

STUDENT FEES PROCEDURE

SCOPE

This procedure applies to:

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

Information for the Monash University Malaysia campus is included in the [Student Fees & Refunds Schedule, Monash University Malaysia](#)

PROCEDURE STATEMENT

This procedure outlines the processes and practices required to implement and comply with the [Student Fees Policy](#).

Students should refer to the [Student Fees – Refunds Procedure](#) for further guidance and instruction on how to seek a refund of fees.

1. Tuition fees

- 1.1 The Student Profile and Pricing Committee recommends annual tuition fee rates for approval by the Vice-Chancellor.
- 1.2 Tuition fees are assessed and invoiced for each enrolled unit of study, corresponding to a specific teaching period.
 - 1.2.1 Single unit (non-award) tuition fees are specific to the teaching location and year.
- 1.3 A Fees Statement outlining the fees payable and due date is issued to each student via their Monash student email account, and will also be accessible on the Web Enrolment System (WES).
- 1.4 For commencing students, details of fees payable when accepting an offer of study will be provided in:
 - the application form;
 - International Student Course Agreement (ISCA), for international students studying at Monash University Australia;
 - Offer letter, for domestic full-fee paying students; or
 - Offer Package, for international students studying at Monash University Malaysia.

Government payment schemes

- 1.5 Students in a Commonwealth Supported Place (CSP) pay a varied course fee, referred to as the Student Contribution Amount (SCA).
- 1.6 The University publishes information on the SCA and the relevant Commonwealth Assistance Notice (CAN) for CSP and Higher Education Loan Program HELP students on the [Enrolments website](#).
- 1.7 Graduate research students may be eligible for a Research Training Program (RTP) Fees offset provided by the University. Students should refer to [Graduate Research – Research Training Program \(RTP\)](#) webpage.

Summer and winter teaching period fees

- 1.8 Summer and winter units are charged the fee rate applicable to the calendar year of the census dates of those units. A summer unit that commences in November 2020 and ends in February 2021; with a census date in December 2020 will be charged the 2020 fee rate.
- 1.9 Students enrolled in a CSP who undertake summer and/or winter teaching period unit(s) may do so on a CSP basis and pay the relevant SCA per unit, except where the managing faculty determines that units will be offered only on a full fee-paying basis.
- 1.10 Students must refer to each individual unit on the relevant [summer/winter website](#) to ascertain if the unit is being offered on a CSP or full-fee paying basis.

International student fees

- 1.11 Commencing international students must pay the specified tuition deposit, and any applicable administration fee, to the University prior to the offer expiry date as outlined in the ISCA or Offer Package. Delay in making payment may inhibit the University issuing the Confirmation of Enrolment (CoE) for student visa application/approval process.
- 1.12 The calendar year tuition fees quoted are based on the year stated in the ISCA for a standard 1.0 Equivalent Full-Time Study Load (EFTSL) of 48 credit points per year. Students enrolled in more or less than 48 credit points per year will be invoiced in accordance with the study load.
- 1.13 If a student is granted and accepts credit towards their course after an offer has been accepted, tuition fees will be adjusted proportionally.

Students who become Permanent Residents

- 1.14 Any change to an international student's citizenship or residency status that occurs prior to a student's unit census date/s will affect their fee status for that study period. If the change occurs after the unit census date/s, the student's fee status will not be changed until the following teaching period. The date for the change in residency status is the visa grant date.
- 1.15 Enrolled international students whose visa has changed from any Temporary Visa (including a Student Visa) to an Australian Permanent Resident Visa (APRV) must submit the [Change of Residency notification](#) – from international to domestic status to Monash Connect within seven days of the change. This will result in the student's tuition fee and residency status being changed from international to domestic if the APRV visa grant date is after the student's course commenced.
- 1.17 A student who becomes an Australian permanent resident may be eligible for Commonwealth assistance from the Australian Government
 - 1.17.1 Students who become Australian Permanent Residents may be granted either a domestic full fee-paying place or a CSP by the relevant faculty.
 - 1.17.2 The University may offer a CSP to a student who has already been offered a domestic full fee-paying place. However, there is no guarantee the CSP will be available and/or granted.
 - 1.17.3 If a student becomes an Australian Permanent Resident before the course start date, they will be reassessed for admission as either a domestic student applying for a CSP or a domestic full fee-paying place.
 - 1.17.4 The University publishes information and access to Government Schemes on the Enrolments website. Monash College students should refer to the FEE-HELP [availability website](#).
- 1.18 Where tuition fees have been paid in advance and the change of fee status occurs before the census date, any excess funds will be refunded upon receipt of a [refund application](#).
- 1.19 Certain changes in a student's circumstances, for example, a student's permanent residency has expired or not renewed or a student loses one of their dual citizenships may limit the rights of students to continue on domestic status and advice should be sought from the [Admissions Office](#).

