

Policy Title

Enrolment, Fees and Charges Policy

Preamble

This Policy was approved by Senior Management Group on 11 October, 2018 and incorporates the Deferment and Leave of Absence Policy approved by the Academic Board of Studies on 13 December 2013.

This Policy has been developed and is consistent with the requirements of the:

- Higher Education Support Act (HESA) 2003
- Higher Education Standards Framework (Threshold Standards) 2015
- The Education Services for Overseas Students Act (ESOS) 2000 and
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)

Purpose

This policy establishes Deakin College's principles and administrative requirements in relation to enrolments, fees and charges.

Scope

This policy applies to all commencing and continuing students, including domestic students, temporary or permanent residents and overseas students at all campuses of Deakin College.

Policy

This Policy is underlined by the following principles:

- Students will be provided course information and advice and, enrolment information to enable the successful completion of enrolment or re-enrolment
- Students will be provided comprehensive, accessible and timely information about enrolment, fees and charges
- Information regarding enrolment, fees and charges will be communicated to students and published annually through the Deakin College website and/or Student Portal
- Fees and charges are established annually by the management of Deakin College.
- In accordance with Government legislation and Deakin College policy, fees will be levied and amounts amended from time to time.
- Deakin College reserves the right to suspend, withdraw or terminate a student's enrolment.
- All enrolment and/or enrolment variation will be processed and, a written outcome provided to the student within the time-frames specified in this policy, its associated procedures and scheduled.

2. Enrolment

- 2.1. A commencing or continuing student must undertake enrolment or re-enrolment each trimester to be considered as a Deakin College student.
- 2.2. Enrolment or re-enrolment must be completed on or before the prescribed enrolment or re-enrolment dates.
- 2.3. Course planning advice will be made available to students prior to the completion of the enrolment or re-enrolment period in each study period.
- 2.4. Overseas students and other temporary resident visa holders must ensure that their enrolment complies with their visa requirements and conditions.
- 2.5. To maintain continuity of enrolment in a course, a student must either:
 - Re-enrol in the following study period, or
 - Apply and obtain approval for a Leave of Absence
- 2.6. Generally students will not be permitted to enrol in more than a full-time study load, usually four (4) units, in any trimester.

3. Enrolment variations

3.1. Adding or changing unit(s)

- A student may add or change their unit(s), subject to vacancies in classes, until the end of week 2 in any study period.
- Adding or changing a unit(s) enrolment must be formally completed through the Student Portal or by submitting an Enrolment Variation Form.
- A student must consider the implication of adding or swapping unit(s) on their enrolment, tuition fees or FEE-HELP liability, bursary, scholarship and, if applicable, visa conditions.

3.2. Unit(s) withdrawal

- A student may withdraw from a unit(s) but may be liable for fees or FEE-HELP debt depending on the timing of withdrawal (Refer to Schedule A – Fees, Charges, Important Dates and Penalties).
- Withdrawal from a unit(s) is not permitted after week 10 in any trimester.
- Unit(s) withdrawal must be formally completed through the Student Portal or by submitting an Enrolment Variation Form.
- A student must consider the implication of their unit(s) withdrawal on their enrolment, tuition fees or FEE-HELP liability, bursary, scholarship and, if applicable, visa conditions.
- Deakin College may withdraw a student's enrolment from a unit(s) on the following administrative grounds:
 - As a result of a Deakin College decision. In this instance, an appropriate alternative unit(s) may be made available;
 - Granting of Credit for Prior Learning for the unit(s);
 - The student is subject to an enrolment condition as determined by the Board of Examiners or Deakin College Appeals Committee; or
 - The student has been found guilty of misconduct and withdrawal from a unit has been determined as part of the penalty

3.3. Leave of absence

- A student may apply for leave of absence from their enrolment up to the end of Week 8 but may be liable for fees or FEE-HELP debt depending on the date the request is submitted and granted (Refer to Schedule A – Fees, Charges, Important Dates and Penalties).
- A leave of absence may be granted if compassionate or compelling circumstances beyond the student's control and which has impacted the student's course progress or well-being exist and, is supported by appropriate evidence. A Leave of Absence Form and appropriate supporting documentation must be submitted in order for the leave of absence to be processed.
- A leave of absence may not be granted if the course which the student is enrolled will be phased out. In such circumstance, the student must consult with an Academic Manager prior to applying for a leave of absence.
- A leave of absence will only be granted one trimester at a time, with a maximum of two trimesters.
- For overseas students, the granting of a leave of absence will be communicated to the relevant Australian Government agencies and, the student advised of the implications of the leave of absence on their student visa.
- Students who have been granted a leave of absence must re-enrol on or before the last day of enrolment for the subsequent trimester to retain their place at Deakin College.

