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:
Monash University Procedure

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 | 1: Responsibility: Student  
|                                  | 2: Responsibility: Student Finance Unit  
|                                  | 3: Responsibility:  
|                                  | - 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
Name: Vice-Chancellor  
Meeting: n/a  
Date: 09-April-2013  
Agenda item: n/a

Definitions
Dependent: spouse/partner or child(ren) of a holder of Visa Subclass 995 - Diplomatic (Temporary) visa.  
Diplomat: a holder of a Visa Subclass 995 - Diplomatic (Temporary) visa.
## Monash University Procedure

<table>
<thead>
<tr>
<th>Legislation Mandating Compliance</th>
<th>Criminal Code Amendment (Bribery of Foreign Public Officials) Act 1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Related Policies</td>
<td>Student Fees Policy</td>
</tr>
<tr>
<td>Related Documents</td>
<td>Monash University Act 2009</td>
</tr>
</tbody>
</table>