

MRes Fees Refund Guide

This Guide outlines the Fees policy relating to international students enrolled in the Master of Research (MRes) program only. It does not apply to international students enrolling in other postgraduate coursework programs nor the refund of fees for Overseas Student Health Cover (OSHC).

Domestic students supported under the [Commonwealth Support Scheme](#) will be bound by the Rules and Policies of the scheme.

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.

Commencement Fee – A deposit that students pay on acceptance of their offer, and which contributes towards tuition fees in the program. The amount required is fixed and is written in the letter of offer.

Study Period – The appropriate period of enrolment of the unit(s) undertaken by the student. This may correspond to a semester, a session or a term.

Commencing Study Period – The first study period in which the student enrolls.

Commencement Date – The first day of the student's commencing study period. This will usually be the student's first day of classes.

Census Date – the last day to withdraw from a unit or a program without penalty.

Domestic students:

Domestic students enrolling in the first year of the BPhil/MRes program are supported under the [Commonwealth Support Scheme](#) and will be subjected to the rules and policies relevant to this scheme. Once enrolled, domestic students will be liable for a contribution towards the units they have undertaken. Withdrawal of units before the census date may reverse the contribution, but withdrawal of units after the census date will result in a financial penalty. However, [remission or re-crediting a HECS-HELP debt](#) may be considered under exceptional circumstance.

Domestic students enrolling in the second year of the MRes program are supported under the [Research Training Scheme \(RTS\)](#).

Student Services and Amenities Fee (SSAF) – Domestic students are required to pay SSAF at the time of enrolment. SSAF is not supported by Commonwealth Supported Scheme. There will be no refund of SSAF if students withdraw after the census date.

International students:

Refund Procedure

1. International students studying in the MRes program wishing to obtain a refund will need to contact the Higher Degree Research Office (HDRO) to obtain a 'Request for Refund' form.
2. The student must then complete and return the '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 an overseas sponsor, as applicable.

Eligibility for Refund of Fees

1. SPECIAL CONSIDERATION

- 1.1 Special consideration may be given to any refund request regardless of other provisions set out in the rest of this policy. This may change the amount of fees that are refunded.
- 1.2 Withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees. Exceptional circumstances may include but are not limited to:
 - (i) A student visa application being refused prior to the commencement of the program,
 - (ii) Serious illness or disability which prevents continuation of study,
 - (iii) Death or serious illness of the student or a member of their immediate family (parent, sibling, spouse, or child), and
 - (iv) Political or civil unrest, or natural disaster.
- 1.3 All applications for special consideration must be accompanied by evidence documenting the circumstances (eg. Medical certificate).

2. STUDENTS WHO ARE NOT ELIGIBLE FOR REFUND

- 2.1 If a student is found to have provided false or misleading information to Macquarie University at any time, or has been excluded on the ground of academic misconduct, the University reserves the right to retain up to 100% of any fees paid and may annul that student's enrolment.
- 2.2 A student who withdraws from a course after the census date of the relevant study period will not be eligible for a refund unless special consideration is given.
- 2.3 A student who has credit in their account but is not completing their studies in that study period will not be eligible for a refund unless special consideration is given. The credit will remain in the student's account and will be allocated towards tuition fees for subsequent semesters. This includes credit from:
 - (i) Overpayment in any study period, and
 - (ii) Withdrawal from one or more units after payment has already been made.

3. Commencement Fee – MRes Students

- 3.1 The commencement fee is a deposit that contributes towards tuition fees in the program. Each international student must pay a commencement fee in order to accept their offer of admission to Macquarie University and to enable their application for a student visa. A student may withdraw from their program at any time. However any refund of the commencement fee will depend on the date that HDR Office receives the Withdrawal from Study form:

Table 1

Withdrawal Date	Deduction (non-refundable component)
Prior to commencement date	\$1,000
After commencement date but before census date	\$2,000

After census date of the commencing study period	No refund
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3.2 Where a student has completed a course in a packaged program and did not meet the conditions to allow them to commence the next course in the packaged program, they may make a request for a refund of any commencements fee paid for the main program subject to Table 1 above, i.e. failure to complete the first component of a package course does not entitle the student to a full refund, but instead to a partial refund.

4. Continuing MRes Students

4.1 For subsequent study periods, the student is expected to make payment for tuition fees prior to the commencement date of that study period. A student may withdraw from their program at any time, however any refund of tuition fees will depend on the date that the Higher Degree Research Office receives the Withdrawal of Units and Refund Request forms:

Table 2

Withdrawal Date	Deduction (non-refundable component)
Before the first day of the relevant study period	Full refund
After the first day of the relevant study period but before the census date of that study period	\$1,000
After census date of the relevant study period	No refund

4.2 The only exception to Table 2 occurs when the student has been notified of their ineligibility to continue in the program after they have made a payment of tuition fees, and their enrolment has been cancelled. Where this is the case, the student is entitled to a full refund.

5. Students who obtain Permanent Residency status in Australia

5.1 A student who obtains permanent resident status in Australia before commencing their studies should provide evidence of their new status to Higher Degree Research Office to change their status to a domestic student.

5.2 If a continuing MRes student obtains permanent residency status in Australia during their study at Macquarie University, they will need to complete a Change of Status form which is available from the HDR Office, and submit with evidence of their new residency status. If the change of status is received prior to the census date (31 March for first semester, or 31 August for second semester), then a change to a domestic student status may take effect from that semester. If the permanent residency is obtained after the census date, they will remain as international student status for the remainder of the semester. The change to a local student status can only take effect from the following semester.

Exclusion

The University assists international candidates in organising their 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 Director of the Higher Degree Research Office. All relevant correspondence

between the candidate and HDRO must be attached. The appeal will be considered by the Director 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, 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 Relation's National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

These appeal provisions do not circumscribe a candidate's rights to pursue other legal remedies for disputes which they may have against the University in relation to their 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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