POLICY ON FEES FOR DOMESTIC STUDENTS ENROLLED IN POSTGRADUATE COURSES

(Approved by Academic Council Resolution 127/99)
(Amended by Academic Council R155/01, R55/03, R139/04)

Definitions

“Initial fee” means the fee applying to a student in the calendar year in which the student first enrolls in the course.

“Ongoing fee” means the fee applying to a student throughout the duration of a student’s enrolment in the course.

“Postgraduate fee course” means a course to which the University has determined that tuition fees will be applied.

“FEE-HELP” means the financial assistance available (from the Federal Government) to students for units of study for which they are not Commonwealth supported students.

(http://www.hesa.uwa.edu.au)

“Cross-institutional enrolment” means a unit or units undertaken at one institution as part of an award course or an enabling course for which the student is enrolled at another institution and which is in accordance with DETYA’s DEST’s definition of a cross-institutional enrolment (http://www.admin.uwa.edu.au/stats/internal/dest_student_help_2006/section3/section3.htm).

1. Overview

This policy sets out the University’s rules for the setting, levying and payment of tuition fees applicable to domestic postgraduate students enrolled in postgraduate coursework degrees, diplomas and certificates.

2. Policy

2.1 DEST Policy

In terms of DEST policy (http://www.goingtouni.gov.au/Main/FeesLoansAndScholarships/Undergraduate/FullFeesAndFEE-HELP/FeePayingStudentsTuitionFees.htm) (http://www.dest.gov.au/NR/rdonlyres/95FCFC22-138C-4EFE-8DB6-C5018E1B185D/10099/AIP.pdf), fees may be applied to students enrolled in any postgraduate course offered by the University except for certain protected categories:

- students enrolled as Commonwealth supported students in units of study - and non fee paying students (students who hold a research training place under the Research Training Scheme and students in places fully funded by an employer);
- students in a postgraduate general nursing course required for initial registration;
- students enrolled in teacher training courses; and,
- certain other courses where permission which have been approved for the enrolment of Commonwealth supported students – for example (at UWA) the Master of Psychology/Graduate Diploma in Education, the Master of Psychology (Clinical) and some
postgraduate courses run through the Albany Centre.

2.2 FEE-HELP

Students enrolled in fee-paying postgraduate coursework courses except those noted above may be eligible to apply for a Commonwealth Government loan (FEE-HELP) to defer all or part of the tuition fees for that course. Students wanting to access a FEE-HELP loan need to complete a Request for FEE-HELP Assistance form and provide their Tax File Number. A maximum of $80,100.00 can be charged to the FEE-HELP account. Details about FEE-HELP are available at http://admissions.uwa.edu.au/page/25339

2.3 UWA Determination of Courses to which Fees are applied

2.3.1 The courses to which fees will be applied is a matter for determination by the Planning and Budget Committee and Academic Council with the advice of the faculties.

2.3.2 Unless the Planning and Budget Committee otherwise authorises in particular cases, from 2000 all postgraduate coursework degrees/diplomas/certificates other than the Graduate Diploma in Education, any combined course which includes the Graduate Diploma in Education, and the Graduate Diploma in Educational Studies, are offered to new entrants on a fee-paying basis only.

2.4 Basis on which fees are levied

2.4.1 Fees are levied for each semester/trimester, and are based on the fees set for the course and on the points value of each unit for which the student enrols in that semester/trimester.

2.4.2 Students who enrol in a course in any year, withdraw before completing a unit in that year, and re-enrol in the course in a subsequent year will be liable for the initial fee applying to new course entrants in that year.

2.4.3 Students who discontinue their studies and have not obtained Approved Leave (www.studentadmin.uwa.edu.au/welcome/approved_leave) must re-apply for admission and will be liable for the initial fee applying to new course entrants in that year.

2.4.4 Students who proceed through an articulated sequence without taking out the lowest level qualification and within the overall time limit permitted for the highest qualification in the sequence, are considered for the purposes of this policy to be continuing students in a single course for the highest qualification in the sequence. The students will be liable for increases in ongoing fees in accordance with the terms of the contract which they signed on entry to the first course in the sequence.

