program, fails to commence or discontinues, a refund will be processed in accordance with the timeframes and circumstances relevant to the date of the original deferral.

Please refer to the *Program Modification and Tuition Fee Refund Policy*.

Provider default by SIHE

Under section 46A of the *ESOS Act* where SIHE defaults, in relation to an overseas student or intending overseas student and a course at a location, if:

- (a) the provider fails to start providing the program to the student at the location on the agreed starting day; or
- (b) after the program starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the program before the default day.

Where SIHE defaults, it will either:

- (a) arrange for the student to be offered a place in an alternate program at SIHE's expense; or
- (b) pay a refund as provided under the policy.

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

Where there is a default by SIHE, applications are not required for refunds, which will be paid within 14 calendar working days of the agreed starting date or the date on which the course ceases to be provided.

Refund of Overseas Student Health Cover (OSHC)

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

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

A student seeking a refund of overseas health cover fees from SIHE must complete a Refund Request Form available on the SIHE website and provide:

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

If SIHE 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. SIHE will liaise with the overseas health care provider and the sponsor to arrange payment of a refund to the sponsor.

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* SIHE is required to protect international students in the event SIHE ceases to provide a course of study in which a student is enrolled.

SIHE 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 SIHE 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 |
| 3 | Corporate Governance Board | 27/11/2020 | Update refund policies | 27/11/2021 |
| 4 | Corporate Governance Board | 30 September 2022 | Update refund policies and refund amount and conditions when a refund is available. Also update certain fees and charges, implement increase in charges to reflect current cost. | 30 September 2025 |

End of document: "Schedule of Fees"

Document ID: 10199, Revision No : (12), Created : March 20, 2020 12:59 pm, By : Nigel Finch, Last updated : October 18, 2022 6:28 pm, Updated by : Nigel Finch, Next Review by : Nigel, Pearl, Review Scheduled For : (not set)

Produced & Printed : Wednesday 19th of October 2022 08:36:34 AM "Sydney Institute of Higher Education ABN 49 618 742 813 TEQSA PRV14323 CRICOS 03866C"

Linked Documents

| | | |
|---|---|--|
|  |  | Program Modification and Tuition Fee Refund Policy |
|  |  | Academic Calendar |
|  |  | Student Handbook |
|  |  | Website Plan |
|  |  | Application for Enrolment |
|  |  | Refund Request Form |