

STUDENT FEES POLICY

SCOPE

This policy applies to:

- all students of Monash University and Monash College; and
- all courses and units at Monash University, the Monash College Diploma, Foundation Year and English Language Courses

POLICY STATEMENT

This policy outlines the approval authorities and principles for setting student tuition fees and other fees, collecting fee payments and granting fees refunds and remission of debt at Monash University (the University). Unless specified otherwise, any reference to 'the University' includes Monash University Malaysia and Monash College.

Students must consider this policy in conjunction with the terms and conditions outlined in their letter of offer, or equivalent. International students studying at Monash University Australia and Monash College, including international students subject to the Education and Services for Overseas Students Act (ESOS) requirements, must also consider this policy in conjunction with the terms and conditions of their International Student Course Agreement (ISCA). To the extent of any inconsistency with a letter of offer or the ISCA, this policy will apply.

The Vice-Chancellor retains absolute discretion to make a determination in relation to fees in circumstances regarded as exceptional, per the Vice-Chancellor's Regulations, Part 9.

1. Tuition fees

1.1 Tuition fees are determined annually with fees information provided via the:

- [Monash University website](#) and [Course Guides](#);
- [Monash University Malaysia](#) website;
- [Monash College](#) fees, scholarships and financial support website;
- [Monash Suzhou](#) website; and
- [IITB-Monash Research Academy](#) website.

1.2 The University assesses fees payable and provides a Fees Statement to students outlining the amount of fees payable and the payment due date.

1.3 Tuition fees will vary depending on whether the student is a domestic full-fee paying student or an international full-fee paying student.

1.4 The University reserves the right to adjust tuition fees annually, to be applied on 1 January each year for teaching periods with a census date thereafter.

1.5 Graduate Research tuition fees are based on the Equivalent Full Time Student Load (EFTSL) that students undertake in each research quarter/period.

1.6 Students enrolled under a third-party or employer-funded arrangement should also refer to the terms of the contractual agreement

Government Payment Schemes

Australia only

1.7 The University will offer a Commonwealth Supported Place (CSP) to eligible domestic undergraduate and postgraduate students.

1.8 Domestic students (including Australian citizens, permanent humanitarian visa holders, Australian permanent residents and New Zealand citizens who are special category visa holders) may be eligible for loan schemes provided by the Australian Government through Higher Education Loan Program (HELP) schemes, including:

- HECS-HELP assistance for student contribution amounts for units of study that are Commonwealth supported;
- FEE-HELP to defer the cost of tuition fees for units of study that are not Commonwealth-supported; and
- SA-HELP to defer the cost of the Student Services and Amenities Fee (SSAF).

1.8.1 A student who becomes an Australian permanent resident should refer to the [Student Fees Procedure](#) for information on access to CSP and HELP schemes.

- 1.9 The Government offers the loan schemes in accordance with the legislative requirements for eligibility, applicable type of study and how the HELP loan operates, including any applicable loan fees charged by the Government. The University publishes information on the requirements and access to Government Schemes on the [Enrolments website](#). Monash College students should refer to the FEE-HELP availability [website](#).
- 1.10 The Australian Government offers the Research Training Program (RTP) Fees Offset to cover the cost of graduate research tuition fees for students who are eligible Australian or New Zealand citizens, or Australian Permanent Residents. The University publishes information on the [graduate research course fees website](#)

2. Payment of fees

- 2.1 Students must pay all fees by the due date specified on their Fees Statement, application form, ISCA or offer package.
- 2.2 Students must make all required fees payments directly to the University. Students must not pay Monash University fees or Monash College fees through an unauthorised third party.
- 2.2.1 Students who have enrolled under a third-party or employer-funded arrangement should refer to the contractual terms of the agreement for prescribed payment methods, as the partner institution or employer may be required to make or transfer payment to the University.
- 2.3 Students at Monash University Malaysia should also refer to the [Fee Payment Methods](#) on the University website.