2.4.5 Unless other arrangements are formally negotiated by the parties concerned -

• If a UWA student is permitted to enrol for credit towards their postgraduate course in a unit which belongs primarily to another course at UWA, the student will be liable for fees for that or those unit or units on the basis of the arrangements applying to the course in which the student is enrolled.

• If a student from another university is permitted to enrol on a cross-institutional basis at UWA for a unit or units to be credited to a postgraduate course the student will be liable for fees for that or those unit or units on the basis of the arrangements applying to the course in which the student is enrolled.

• If a UWA student is permitted to enrol on a cross-institutional basis at another institution in a unit
or units to be credit towards their postgraduate course at UWA, fees for that part of the enrolment will be determined by and paid to the host institution.

2.4.6 Students who wish to exit from an RTS course and take out the relevant lesser qualification must normally pay the difference between the fee charged for the course leading to the lesser qualification and the funding received by the University under the RTS in respect of that student, where the RTS funding received is less than the fee charged. This is payable before the lesser qualification can be granted.

2.5 Fee levels

2.5.1 For all students who enrolled in postgraduate fee courses prior to 2000, the terms of any contracts/agreements which they signed (or otherwise accepted) before first enrolment in those courses, apply in relation to increases in fees from year to year of their enrolment.

2.5.2 For all students enrolling in postgraduate fee courses for the first time from 2000, faculties may for the duration of the student’s enrolment in the course either:

• Determine that there will be no change to the ongoing fee; or
• Increase or decrease the ongoing fee annually.

2.5.3 From 2003 faculties must set an initial fee for each course to which the Planning and Budget Committee and Academic Council have approved the application of fees. (Prior to 2003 the setting of the initial fee was the responsibility of the Planning and Budget Committee and Academic Council with the advice of the faculties).

2.5.4 Subject to annual increases in accordance with Consumer Price Index (CPI) changes, fees for all students enrolling in a postgraduate fee-paying course for the first time from 2006 are fixed for the duration of the course, as long as the student’s enrolment has not been discontinued.

2.5.5 As part of its overall responsibility for planning and budgeting, the Planning and Budget Committee will review annually the fees which have been approved by faculties in order to monitor trends and propose policy amendments where appropriate.

2.5.6 Increases or decreases in initial and ongoing fees must not exceed 10% except in exceptional circumstances as determined by faculties.

2.5.7 In determining fee levels, faculties may wish to take into consideration changes in the Consumer Price Index (CPI) (www.abs.gov.au).

3. Administrative Procedures

3.1 Responsibilities of University Secretariat

3.1.1 The University Secretariat advises the Student Administration, via its "New courses" listing, updated after Academic Council meetings, of

• any new fee-paying courses recommended to Senate for approved approval by the Council
• any existing courses to which Academic Council has approved the application of fees.

3.2 Responsibilities of Student Administration

3.2.1 Fee data will be collected in two stages:

1. Cohort information on existing courses; and
2. Information on new courses.

3.2.1 In September, April and August each year, Student Administration initiates the annual process of reviewing fee levels by forwarding to faculties to the designated faculty co-ordinating officer:

1. In April each year cohort information on existing courses:
   - A table of fee-paying courses and fee levels for the current year cohort rate. Where possible, the table will include pre-populated data for current year + 1 rates, with increases at 10%, CPI or both as appropriate for all cohort years other than year + 1 commencing students in existing courses. Faculties will evaluate these differential fee levels for different intake cohorts and advise Student Administration as to the changes they wish to introduce for the following year. This information must be returned to Student Administration by 1 July. Student Administration will liaise with SIMS and Planning Services to distribute this information.

   Note: Where known, new courses will be included for information.

2. In August each year information on new courses:
   - A table will be sent to the designated faculty co-ordinating officer with new courses together with existing courses updated with the information previously supplied in 1 above. Faculties will be required to provide the commencing year + 1 rate for new courses. Faculties may take this opportunity to review previously supplied information. The completed table must be returned to Student Administration by 8 September. Student Administration will liaise with SIMS and Planning Services to distribute this information.

