

# Fees and Charges

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## 1.0 Purpose

This procedure outlines the basis on which the University charges student fees.

## 2.0 Scope

This procedure defines the types of fees, refund provisions, penalties for non-payment and academic payment plans within relevant legislation. This procedure applies to all students enrolled in non-award, undergraduate and postgraduate coursework programs, and higher degree research programs.

## 3.0 Procedure

### 3.1 Commonwealth Supported Students

Students who are admitted to a program of study leading to an award of the University or Commonwealth Supported Students who are on approved cross-institutional studies may be admitted to a Commonwealth Supported Place in accordance with Higher Education Support Act 2003. These students are required to make a contribution to the cost of their education in the form of a Student Contribution.

Eligible Commonwealth Supported Students can apply to defer their Student Contribution to a HECS-HELP loan on or prior to the census date via [myGriffith](#).

A student in a Commonwealth Supported Place may advise that they do not wish to be in a Commonwealth Supported Place for a course or courses in which they are enrolled, provided that the advice is given to the University in writing on or prior to the census date. If the student so advises, they are required to pay the relevant tuition fee for the course or courses.

All refunds for which students are eligible will only be made in Australian dollars, following clearance of the original payment, and are usually refunded via the original payment method.

#### 3.1.2 Due date for payment

Students are required to pay the Student Contribution for the trimester or teaching period in which they are enrolled by the census date as prescribed in the [Enrolment Dates Protocol](#) and are eligible for a refund of the amount paid, if withdrawing on or before this date.

### 3.2 Domestic fee-paying undergraduate and postgraduate students

A domestic fee-paying student could be an Australian citizen, a New Zealand citizen or the holder of a permanent resident or humanitarian visa, who is enrolled in a program and is not receiving a Commonwealth Supported Place.

Eligible domestic fee-paying students can apply to defer their tuition fees to a FEE-HELP loan on or prior to the census date via [myGriffith](#).

Students may be admitted to a program on a fee-paying basis if a student has commenced a program as an international student and has become a domestic student and the University has filled all the Commonwealth Supported Places for the program or otherwise if they meet the criteria as set out in Higher Education Support Act 2003.

For undergraduate and postgraduate students, the tuition fee is charged per credit point according to the student's enrolment in the trimester or teaching period at the census date, which is set out in the Fees and Charges Schedules. The student is charged the approved tuition fee applicable to the year in which the student is studying, except where a specific fee is approved for an individual course.

Students who are full-time staff or permanent part-time staff of the University are eligible for 10% discount on the undergraduate and postgraduate tuition fee.

### **3.2.1 Due Date for Payment**

Students are required to pay tuition fees for the trimester or teaching period in which they are enrolled by the census date as prescribed in the [Enrolment Dates Protocol](#). A late payment fee may be charged if the amount due is not paid in full by the due date.

### **3.2.2 Extension of Due Date**

Students who are not eligible for a FEE-HELP loan and who can demonstrate genuine financial hardship, may be permitted to pay tuition fees over a period of time in the form of a payment plan (refer to Section 3.8).

### **3.2.3 Eligibility for Refund**

A student who voluntarily discontinues their enrolment prior to the census date for the teaching period is not liable for the tuition fee in respect of that teaching period. A student can apply for a refund of the tuition fees using the [Refund of Fees online form](#). The tuition fee paid will be refunded, less the refund-processing fee, on application by the student. Alternatively, the tuition fee paid for a teaching period for which a student is not liable may be carried forward to be used towards the tuition fee in a future trimester or teaching period or may be applied towards the payment of another fee or charge for which the student is liable.

### **3.2.4 Remittance of Refund**

All refunds for which students are eligible will only be made in Australian dollars, following clearance of the original payment, and are usually refunded via the original payment method.

## **3.3 Domestic fee-paying non-award students**

A domestic fee-paying student could be an Australian citizen, a New Zealand citizen, or the holder of a permanent resident/humanitarian visa, who is enrolled in a non-award program and is not receiving a Commonwealth Supported Place.

Students who are enrolled as non-award students are required to pay tuition fees.

The tuition fees for undergraduate courses taken as miscellaneous study are set out in the Fees and Charges Schedules. The student is charged the tuition fee applicable to the year in which they are studying.

The tuition fee for postgraduate courses taken as non-award study is charged per credit point according to the student's enrolment in the teaching period at the census date. The student is charged the tuition fee, applicable to the academic program that the course belongs to, for the year in which the student is studying. If the Postgraduate course taken as miscellaneous study belongs to multiple programs the lowest fee category will apply.