Fee payment plan

- 2.4 Eligible students may apply for a fee payment plan to pay tuition fees where the student:
- makes an application before the fees due date;
 - is paying full fees; and,
 - does not owe any fees from a previous teaching period when an application is made.
- 2.5 All approved fee payment plans must be finalised, and all fees paid by the last day of the teaching period the fees were charged for.
- 2.6 The following cohorts of students are not eligible to apply for a fee payment plan:
- students enrolled in English Language Programs;
 - students whose fees are paid under sponsorship arrangements; and/or
 - Monash Online students.
- 2.7 The University does not grant fee payment plans for payment of administrative fees, fines or SSAF.
- 2.8 Monash College students experiencing extreme financial hardship must contact Monash College Student Administration to discuss options.

Non-payment of fees

- 2.9 The University issues a fees reminder where payment has not been made by the due date of the Fees Statement. If the outstanding debt is not paid the University may take the following action:
- place an encumbrance on the student's enrolment;
 - subsequently cancel a student's enrolment; and
 - not allow a student to graduate, or receive final results or an academic record until all outstanding debt is paid.
- 2.10 A fees-related encumbrance will only be removed from a student's enrolment when all outstanding fees are received by the University.

3. Refunds

- 3.1 Students may be eligible for a full or partial refund of tuition fees, or full or partial remission of debt in prescribed circumstances. The University reserves the right to refuse a full or partial refund, or full or partial remission of debt. Students can apply for review of a decision not to grant a remission of debt or refund of fees. Students must review the requirements for a refund or a remission of debt set out below and in the [Student Fees Refunds Procedure](#).

Australia

Refunds and remission of debt for domestic students

- 3.2 The Student Fees Refunds Procedure details the circumstances and conditions under which domestic students, including domestic students enrolled at Monash College, are eligible to seek a refund of tuition fees or remission of debt, including any deposit fees for courses undertaken as part of a packaged offer.
- 3.3 Domestic students, including domestic students enrolled at Monash College, may be eligible for a full or partial refund of tuition fees if they:
- have a credit from overpayment or approved discount on their tuition fees;
 - change their enrolment before the census date; or,
 - fulfil the 'special circumstances' requirements for a refund or a remission of debt under the *Higher Education Support Act 2003* (Cth).

Refunds for international students

- 3.4 The ISCA and Student Fees Refunds Procedure details the circumstances and conditions under which international students, including international students enrolled at Monash College are eligible to seek a refund of tuition fees, including any deposit fees for courses undertaken as part of a packaged offer.

Monash University Malaysia

- 3.5 Domestic students and international students may be eligible for a full or partial [refund of tuition fees](#) prior if they:
- have overpaid their course fees;
 - have a credit for an approved discount on course fees;
 - change their enrolment before the census date; or,
 - fulfil the 'special circumstances' or demonstrate extenuating personal requirements.

4. Family fees discounts

- 4.1 A student who has a family member studying at the University may be eligible to apply for a 10 per cent discount on tuition fees. The family member with the highest tuition fees (per 48 credit points) will receive the discount.
- 4.1.1 Monash University Malaysia students enrolled in the Bachelor of Medical Science and Doctor of Medicine, Bachelor of Pharmacy (Honours) or Bachelor of Engineering (Honours) will be eligible for a maximum discount of RM5,000 per annum.
- 4.2 Where a family has three or more eligible students, two or more family members with the highest tuition fees (per 48 credit points) may receive the discount.
- 4.2.1 There is no limit to the number of family members eligible for the family fee discount at Monash University Malaysia.
- 4.3 To be eligible for a family fees discount, students must be:
- full-fee paying students and have received Fees Statements for the same [Fees invoice period](#);
 - concurrently enrolled in a degree, foundation year or diploma course;
 - studying at the same location (ie. both at Monash University Australia or Monash College, or both at Monash University Malaysia);
 - not in receipt of any other tuition fees discounts, scholarships, grants or bursaries offered by the University; and
 - not in receipt of sponsorship from a third party.
- 4.4 Applications will be processed and outcome provided after the census date of the later teaching period between the siblings .
- 4.5 Students must pay all fees by the due date while awaiting notification of their application outcome.
- 4.6 Students who withdraw from their course may have to repay the discount.