   Note: Faculties are encouraged to supply information on new courses in the first process outlined above. However, the collection of data between new courses and existing courses is separated because of different DEST reporting requirements and a recognition that information on new courses may not be finalised by June.

• a list, for information, of fee-paying courses and fee levels for the following year, showing, where applicable, differential fee levels for different intake cohorts; and
• a list, for completion and return by December, of the courses registered with DEST as fee-paying for the year after next and seeking information on fee levels to be applied for the various courses, including initial fees and ongoing fees for different intake cohorts where applicable.

3.2.2 Student Administration sends students a fee invoice after they enrol and is responsible for the collection and reconciliation of fees.

3.3 Responsibilities of Faculties

3.3.1 Faculties advise Student Administration by December, July and September, each year of any course fee increases to be applied to enrolments in the year after next by annotation of the list circulated to them in September, April and August by Student Administration. (See 3.2)

3.3.2 Faculties must ensure that all publicity material relating to postgraduate fee courses
(Handbook entries, handouts, adverts etc.) includes information on the fees payable for the courses concerned.

3.3.3 Faculties must ensure that each letter of offer of a place in a postgraduate fee course includes or attaches advice which is based on the template on the web maintained by the Secretariat and which covers the following:

- the fee level per point applying in the first calendar year of enrolment;
- whether the fee level per point is fixed for the duration of the course or is subject to increase from calendar year to calendar year;
- if the fee level per point is subject to increase from calendar year to calendar year, the maximum % increase per annum which applies for the course concerned;
- the University’s refund policy (see 3.5.3).

3.3.4 Faculties must not confirm any enrolment unless a copy of the offer accepting the conditions included in or attached to it, is signed and returned by the student.

3.3.5 For students entering a higher course in an articulated sequence, faculties must:

- notify Student Administration if any of these students are to be considered as continuing students (see 2.3.4); and
- provide Student Administration with a copy of the fees contract which they prepare for these students when an offer of a place in the higher course in the sequence is made.

3.4 Responsibilities of Planning Services

By 1 October each year, Planning Services will submit to DEST and publish on the UWA web site a list of fee-paying courses and fee levels for the following year, showing, where applicable, differential fee levels for different intake cohorts.

3.4.1 By 1 August each year, Planning Services submits to DEST the campus file which contains the course fees for the cohorts of the forthcoming year. This information is used by DEST to populate the Course Information System in their Going to Uni (http://www.goingtouni.gov.au) website.

3.4.2 By 1 October 1 each year, Planning Services publishes on the web a schedule of fees for all courses available to domestic students. Semester 2 details are updated by 1 April.

3.5 Responsibilities of Students

3.5.1 Students must pay fees in accordance with the payment instructions set out in the invoice sent to them by Student Administration after they enrol.

3.5.2 If a student has not paid the fee levied for a semester/trimester by the due date, the student

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1 DEST policy provides that once published, the schedule of student contribution amounts, tuition fees or census dates of units can be varied only if Ministerial approval or consent from DEST (depending on the nature of change) has been sought.
enrolment will be cancelled unless the student is eligible for FEE-HELP and has submitted a valid FEE-HELP loan request form, or the student has made other arrangements with Student Administration.

3.5.3 Students withdrawing from a unit in a postgraduate fee course on or before the census date for the relevant semester/trimester will be given a full refund of their fees. No refunds or remission of FEE-HELP debt will be approved after that date unless the Registrar, or nominee, accepts a written appeal that there are extreme mitigating circumstances for the withdrawal. In making this judgement the Registrar may require proof of circumstances claimed. Students must submit an Application for Refund of Paid Tuition Fees and/or Re-credit of FEE-HELP Balance in Special Circumstances, which is available from Student Administration.

3.5.4 The normal fees for late enrolment and change of enrolment apply to students in postgraduate fee courses.

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