2. Payment of fees

- 2.1 Students who make financial transactions, including any payment of fees, that may breach the University's Statute, Regulations or policies and procedures, including policies and procedures at Monash College, or applicable law will be referred to the Office of Student Conduct, and the University may refer the student to the Victorian police.

Non-payment of fees

- 2.2 A fees reminder will be issued where there is an outstanding debt due to non-payment and the due date has passed
- 2.3 A student will have their enrolment encumbered after a fees reminder is issued, where that student has an outstanding debt (including unpaid tuition fees, fines, Student Services and Amenities Fees (SSAF), General Amenities Fee, or Overseas Student Health Cover).
- 2.4 A CSP student who has an outstanding debt should refer to the University's website on [CSP with outstanding debt](#). Where a student has an outstanding debt for CSP fees (student contribution amount) after the census date, their enrolment in units with outstanding debt for that census date will be invalidated for non-payment of fees, as required by the Higher Education Support Act 2003 (HESA).

Reinstatement of such units is not permitted by HESA, unless to rectify an administrative error made by the university. Where all of a student's CSP units for a census date are invalidated, the student's course and units for future census dates will also be invalidated. Invalidated CSP students seeking to continue their course in a subsequent teaching period must apply directly to the managing faculty for readmission to the course. The faculty will determine if the student may be readmitted to the course in which the invalidation occurred, and the manner in which readmission may occur.

Encumbered enrolment

- 2.5 An encumbrance placed on a student's enrolment for non-payment of fees will result in restrictions to enrolment as set out in the Monash University [Enrolment Procedure, or](#) Monash College [Enrolment Policy](#).
- 2.6 Encumbered students will be notified by email to their Monash student account of the impending invalidation of their enrolment if they continue to have outstanding debt.

Invalidated enrolment

- 2.7 Where a full fee paying student continues to have outstanding debt after being encumbered, their enrolment will be invalidated for non-payment of fees. The University will retain any tuition fees paid for the relevant course and/or teaching period as per the [Student Fees – Refunds Procedure](#).
- 2.8 Invalidated students will have their enrolment cancelled and will not have access to their academic record, as set out at 8.11.5 of the Monash University [Enrolment Procedure](#) or Monash College [Enrolment Policy](#).
- 2.9 Where an invalidated student wishes to obtain a transcript of their academic record without seeking to continue their course, a transcript will be issued when the outstanding debt has been paid.
- 2.10 When an outstanding debt and reinstatement fee have been paid, a student seeking to continue their course within the current teaching period can be reinstated by Student Finance (Student and Education Business Services (SEBS)) if reinstatement approval is granted by the managing faculty.
- 2.11 Invalidated students seeking to continue their course in a subsequent teaching period must apply directly to the managing faculty. The faculty will determine if the student may be admitted to the course in which the invalidation occurred, and the manner in which reinstatement may occur.

3. Fee payment plan

- 3.1 In addition to any other financial hardship support in extraordinary circumstances announced by the University from time to time, eligible full fee-paying students may apply for a fee payment plan using the Web Enrolment System (WES) prior to the fees due date stated on their Fees Statement. Students will be notified of the outcome of their fee payment plan application via email to their Monash student account.
- 3.2 Students may appeal a rejection of a fee payment plan application, by submitting a written appeal with supporting documentation to [Monash Connect](#). Refer to 3.9 for acceptable supporting documentation.
- 3.3 Full fee-paying students experiencing extreme financial hardship may apply for an extended fee payment plan by submitting a written application with supporting documentation to [Monash Connect](#). See 3.9 for acceptable supporting documentation.
- 3.4 Student Finance may approve an extended fee payment plan for students experiencing extreme financial hardship, depending on the timing of the request, and the student meeting the conditions of the fee payment plan. Conditions of a fee payment plan includes any condition for a portion of the fees to be paid by the prescribed date.
- 3.5 All fee payment plans must conclude by the last day of the teaching period the fees were charged for. Failure to adhere to the payment schedule will render the agreement void.
- 3.6 In exceptional circumstances, and upon receipt of acceptable supporting documentation (see 3.9) Student Finance may approve an extended fee payment plan for students in their final teaching period. The conditions of the fee payment plan is at the discretion of the Manager, Student Finance Operations.
- 3.7 Students who have been granted a fee payment plan will not receive their results or academic record, or be eligible to graduate, until all outstanding debts to the University are paid in full.
- 3.8 Monash College students experiencing extreme financial hardship must contact [Monash College Student Administration](#) to discuss payment options.