4. Course withdrawal

- 4.1. A student may withdraw from a course at any time but may be liable for fees or FEE-HELP liability depending on the timing of the withdrawal (Refer to Schedule A – Fees, Charges, Important Dates and Penalties).
- 4.2. A *Withdrawal Form* and supporting documentation (if required) must be submitted in order for the withdrawal to be processed. Withdrawals submitted after the end of Week 11 will not be processed until after examination results are released.
- 4.3. Commencing students who fail to enrol or continuing students who fail to re-enrol by the last day of enrolment or re-enrolment in any study period are considered to have withdrawn from their course.
- 4.4. For overseas students, withdrawal from a course will be communicated to the relevant Australian Government agencies and, the student advised of the implications of the withdrawal on their student visa.

5. Change of course

- 5.1. A student may apply to change to another Deakin College course subject to meeting course entry requirements and meet the following conditions:
 - Achieve a minimum of 80 per cent (80%) attendance in each enrolled trimester as per the Attendance Policy;
 - Pass fifty per cent (50%) or more of units attempted in each enrolled trimester.
- 5.2. Students who have been placed on a conditional enrolment by the Board of Examiners will be required to undertake an interview with the Academic Coordinator of the new course for course advice and, determine the student's suitability for the new course.

- 5.3. Students who receive a Show Cause notice due to unsatisfactory academic progress will not be eligible for a change of course.
- 5.4. A change of course will not be permitted during the trimester.
- 5.5. A *Change of Course Form* must be completed and submitted prior to the start of the next study period and, will only be processed after the official release of academic results.
- 5.6. Students will be advised in writing of the outcome of their request for a change of course.

6. Dual enrolment

- 6.1. A student enrolled in the Foundation Studies Program may apply for a dual enrolment if the following conditions are met:
 - The student originally accepted a package offer for a Foundation Studies Program, Diploma and Bachelor courses;
 - Throughout their enrolment in the Foundation Studies Program, the student achieves a minimum of 80 per cent (80%) attendance in each enrolled trimester as per the Attendance Policy;
 - The student achieves satisfactory academic progress in each enrolled trimester as per the Academic Progress Policy
- 6.2. In the event that a sponsored or scholarship student applies for a dual enrolment, the sponsor or scholarship provider must approve the dual enrolment request and provide the appropriate documentation (e.g. Financial Guarantee).
- 6.3. A *Dual Enrolment Form* must be completed and submitted prior to the start of the next study period and, will only be processed after the official release of academic results.
- 6.4. Students will be advised in writing of the outcome of their request for a dual enrolment.
- 6.5. A student who has been approved to undertake a dual enrolment will be limited to enrolling in one (1) unit in the Diploma.
- 6.6. Continued eligibility for a dual enrolment is subject to a student's successful completion of both Foundation and Diploma units. In the event that a student fails a unit, enrolment in the Diploma unit cannot be continued and the student must enrol and complete their Foundation Studies Program prior to enrolling in the Diploma course.

7. Accelerated Progression from Foundation Program to Diploma

- 7.1. A student enrolled in the Foundation Studies Program may apply for a accelerated progression if the following conditions are met:
 - The student is enrolling in a Diploma offered by Deakin College;
 - At the completion of their first trimester of the Foundation Student program, the student obtains minimum mark of 80 per cent (80%) or higher in all four enrolled units;
 - The student achieves a minimum of 80 per cent (80%) attendance in each enrolled trimester as per the Attendance Policy;
 - Approval of the Academic Coordinators of the Foundation Program and relevant Diploma Academic Coordinator; and
 - The student has successfully completed all prerequisite units for the Diploma.