5. Course and campus transfers & Monash Abroad

- 5.1 Tuition fee arrangements vary for students undertaking Study Abroad, Exchange, Intercampus Exchange, campus transfer and course transfer. Refer to the [Monash Abroad](#) website for more information.
- 5.2 When undertaking a course or campus transfer, the applicable tuition fees is outlined in the table below:

Transfer from	Transfer to	Within same course?	Student pays tuition fees to:
Offshore Monash location (without intercampus exchange prior)	Monash University Australia	Yes	Australia - continuing rate based on the commencing year from the offshore Monash location
Offshore Monash location (with intercampus exchange prior)	Monash University Australia	Yes or No	Australia - commencing rate based on the year commenced in Australia
Monash University Australia	Offshore Monash location	Yes or No	Offshore location– refer to overseas location for tuition fee information

- 5.3 A full-fee paying student studying by distance learning will pay the tuition fees set by the University for that course at the course location's on-campus rate.
- 5.4 A Commonwealth-supported student will pay the annual Student Contribution Amount set by the Australian Government and Monash University, regardless of the study location.

Monash Abroad

- 5.5 Fee payment arrangements do not change where a student temporarily enrolls in units or moves to study at an offshore delivery location (either from or to Australia) or, or to a location under the Monash Abroad program (including Inter-Campus Exchange, International Study Programs, Internships, and Clinical & Field Placement).
- 5.6 Tuition fees in relation to Monash Abroad outbound programs are set out below:

Transfer type	Home	Host	Student pays tuition fees to:
Study Abroad	Monash University Australia or Monash University Malaysia	Non-Monash	Host institution
Exchange	Monash University Australia or Monash University Malaysia	Non-Monash	Home institution
Intercampus Exchange	Monash University Australia or Monash University Malaysia	Offshore Monash locations	Home institution

- 5.7 Tuition fees in relation to Monash Abroad inbound programs are set out below:

Transfer type	Home	Host	Student pays tuition fees to:
Study Abroad	Non-Monash	Monash University Australia or Monash University Malaysia	Host institution
Exchange	Non-Monash	Monash University Australia or Monash University Malaysia	Home institution
Intercampus Exchange	Offshore Monash location	Monash University Australia or Monash University Malaysia	Home institution

6. Overseas Student Health Cover

Australia only

- 6.1 It is an Australian Government visa requirement that international students studying on a student visa have Overseas Student Health Cover (OSHC) for the duration of their student visa, including instances where students must extend their student visa
- 6.2 All international students on a student visa must purchase OSHC for the length of their visa at the time of accepting their offer.

7. Other student fees

Miscellaneous fees

- 7.1 The University and Monash College charge miscellaneous fees for administrative functions and activities relating to enrolment (including enrolment documents), examinations, graduation and graduation documents. Students at Monash University can access

the full schedule of miscellaneous fees via the [miscellaneous fees website](#). Students at Monash College can access the full schedule of miscellaneous fees via the [dates and fees website](#).

Other study costs

- 7.2 In addition to tuition fees, students may be required to pay for activities and materials relevant to undertaking their course. The University [Handbook](#) and the [Other study costs](#) website provide information on other study costs applicable in the course, unit or area of study for Monash University students. Monash College students can access information on other study costs via the [dates and fees website](#).
- 7.3 Payments made for other study costs are normally non-refundable, but some faculties may consider refunds in exceptional circumstances. Students should contact their faculty or Monash College for further advice.