Acceptable supporting documentation

- 3.9 Documentation to support an extended fee payment plan application must demonstrate financial hardship or that exceptional unforeseen circumstances exist and that all sources of financial support to pay fees have been exhausted. Other factors that will be taken into consideration may include:
- the ability to repay fees owing and the outline of any repayment plan;
 - the stage of the course that the student has reached; and
 - any history of previous requests for fee payment plans and record of payment.

4. Family fee discounts

- 4.1 A student who has a family member(s) who is/are concurrently enrolled in a full fee-paying award course at the University or Monash College may apply for a 10 per cent discount for each concurrently enrolled teaching period, which will be granted to the family member(s) with the highest tuition fee rate (per 48 credit points).
- 4.2 Where a family has 3 or more eligible members, 2 or more family members with the highest tuition fee rate (per 48 credit points) may receive the discount.

Eligibility

- 4.3 Each eligible student must have at least one parent or carer in common, or any other person with whom the University is satisfied that the student has a genuine family relationship.
- 4.4 Students who are enrolled in any domestic or international full fee-paying award courses, studying in the same fees invoice period, at the same location (i.e. both at Monash University Australia or Monash College or both at Monash University Malaysia), and who meet the family fee requirements are eligible for the family fee discount.
- 4.5 The summer teaching periods will be treated as concurrent periods of study for the purpose of a family fee discount application.
- 4.6 The family fee discount is not available to full fee-paying students enrolled in:
- non-award courses; or
 - offshore award courses administered under subsidiary or third party arrangements.

Applying for the family fee discount

- 4.7 The completed application must be submitted to [Monash Connect](#) before the census date for that teaching period.
- 4.8 Students enrolled at Monash University Malaysia should refer to the [Student Fees & Refunds Schedule – Monash University Malaysia](#) to apply for the family fee discount.
- 4.9 Students will be notified of the outcome of the request for a discount by email to their Monash student account.
- 4.10 If the family member enrolment details change whereby family members are no longer enrolled in a concurrent semester, the discount will be reversed and the liability of the discounted family member(s) may increase to the pre-discount level.
- 4.11 Students who have received the family fee discount and then accept a CSP will have their tuition fee recalculated and may be eligible for a refund. The remaining full fee-paying family member will no longer be eligible for the family fee discount.
- 4.12 The family fee discount will be granted to the student/s with the highest tuition fees. Where tuition fees are equal, the family fee discount will be applied against the account of the student as nominated on the application form, or as determined by Student Finance (SEBS).

5. Course and campus transfers & Study Abroad

- 5.1 Full fee-paying students undertaking a course transfer will be fee-assessed for the new course at the commencing rate of the new course applicable to the year of the transfer. Students should contact their faculty to discuss any circumstances that warrant consideration to vary the applicable commencing fee.

Monash Abroad Exchange programs

- 5.2 A student who temporarily moves to study at an offshore campus, or to another location with a Monash Abroad program (including Global Intercampus Program, the exchange program, internships, and clinical & field placements) will continue under the same fee payment arrangements as are in place at their home location.

Independent Study Abroad

- 5.3 Independent Study Abroad programs (where there is no exchange agreement between the University and the host institution, including intensive language courses or special study tours), require students to make payment of tuition fees directly to the overseas institution or study program.
- 5.4 Students who are approved by Monash Abroad and their relevant faculty to enrol in an Independent Study Abroad program will not be charged Monash tuition fees. Additional information on fees for Independent Study Abroad Programs is available on the [Study Abroad – Independent Study Abroad](#) website.