### 3.3.1 Due Date for Payment

Students are required to pay non-award tuition fees for the trimester or teaching period in which they are enrolled by the census date as prescribed in the [Enrolment Dates Protocol](#). A late payment fee may be charged if the amount due is not paid in full by the due date.

### 3.3.2 Extension of Due Date

Students who can demonstrate genuine financial hardship may be permitted to pay non-award tuition fees over a period of time in the form of an academic payment plan (refer to Section 3.8).

### 3.3.3 Eligibility for refund

A student who voluntarily discontinues their enrolment prior to the census date for the relevant teaching period is not liable for the non-award tuition fee in respect of that trimester. The non-award tuition fee paid will be refunded, less the refund-processing fee. A student can apply for a refund of the fees using the [Refund of Fees online form](#). A student who withdraws their enrolment in a single course prior to the census date for the teaching period is not liable for the non-award tuition fee in respect of that course.

### 3.3.4 Remittance of refund

All refunds for which students are eligible will only be made in Australian dollars, following clearance of the original payment, and are usually refunded via the original payment method.

## 3.4 Student Services and Amenities Fee (SSAF)

The SSAF is a charge for student services of a non-academic nature.

SSAF fees are charged to:

- Domestic and international undergraduate and postgraduate coursework students.
- Domestic and international higher degree by research (HDR) students.
- Domestic and international non-award students.
- Open Universities Australia Commonwealth Supported Students.

Eligible students can apply to defer their SSAF fees to a SA-HELP loan on or prior to the census date via [myGriffith](#).

Undergraduate, postgraduate coursework, higher degree by research and non-award international tuition fees and fee-paying undergraduate, postgraduate and non-award domestic tuition fees includes the SSAF.

The SSAF is charged per enrolled credit point for all courses. The SSAF is payable for each trimester or teaching period in which a student is enrolled and is capped as set out in the Fees and Charges Schedules.

A student is not liable for the SSAF if they;

- voluntarily discontinue their enrolment prior to the census date for a trimester or teaching period or
- are domestic HDR candidates enrolled in the Doctor of Philosophy (PhD) or the Master of Philosophy (MPhil) program who;
  - withdraw from the program or submit their thesis prior to the census date; or
  - take a period of leave for at least 4 months in one trimester.

### 3.4.1 Due date for payment

Students are required to pay the SSAF for the trimester or teaching period in which they are enrolled by the census date as prescribed in the [Enrolment Dates Protocol](#).

### 3.4.2 Eligibility for refund

The student can apply for a refund of the SSAF using the [Refund of Fees online form](#). Alternatively, the SSAF paid for a trimester or teaching period for which a student is not liable may be carried forward to be used towards the payment of another fee or charge for which the student is liable. International students and domestic fee-paying students who have the SSAF included in their tuition fee, the refund of the SSAF will be included in the refund of the tuition fee.

### 3.4.3 Remittance of refund

All refunds for which students are eligible will only be made in Australian dollars, following clearance of the original payment, and are usually refunded via the original payment method.

## 3.5 Higher Education Loan Program (HELP)

Students may be eligible for the following types of HELP loans in accordance with Higher Education Support Act 2003:

- [HECS-HELP](#) provides eligible Commonwealth Supported Students with a loan to pay all or part of their student contribution.
- [SA-HELP](#) provides a loan to eligible students to pay all or part of their SSAF.
- [FEE-HELP](#) provides a loan to eligible fee-paying students to pay all or part of their tuition fees.
- [OS HELP](#) provides financial assistance to eligible Commonwealth Supported students to undertake part of their program overseas.

## 3.6 International Students

Tuition fees for international students are set out in the *Fees and Charges Schedules*.

The annual tuition fee covers the standard academic year which normally comprises two standard trimesters. Other teaching periods may be designated by the University as equivalent to the standard academic year. The tuition fee is charged per credit point according to the student's enrolment in the teaching period at the census date. The student is charged the tuition fee applicable to the year in which they are studying.

Fee paying HDR students are liable for tuition fees from 1 January to 30 June and 1 July to 31 December and refund of fees is calculated on a pro-rata basis. An HDR student who commences their PhD or MPhil candidature on or after the 15th day of the month or a student who withdraws from candidature or submits a thesis on or before the 15th day of the month will not be liable for the tuition fees for that month.