Monash University Australia - Student Services and Amenities Fee (SSAF)

- 7.4 A Student Services and Amenities Fee (SSAF) is charged to students at all Australian delivery locations, excluding students enrolled at Monash College, for non-academic services and student amenities, in accordance with the *Higher Education Support Act 2003* (Cth). The distribution of the SSAF is based on allocation principles approved by Monash University Council.
- 7.5 The SSAF must be paid on the date prescribed in the Fees Statement.
- 7.6 Eligible students who are Australian citizens or a permanent humanitarian visa holder resident in Australia, and some New Zealander citizens can access a SA-HELP loan to assist with payment of their SSAF.

Monash University Malaysia – Additional fees

- 7.7 Monash University Malaysia charges a general amenities fee for non-academic services and student amenities for each teaching period of enrolment. A once-only application and registration fee is also charged to students. The University publishes the fee amount on the [Fees website](#).

8. Roles and Responsibilities

- 8.1 The table below outlines the role/area of responsibility for making determinations in relation to student fees in Australia. For roles/areas of responsibility at Monash University Malaysia, refer to the Student Fees & Refunds Schedule, Monash University Malaysia.

Area of decision making	Responsibility
Dispensation of miscellaneous fees	Senior Director, SEBS
Applications made by international students and domestic full fee-paying Monash University and Monash College students for refunds of fees	Associate Director, Student Finance
Applications made by Monash University domestic or international students for refund of fees in special circumstances	Senior Manager, Student Conduct and Special Circumstances, SEBS
Applications made by Monash University domestic students accessing the HELP Government loan program for remission of debt in special circumstances	Senior Manager, Student Conduct and Special Circumstances, SEBS
Applications for a review of a decision not to grant a refund or remission of debt in special circumstances for Monash University students	Associate Director, Academic Services, SEBS
Applications for a review of a decision not to grant a refund or remission of debt in special circumstances for Monash College students	Director, Governance, Monash College
Fee payment plan	Manager, Student Finance Operations

DEFINITIONS

Census date	The date when the University and Monash College finalise student enrolments for a teaching period.
Domestic student	A student enrolled at: <ul style="list-style-type: none"> An Australian location who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or Australian permanent humanitarian visa; or Monash University Malaysia who is a Malaysian citizen or holder of Malaysian permanent

	<p>residency status; or</p> <ul style="list-style-type: none"> Another Monash location outside Australia, who is considered a domestic student according to criteria set by the government of that country.
Equivalent Full-Time Student Load (EFTSL)	A measure of the annual study load of a student undertaking a course of study on a full time basis.
Encumbrance	A block placed on a student's access to university services and resources as a result of unpaid fees, fines, loan payments, missing information (e.g. tax file number), unreturned resources (e.g. library items), disciplinary proceedings or incomplete administrative requirements.
Family	For the purposes of the family fee discount, 'family' includes students with one parent or carer in common, or any other person with whom the University is satisfied that the student has a genuine family relationship.
FEE-HELP	An Australian Government loan scheme to help eligible fee-paying students to pay their tuition fees.
Fees Statement	A statement sent to enrolled students showing the fees amounts and payment due dates for relevant fee periods.
HECS-HELP	An Australian Government loan scheme to help eligible Commonwealth supported students to pay their student contribution amounts through a loan.
Home institution	The institution at which the student is enrolled for the majority of their course.
Host institution	The partner institution at which a student is undertaking some part of an exchange, study abroad or cross-institutional program.
Intermit/intermission	A break in studies that when granted reserves a place in the course for a student when the intermission has ended providing that the student re-enrols during the designated periods.
International student	A student who is not a domestic student.
International Student Course Agreement (ISCA)	An agreement between an international student and Monash University or Monash College that outlines the course offer details, conditions and prerequisites (if the offer is conditional), fees and Overseas Student Health Cover (OSHC), enrolment and orientation details, offer terms and conditions, and instructions on how to accept the offer.
Invalidation	The cancellation of a student's enrolment due to the non-payment of fees.
Managing faculty	The faculty that is assigned responsibility to coordinate administrative matters for each single or double degree course (including but not restricted to admission, enrolment, academic progress and academic referral). The managing faculty in relation to a student undertaking a double degree, means the faculty specified in a University handbook as being responsible for the administration of that double degree for the year for which the handbook is published.
Miscellaneous Fees	Fees for non-tuition related services.
Monash Online	Students studying fully online courses through the external partnership with Online Education Services.
Parent	For the purposes of the family fee discount, family members must have one or more parents in common, with the relationship evidenced.
Remission of debt	Where a student applies to the University to have all or part of their debt under a loan scheme provided by the Commonwealth Government (e.g. HECS-HELP, FEE-HELP) remitted (that is, a cancellation of deferred fees) under the Student Fees Refunds Procedure.
Refund of fees	A student may apply to the University to have all or part of the tuition fees that they have paid refunded under the Student Fees Refunds Procedure.
SA-HELP	An Australian Government loan scheme that assists eligible students to pay for all or part of their Student Services and Amenities Fee (SSAF).
Student Services and Amenities Fee (SSAF)	A fee legislated by the Australian Government where higher education providers can charge a student services and amenities fee to fund or subsidise non-academic services, such as sporting