6. Overseas Student Health Cover

- 6.1 International students subject to ESOS must purchase Overseas Student Health Cover (OSHC) for the duration of their visa. The Confirmation of Enrolment (CoE) for the student visa application will not be issued until:
- the OSHC payment has been received; or
 - proof has been submitted that visa length OSHC has been purchased with an approved OSHC provider; or
 - approved documentation has been submitted for exemption of purchase of OSHC.
- 6.2 The University may process payments received from international students to fulfil OSHC payment first, and funds may be allocated from a tuition fee payment to cover an outstanding visa-length OSHC amount.
- 6.3 International students from Norway, Belgium and Sweden may be exempt from OSHC payments as their home country has an approved cover scheme.
- 6.4 Students should refer to the University's [Overseas Student Health Cover webpage](#) for more information.

7. Student Services and Amenities Fee

- 7.1 The Student Services and Amenities Fee (SSAF) is charged to all students enrolled at Monash University delivery locations in Australia in accordance with the [Higher Education Support Act 2003 \(Cth\)](#).
- 7.2 The maximum SSAF for a student within a calendar year will be the full-time rate in accordance with the [published SSAF schedule](#).
- 7.3 The SSAF is:
- calculated in accordance with the published SSAF schedule;
 - calculated for all teaching periods in a calendar year; and
 - payable on the administrative dates determined by the University for each invoicing cycle. The administrative date is the due date for payment as shown on the Fees Statement.
- 7.4 The SSAF does not apply if a student:
- has a study load (EFTSL) within a calendar year of less than 0.125;
 - is undertaking cross-institution studies at Monash and can provide documentary evidence they have paid a SSAF at their home institution for the same period;
 - is undertaking a joint degree as part of a formally established arrangement between Monash University and an overseas institution (eg. IITB PhD program)
 - is undertaking studies through Open Universities Australia;
 - is an incoming student to Monash as a host campus or Study Abroad;
 - is a Monash student outgoing on Study Abroad;
 - is undertaking a Monash College course.
- 7.5 To apply for SA-HELP to defer SSAF, students must complete the SA-HELP form in WES on or before the due date for payment on their Fees Statement and in accordance with the published SSAF schedule.
- 7.6 A student will only be required to apply for SA-HELP once for each course of study they are enrolled in. If a student changes courses or moves to a different institution, the student will need to re-apply for SA-HELP.

DEFINITIONS

Cancellation of Enrolment	Where the University ceases the student's enrolment in a course of study or unit of enrolment.
Census date	The date when the University and Monash College finalise student enrolments for a teaching period.
Commonwealth-Supported place (CSP)	A higher education place for which the Australian Government subsidises the cost of tuition fees for a domestic coursework student.
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 residency status; or • 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 as a result of unpaid fees, fines, loan payments, missing information (e.g. tax file number), unreturned resources (e.g. library item), disciplinary proceedings, or incomplete administrative requirements.
Exchange	An approved non-award program of study at a host overseas higher education institution that earns credit towards the course in which the student is enrolled with the home higher education provider. Exchange students are covered by an agreement between the two institutions and will typically continue to pay fees to the home institution while studying overseas and will not pay tuition fees to the host institution. In return, host institution students study at the home institution without paying tuition fees.
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.
Parent	For the purposes of the family fee discount, family members must have one or more parents in common, with the relationship evidenced.

SA-HELP	An Australian Government loan scheme that assists eligible students to pay for all or part of their 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.
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.
Study Abroad	An approved non-award program of study at a host overseas higher education institution that earns as credit towards the course in which the student is enrolled with the home higher education provider. Study abroad students typically pay fees to the host overseas institution for the approved non-award program of study.
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.
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

Parent policy	Student Fees Policy
Supporting schedules	Student Fees & Refunds Schedule, Monash University Malaysia
Associated procedures	<ul style="list-style-type: none"> • Coursework scholarships and prizes procedure • Data Protection and Privacy Procedure • Enrolment Procedure • Student Fee Refunds Procedure • Student International Travel for Study from Australian Campus Procedures • Student Complaints and Grievances procedure
Legislation mandating compliance	<ul style="list-style-type: none"> • Higher Education Support Act 2003 (Cth) • Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (Cth) • Education Services for Overseas Students Act 2000 (Cth) • Higher Education Standards Framework (Threshold Standards) 2015 (Cth) • Monash University Statute • Monash University (Vice-Chancellor) Regulations
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