

HDR Fee and Refund Guide

This document outlines the Fees policy relating to international fee-paying Higher Degree Research (HDR) candidates. It does not apply to international students enrolling in coursework programs nor the refund of fees for Overseas Student Health Cover (OSHC).

Definition of Terms:

Fee Refund - A return of funds which the candidate has paid to the University. All fees are calculated and paid in Australian Dollars.

Enrolment Period (EP) - A division of the academic year. There are two Enrolment Periods (EPs) or semesters in each calendar year: EP1 runs from 1 January till 30 June and EP2 from 1 July till 31 December.

Study Load - A representation of a candidate's full-time or part-time enrolment status in numerical format calculated on the basis of full-time equivalent years. A full-time load is calculated as 0.5 years or EFTSL (Equivalent Full-time Study Load) per EP while a part-time load is 0.25 years or EFTSL per EP.

Census Dates –Census dates for continuing HDR candidates are 7 February for EP1 and 7 August for EP2.

HDR Fees for Commencing Candidates

1. The HDR Commencement Fee corresponds to one full EP's tuition fees to be paid in advance upon acceptance of the offer of admission.
2. Candidates will be responsible for any bank charges incurred through payment by telegraphic transfer, bank draft, credit card or fluctuation in currency exchange rate. Such charges should be taken into account when sending payment to the University.
3. If an HDR candidate who intends to study in Australia is refused a visa by the Australian Government, then all fees paid in advance will be fully refunded to the candidate and their admission will be cancelled. The candidate shall provide documentary evidence of the unsuccessful visa application in order to have their refund processed (see Refund Procedure below). HDR candidates approved to study from overseas do not require an Australian student visa and must pay fees for each semester of enrolment.
4. If an HDR candidate has made payment of fees in advance and the course is subsequently cancelled, then all fees paid in advance will be fully refunded to the candidate (see Refund Procedure below).

HDR Fees for Continuing Candidates

1. Once enrolled, HDR fees are calculated on a pro-rata (ie, daily) basis and are based on the candidate's study load for that EP. Continuing fee-paying HDR candidates are charged tuition fees at the beginning of each EP and are required to pay these fees by the due date.
2. For a continuing HDR candidate, any credit balance from the previous EP may be carried forward and applied to the fees of the subsequent EP. Any remaining balance shall be paid by the candidate before the payment due date.
3. Payment due dates for continuing HDR candidates are 25 January for EP1 and 25 July for EP2. Failure to pay the fees by the due date will trigger a \$200 fine for late payment.
4. Fees will be indexed each year in accordance with the University's Fee Policy.
5. Fees are payable until the candidate submits their thesis or withdraws from the program.
6. If an HDR candidate is on scholarship and their scholarship is due to expire, fees will be calculated on a pro-rata basis from the expiry date of the scholarship to the end date of the EP in which the scholarship will end. HDR candidates are expected to pay this pro-rated fee before the payment due date of the EP in which the scholarship will end. For example, if the candidate's scholarship will expire on 27 August, fees will be payable for the period from 28 August till 31 December and the candidate will be expected to pay these fees by 25 July.
7. At the time of thesis submission, fees will be recalculated from the beginning of the current EP till the thesis submission date. If there is any credit balance, the candidate may seek a refund of this balance (see Refund Procedure below).
8. Following the examination of the thesis, if the candidate is required to make minor or major corrections, they will not be required to re-enrol or pay tuition fees. However, if a candidate is required to revise and

resubmit the thesis, the candidate will be re-enrolled for a period of no more than 12 months and fees will be payable until the thesis is re-submitted for a second examination.

Withdrawal and Termination

1. If an HDR candidate voluntarily withdraws from the research program prior to the census date of the current EP (either 7 February for EP1, or 7 August for EP2), any fees paid in advance will be fully refunded to the candidate (see Refund Procedure below). If the candidate withdraws after the census date, there will be no refund of fees. If the candidate has fees owing at the time of withdrawal, the candidate is responsible for payment of such debt and any late payment fines which may be incurred.
2. If an HDR candidate is terminated from the research program because of unsatisfactory progress, a breach of their visa conditions, failure to pay fees or for misbehaviour, then there will be no refund of fees. If the candidate has fees owing at the time of termination, the candidate is responsible for payment of such debt and any late payment fines which may be incurred.

Refund Procedure:

1. An HDR candidate wishing to obtain a refund will need to contact the Higher Degree Research Office (HDRO) to obtain a "Request for Refund" form.
2. The candidate is to return the completed "Request for Refund" form with the relevant details to the HDRO.
3. Upon verification of all information, the HDRO will liaise with Student Fees to organise the refund. This may take up to 4 weeks.
4. Refund payments will be made in Australian Dollars either by electronic funds transfer (EFT) to a recipient within Australia or by international bank draft to a recipient overseas.
5. Refunds will be made payable in the name of the candidate or overseas sponsor, as applicable.

Exclusion

The University assists international candidates in organising the OSHC and all OSHC fees paid to the University will be passed on to the Health Care Provider. Once the OSHC is organised, requests for refunds of the OSHC payment will need to be made to the Health Care Provider directly and in accordance with their fee policy.

Appeals

If the candidate is not satisfied by the decision made regarding the refund of fees, they may submit a written appeal to the Higher Degree Research Office. The appeal must be addressed to the Director, HDRO and all relevant correspondence between the candidate and HDRO must be attached. The appeal will be considered by the Director or his nominee, and the student will be informed of the result of the appeal within 14 days of the receipt of the appeal.

If the appeal is not upheld by the Director or his nominee, it may be taken to the Dean HDR who will determine the matter on the basis of this policy and the Department of Education, Employment and Workplace Relations' National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

These appeal provisions do not circumscribe the student's rights to pursue other legal remedies for disputes which they may have against the University in relation to your entitlement to a refund.

This guide and the availability of complaints and appeals processes do not remove the right of the candidate to take action under Australia's consumer protection laws.

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