	and recreational activities, employment and career advice, child care, financial advice and food services. Any person who is enrolled or seeking to enrol with a higher education provider can be charged a student services and amenities fee.
Student	<p>A person who:</p> <ul style="list-style-type: none"> (a) is admitted to a course of study; (b) is enrolled at the University in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study; (c) is pursuing a course of study or unit of study at the University through an exchange or study program or other arrangement between the University and another educational institution; (d) is engaged in a student mobility program involving the University, whether or not the program is credited towards a course of study or unit of study; (e) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded; (f) has deferred, or has intermitted, or has been suspended from, a course of study; (g) is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or (h) has consented in writing to be bound as a student by the University statutes and University regulations. <p>The following terms are used to identify groups of students that are subject to different requirements (as defined below):</p> <ul style="list-style-type: none"> • domestic student; • international student; and international student subject to Education and Services for Overseas Students (ESOS) requirements.
Study Abroad	An approved program of study at a host overseas higher education institution that counts as credit towards a course enrolled in with the home higher education provider. These students are not covered by an agreement between institutions and will typically pay fees set by the overseas institution while studying overseas.
SWOT Vac	Study With-Out Teaching (SWOT) Vacation in the week before the main examination periods in which students revise unit content in preparation for their examinations and no classes, class tests, assessment deadline or other compulsory student activities are scheduled except in specific circumstances.
Teaching period	In relation to a unit of study, the period occupied by the teaching of the unit.
Third party arrangement	Someone who may be indirectly involved but is not a principal party to an arrangement, contract, deal, lawsuit or transaction.
Tuition fees	Money that a student pays to the University for their teaching or instruction.
Unit	A component of a course represented by a unit code that is taught as a discrete entity but is not a thesis for a graduate research degree.

GOVERNANCE

Supporting procedures	<ul style="list-style-type: none"> • Student Fees Procedure • Student Refunds Procedure
Supporting schedules	<ul style="list-style-type: none"> • Student Fees & Refunds Schedule, Monash University Malaysia
Associated policies	<ul style="list-style-type: none"> • Enrolment and Timetable Policy • Monash College Academic and Non-Academic Complaints and Appeals Policy • Monash College Enrolment Policy • Student Complaints and Grievances Policy

Policy owner	Chief Operating Officer and Senior Vice-President
Legislation mandating compliance	<ul style="list-style-type: none"> • Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) • Education Services for Overseas Students Act 2000 (Cth) • Higher Education Support Act 2003 (Cth) • Higher Education Standards Framework (Threshold Standards) 2015 (Cth) • Monash University Act 2009 (Vic) • Monash University Statute • Monash University (Vice-Chancellor) Regulations Privacy and Data Protection Act 2014 (Vic)
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