If an international student is approved to transfer to another program, the student will be liable for the tuition fee applying to that program for students admitted in that year.

If an international student is approved to undertake a course on a miscellaneous basis, the student is charged the tuition fee applicable to the academic program that the course belongs to, for the year in which the student is studying. If the course taken as miscellaneous study belongs to multiple programs the lowest fee category will apply.

A person lodging an application for admission as an international student may be required to pay a \$50 application fee.

### 3.6.1 Overseas Student Health Cover (OSHC)

It is a condition of an international student visa that the student obtains and maintains OSHC for the duration of their time in Australia. To ensure international students meet this visa condition, the University collects the fee for OSHC for the entire duration of a student's visa prior to their commencement. This fee is forwarded to the University's OSHC provider.

Payment of OSHC in excess of the invoiced amount will be allocated to the student's tuition fees for their first trimester or teaching period.

Payment to the University is required prior to the student being issued the Confirmation of Enrolment.

If a student cancels their Griffith University arranged OSHC prior to arrival in Australia they will be entitled to a refund from the University's provider.

If a student cancels their Griffith University arranged OSHC after arrival in Australia they will need to contact the University's provider to request a refund.

Students may arrange their own OSHC for the length of their visa and forward proof of that cover to the University instead of payment. Students who arrange their own health cover should consult their provider about refund provisions in the event of cancellation.

### **3.6.2 International Study Abroad Program students and incoming Exchange Program students**

International students enrolled in a Study Abroad Program must enrol in a minimum of 30 credit points (normally three courses) per standard trimester and are charged a set tuition fee as set out in the Fees and Charges Schedules.

Incoming students enrolled in the Exchange Program under an exchange agreement with an institutional partner are not required to pay tuition fees.

### **3.6.3 Deposit fee**

Students who receive an offer of admission are required to pay a deposit, normally one trimester's fee in advance plus visa length OSHC prior to commencement of studies in order to accept the offer and secure their place. The amount of the deposit required is stated in the University's offer letter.

Students who have been issued a packaged offer and who wish to accept are required to pay the deposit for all components of the packaged offer or the amount stated in their offer letter. Students who are accepting enrolment in more than one degree program may be required to pay a deposit for each degree program.

Throughout their enrolment, students are required to pay the fees for the relevant trimester or teaching period by the census date as prescribed in the [Enrolment Dates Protocol](#). A student who fails to pay the fee in full by the due date may have their enrolment cancelled.

### **3.6.4 Refund of tuition fees – commencing students**

For the purpose of this section, a commencing student is an international student commencing with the University (including students who have accepted a packaged offer) or an international student enrolled in their first trimester or teaching period in a program at the University. The application fee is non-refundable.

### Provider Default

Reason for refund	Refund payable	Time to pay refund
The University is unable to provide the program or program does not start on the agreed start date for which an offer has been made	The University will endeavour to offer an alternative program or location, or the student can choose to receive a full refund of pre-paid tuition fees. In the unlikely event that the University is unable to meet these obligations; the Tuition Protection Service (TPS) will assist the student in finding an alternative program or to get a refund if a suitable alternative is not found.	14 days from the date the program ceases to be provided

### Student Default

Reason for refund	Refund payable	Time to pay refund
The student provides documentary evidence that their application for a visa has been refused.	Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount).	28 days after receiving a complete refund application from the student.
The student is unable to satisfy prescribed conditions stipulated in the University's letter of offer and the University determines the student made a genuine attempt to meet the conditions.	Full refund of any pre-paid tuition fees.	28 days after receiving a complete refund application from the student.
The student withdraws their Acceptance(s) of Offer or cancels their program enrolment in writing at any time prior to the first day of teaching and up until the census date.	Refund of any pre-paid tuition fees less a \$3000 penalty unless the provisions of Section 3.6.11 apply.	28 days after receiving a complete refund application from the student.



<b>Reason for refund</b>	<b>Refund payable</b>	<b>Time to pay refund</b>
The student is granted Australian permanent residency and subsequently withdraws their Acceptance(s) of Offer or cancels their program enrolment in writing at any time prior to the first day of teaching and up until the census date and does not apply for a place and enrol as a domestic student.	Refund of any pre-paid tuition fees less a \$3000 penalty. Refer to Section 3.6.12.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in a program or takes leave of absence from a program or withdraws from a course for any reason after the census date	No refund unless the provisions of Section 3.6.11 apply.	
The student is found to have provided fraudulent documents or incorrect or misleading information with their application for admission or any other administrative processes.	No refund.	
The University cancels a student in a program due to non-enrolment after the census date	No refund unless the provisions of Section 3.6.11 apply.	

