POSTGRADUATE FEES ADVICE TO ACCOMPANY AUTHORITY TO ENROL

The University has approved Administrative Procedures for Postgraduate Fee Courses (amended by Academic Council Resolutions 55/03 and 139/04). Clauses 3.3.3 and 3.3.4 of these Procedures read as follows:

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.

Details of the fees payable for the course in which you have been offered a place and of other conditions relating to the fee are set out below for your information. Please read the conditions carefully, and if you are taking up the offer, sign and return one copy of this sheet with your enrolment form. You should retain the second copy for your records.

<table>
<thead>
<tr>
<th>Course Name:</th>
<th><strong>Graduate Diploma in Oil and Gas Engineering</strong></th>
<th>Course Code:</th>
<th>60340</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee per point applying in the first year of enrolment:</td>
<td>$277.70</td>
<td></td>
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</tr>
<tr>
<td>Total number of points:</td>
<td>48</td>
<td></td>
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<tr>
<td>Total cost of course:</td>
<td>$13,330</td>
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<tr>
<td>Fee level fixed for duration of course:</td>
<td>No</td>
<td></td>
<td></td>
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<tr>
<td>If fee level is subject to annual fee increase, maximum % increase per annum:</td>
<td>10%</td>
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</tbody>
</table>

**Conditions relating to the fee**

Once a student has enrolled in a postgraduate fee course, the fee to be levied on that student for the remainder of the course will only be changed by the application, in each calendar year, of an increase per annum to a maximum % as stated above.

Fees will be levied on a semester/trimester basis and will be based on the fees set for the course and on the point value of each unit for which the student enrols in that semester/trimester.

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.

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.
Students who proceed through an articulated sequence 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.
Fees may be paid in any form acceptable to the University under policy in force at the time, (e.g. by cheque in person at the Cashier in Student Administration, Hackett Hall, via lodgement through the post with the enrolment form, or Australia Post Billpay). A receipt will only be issued for payments made directly to UWA.

If a student has not paid the postgraduate fee levied for a semester/trimester by the due date, or submitted a valid FEE-HELP loan request form, or made other arrangements with Student Administration, the a Late Payment Fee may be imposed. Failure to pay in full by the census date will result in the cancellation of your enrolment will be cancelled. A Statement of Account will be issued to you with the due date for payment.

Students withdrawing from 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 will be paid 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.

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

Unless other arrangements are formally negotiated by the parties concerned, the following will apply in relation to FEE-HELP/postgraduate fees for cross-course and cross-institutional enrolments:

- 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 postgraduate fees for that part of the enrolment 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 postgraduate fees for that part of the enrolment on the basis of the arrangements applying to the course from which the unit originates at UWA.

- 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.

You must supply one of this signed conditions form to Student Administration, Hackett Hall to continue with your enrolment. Please refer to your Authority to Enrol.

I have read the above conditions and I accept them.

NAME IN FULL: ____________________________

STUDENT NO: ____________________________

Signature: ________________________________

Date: ________________________________