- 7.2. In the event that a sponsored or scholarship student applies for a accelerated progression t, the sponsor or scholarship provider must approve the enrolment request, provide the appropriate documentation (e.g. Financial Guarantee).
 - 7.3. A Accelerated Progression Form must be completed and submitted prior to the start of the next study period and, will only be processed after the official release of academic results.
 - 7.4. Students will be advised in writing of the outcome of their request for a accelerated progress.
- 8. Change of residency status**
- 8.1. If an overseas student or a student on another temporary resident visa obtains Permanent Residency and provides documentary evidence prior to the start of the trimester, domestic student tuition fee rates will be charged. If evidence of Permanent Residency is provided after the commencement of the trimester, the overseas tuition fee rates continue to apply and, the domestic tuition fee rates will be charged from the subsequent trimester.
- 9. Change of Campus**
- 9.1 Subject to course availability, a student may apply to change to another Deakin College on-shore campus after completing one trimester of study at the campus for which they accepted an offer.
 - 9.2. A *Change of Course Form* must be completed and submitted prior to the start of the next study period and, will only be processed after the official release of academic results.
 - 9.3. A student wishing to transfer and study at the Deakin College Jakarta Campus will require approval from the Deakin College Jakarta Campus Director.
 - 9.4. Students will be advised in writing of the outcome of their request for a change of campus.
- 10. Fees and Charges**
- 10.1. Fees and charges are established by the management of Deakin College and are reviewed annually.
 - 10.2. Fees and charges are published and available to students through the Deakin College website and Deakin College Brochures.
 - 10.3. Fees are payable to the Deakin College Student Fees Account by the prescribed due date as per Schedule A – Fees, Charges, Important Dates and Penalties.
 - 10.4. Fees must be paid by the prescribed date as per Schedule A – Fees, Charges, Important Dates and Penalties and, failure to do so may result in a penalty.
 - 10.5. Failure to pay fees within the prescribed due date, including any penalty, may result in an encumbrance placed against a student’s enrolment or cancellation of enrolment.
 - 10.6. An enrolment variation may result in a fee or FEE-HELP liability depending on the timing of the enrolment variation as per Schedule A – Fees, Charges, Important Dates and Penalties.

- 10.7. In the event that a student is eligible for a refund or remission of fees, the refund will be calculated and processed in accordance with the *Refund Policy*.
- 10.8. Domestic and Permanent Resident students will be charged domestic student tuition fee rates if evidence of citizenship or permanent residency is provided prior to the start of the trimester.
- 10.9. Overseas students on a student visa and other temporary resident visa holders will be charged overseas student tuition fee rates.

11. Appeals

- 11.1. Students are entitled to appeal a decision under this policy by submitting an *Appeal Application Form* to the Deakin College Appeals Committee as per the Appeals Policy. The appeal must be lodged within twenty (20) working days from the date the decision was communicated to the student in writing.

Schedule A

Fees, Charges, Important Dates and Penalties

Important Dates		Financial Penalty	Academic Penalty
Last day to pay tuition fees	Wednesday, prior to the commencement of any trimester	0%	-
Last day to enrol or re-enrol	Friday of week 2 in any trimester	0%	-
Last day to add or change unit(s)	Friday of week 2 in any trimester	0%	-
Last day to withdraw from course with no fee or academic penalty for continuing overseas students	Prior to trimester commencement date	0%	-
Last day to withdraw from course with fee penalty but no academic penalty for continuing overseas students	4 weeks or less after trimester commencement date	80% of tuition fees	-
Last day to withdraw from a unit(s) or course with no fee or academic penalty for continuing domestic or PR students	Census date, usually the end of week 4 in any trimester	0%	-
Last day to withdraw unit(s) with fee penalty but no academic penalty	Week 5 to end of week 8 in any trimester	100% of unit fee	'W' (Withdrawn) grade
Last day to withdraw unit(s) with fee and academic penalties	Week 9 to end of week 11 in any trimester	100% of unit fee	'WN' (Withdrawn Fail) grade
Charges			
Late payment of tuition fees			\$200
Letters Fee			

