

Monash University Procedure

Procedure Title	Tuition Fee Concession for Diplomats and their Dependents Procedures (Australia only)
Date Effective	09-April-2013
Review Date	15-October-2013
Policy Owner	Director, Risk and Compliance
Category	Operational
Version Number	1.1
Content Enquiries	Director, Risk and Compliance
Scope	All staff of Monash University, whether engaged in activities at the campuses in Australia or undertaking university business outside Australia. Eligible International Students in Australia All Australian Campuses
Purpose	To stipulate the only circumstances in which a tuition fee concession for accredited members of the diplomatic corps and their immediate dependents may be offered and to ensure that it is managed and applied in a manner that is legitimate, compliant, fair and transparent.
PROCEDURE STATEMENT	

1. Eligibility criteria for Diplomatic tuition fees concession

- 1.1. The student must meet all the admission requirements for international students studying in Australia, including academic and language requirements for the award course to which admission is sought, and any other requirements of the University for international students.
- 1.2. The student must complete an application form for Diplomatic tuition fees concession and submit it to the Fees unit with supporting documentation including a certified photocopy of their diplomatic visa.
- 1.3. Eligible students include:
 - 1.3.1. Accredited members of the International Diplomatic Corps in Australia holding 995 visas;
 - 1.3.2. Their legal or de facto partners/spouses; and/or
 - 1.3.3. Their children (including step, adopted or foster children).
- 1.4. Should a student's situation with respect to the eligibility criteria outlined in 1.3.1 to 1.3.3 change at any time during their studies, they must immediately advise the Manager, Fees in writing. It is at the discretion of the University whether to continue the concession.

2. Processing the application for Diplomatic tuition fees concession

Upon receipt of an eligible completed application for Diplomatic tuition fee concession form, the Student Finance Unit is:

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- 2.1. to ensure the photocopy of the visa (Subclass 995 - Diplomatic [Temporary] visa) is certified accordingly;
- 2.2. to confirm the student's details and enrolment in an award course;
- 2.3. to set up sponsorship in Callista using the relevant cost centre and fund (for which the faculty's annual tuition fee distribution will be adjusted) for the minimum duration of the enrolled award course (under normal course progression) or the expiration of the visa, whichever comes first; and
- 2.4. to communicate the outcome of the application and the conditions of the Diplomatic tuition fee concession to the student.

3. Fee concession

- 3.1. A 10% concession will normally be applied to the student's tuition fees.
- 3.2. No concession or extension to the period of concession will be granted where it is considered the intention of the concession is to influence foreign officials in order to confer some commercial advantage for Monash.
- 3.3. An extension to the period of concession may be provided but the decision must have regard to the principles set out in the policy statement. This includes the principles for when the concession will not be applied.
- 3.4. Extensions to the period of concession must be approved by the and Senior Vice-President (Administration).

Responsibility for implementation	<p>1: Responsibility: Student</p> <p>2: Responsibility: Student Finance Unit</p> <p>3: Responsibility:</p> <ul style="list-style-type: none"> • Deans as appropriate • Deputy Vice-Chancellor (Global Engagement) • Associate Vice-President (Marketing, Communications and Student Recruitment) • Executive Director, Strategic Marketing and Communications • Faculty Managers as appropriate • Student Finance Unit • Chief Operating Officer and Senior Vice-President (Administration)
Status	Revised
Approval Body	<p>Name: Vice-Chancellor</p> <p>Meeting: n/a</p> <p>Date: 09-April-2013</p> <p>Agenda item: n/a</p>
Definitions	<p>Dependent: spouse/partner or child(ren) of a holder of Visa Subclass 995 - Diplomatic (Temporary) visa.</p> <p>Diplomat: a holder of a Visa Subclass 995 - Diplomatic (Temporary) visa.</p>

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Legislation Mandating Compliance	Criminal Code Amendment (Bribery of Foreign Public Officials) Act 1999
Related Policies	Student Fees Policy
Related Documents	Monash University Act 2009