Letter to confirm study at Deakin College / Commencement and completion dates	\$10
Tuition Fees / Approximate cost of living	\$10
Subjects currently enrolled in	\$10
Others	\$10
Certificate/Statements*	
Academic transcript	\$20
Replacement Academic Testamur	\$20
<p><i>*Applicable only to students who have graduated from Deakin College. Deakin College issues Statement of Academic Record free of charge for graduating students only. This is mailed to the current Melbourne address at the end of the trimester.</i></p>	

Related Policies

Admissions Policy
Attendance Policy
Refund Policy
Satisfactory Academic Progress Policy

Procedure

Enrolment Procedures
Leave of Absence Procedure
Course Withdrawal Procedure
Change of Course Procedure
Dual Enrolment Procedure
Fast Track Enrolment Procedure
Change of Residency Procedure
Setting Fees and Charges Procedure

Definitions

Key Term or Acronym	Definition
Bursary	A reduction in tuition fees granted under certain conditions
Census Date	The end of week 4 of each trimester. For domestic FEE-HELP students a financial debt to the Commonwealth Government will be incurred after this date.
Confirmation of Enrolment (COE)	A document registered with the Australian Government confirming an overseas student's acceptance into a course for a specified duration.
Commencement Date	For prospective and commencing students, this is the course commencement date as specified in the Written Agreement (Offer Letter). For continuing students, this is the trimester start date.
Continuing Student	A student who has commenced or undertaken a minimum of one trimester in a course at Deakin College. Compare <i>Intending Student</i> .
Course	A program of instruction that leads to an award of the institution.
Deakin College Appeals Committee	The final appeal body at Deakin College that considers appeals from students against any decision by Deakin College of an academic or non-academic nature.
Deferment	Applies to any student who has accepted an offer for a place in a course for a specified intake but does not intend to commence that course until a late intake.
Domestic Onshore Student	Defined as an Australian citizen, New Zealand citizen or holder of a permanent residency visa, including a humanitarian visa.
Domestic Offshore Student	Defined as a citizen, temporary or permanent resident of Indonesia.
FEE-HELP	An Australian Government financial assistance program under the <i>Higher Education Support Act 2003</i> which provides eligible fee paying domestic onshore students with loans to cover all or part of their higher education tuition fee costs.
Intending Student	A person, whether within or outside Australia, who intends to become, or who has taken steps towards becoming a student. Compare <i>Continuing Student</i> .
Leave of Absence	A period of approved absence from a course in which a student is enrolled.

Overseas Student	A student on an Australian student visa.
Permanent Resident	An Australian permanent resident (permanent resident) is the name given to a non-citizen who is the holder of a permanent visa. A permanent resident can live, work and study without restriction in Australia (DHA website)
Student	A person who intends to enrol or is enrolled at Deakin College. This includes: <ul style="list-style-type: none"> • Continuing student • Domestic Onshore student • Domestic Offshore student • Commencing student • Prospective student Overseas student
Study Period	A discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months. (National Code 2018)
Temporary Resident	A person other than an overseas student who is: <p>(a) residing in Australia for a specific purpose, including skilled, temporary work, international relations, training and research; and</p> holds a visa permitting study in Australia.
Trimester	A defined and formal period of study of 13 weeks. Deakin College runs three compulsory trimesters annually.
Tuition Fees	Fees received which are directly related to the provision of a course by Deakin College, or the offering to provide, to a student.
Unit	A component of study within a course. Also referred to as a subject.
Withdrawal from unit	Formal withdrawal, initiated by the student, from a single unit of study offered during a study period.
Withdrawal from course	Formal withdrawal, initiated by the student, from the primary award in which the student is enrolled.

Written agreement	A written agreement is a document which sets out the services to be provided by the provider, fees payable by the student and information in relation to refunds of course money. The written agreement usually also includes an offer of place to a course, commonly referred to as an Offer Letter.
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Status and Details

Status	Current
Domain	Governance
Effective date	27/04/2018
Review date	29/04/2019
Approval Authority	Senior Management Group
Implementation Officer	Quality and Compliance Manager
Enquiries Contact	Annie Rapoport