### **3.6.5 Refund of Tuition Fees – Continuing Student**

For the purpose of this section, a continuing student is an international student enrolled in their subsequent period of study at the University.

#### **Provider Default**

<b>Reason for refund</b>	<b>Refund payable</b>	<b>Time to pay refund</b>
The University ceases to provide the program for which an offer has been made after it has started, but before it is completed by the student.	The University will endeavour to offer an alternative program or location, or the student can choose to receive a full refund.	14 days from the date the program ceases to be provided.

## Student Default

Reason for refund	Refund payable	Time to pay refund
The student provides documentary evidence that their subsequent application for a visa has been refused.	Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount).	28 days after receiving a complete refund application from the student
The student cancels their enrolment in the program or requests leave of absence from the program, and written notification is received from the student prior to the commencement of trimester.	Full refund of any pre-paid tuition fees.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in the program or requests leave of absence from the program, and written notification is received on or after the first day of teaching and prior to the census date.	Refund of any pre-paid tuition fees less a \$3000 penalty unless the provisions of Section 3.6.11 apply.	28 days after receiving a complete refund application from the student.
The student is granted Australian permanent residency and subsequently cancels their enrolment in writing at any time prior to the first day of teaching and up until the census date and does not apply for a place and enrol as a domestic student.	Refund of any pre-paid tuition fees less a \$3000 penalty. Refer to Section 3.6.12.	28 days after receiving a complete refund application from the student.
The student is excluded from the University for failing to satisfy academic progress requirements.	All fees paid in respect of the teaching period from which the exclusion takes effect are refundable.	28 days after receiving a complete refund application from the student.
The student's enrolment is cancelled for non-payment or partial payment of fees by the due date and payment is subsequently received, but it is so late in the teaching period that reinstatement of enrolment is denied on academic grounds.	Full refund of any pre-paid tuition fees or the payment applied against the fees for the next teaching period.	28 days after receiving a complete refund application from the student.



<b>Reason for refund</b>	<b>Refund payable</b>	<b>Time to pay refund</b>
The student cancels their enrolment in a program or takes leave of absence from a program or withdraws from a course for any reason after the census date.	No refund unless the provisions of Section 3.6.11 apply.	
The University cancels a student in a program due to non-enrolment after the census date.	No refund unless the provisions of Section 3.6.11 apply.	
The student breaches their student visa conditions, and their student visa is subsequently cancelled by the Department of Home Affairs.	No refund	
The student is found to have provided fraudulent documents or incorrect or misleading information and the student is subsequently cancelled for student misconduct.	No refund	
The HDR candidate (enrolled in the PhD or MPhil) withdraws from the program, submits a thesis, requests a period of leave of absence, or candidature lapses.	Refund on a pro-rata basis.	

### **3.6.6 Refund of Tuition Fees – Griffith English Language Institute (GELI) student**

The following reasons for a refund are in addition to those outlined in Section 3.6.4 and 3.6.5. A Program of Study is considered to be the period of English study (ELICOS) covered by an electronic Confirmation of Enrolment. For non-student visa holders, a Program of Study refers to the dates indicated on the letter of offer. A Program of Study may be for one or more study periods. The Griffith English Language Institute Enrolment Fee is non-refundable.

### **Provider Default**

<b>Reason for refund</b>	<b>Refund payable</b>	<b>Time to pay refund</b>
GELI is unable to provide the program or program does not start on the agreed start date for which an offer has been made.	The University to offer an alternative program or location or the student can choose to receive a full refund.	14 days from the date the program ceases to be provided.

## Student Default

Reason for refund	Refund payable	Time to pay refund
The student provides documentary evidence that their application for a visa has been refused.	Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount).	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in a Program of Study at least 28 days before the commencement date.	75% of the tuition fees paid will be refunded, less any fees and charges incurred.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in a Program of Study less than 28 days before the commencement date.	50% of the tuition fees paid will be refunded, less any fees and charges incurred.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment after a Program of Study has commenced.	No refund.	
The student cancels their enrolment and provides documentary evidence clearly demonstrating that compelling or compassionate circumstances apply as outlined in Section 3.6.11.	A full or partial refund may apply at the discretion of the Director, GELI	28 days after receiving a complete refund application from the student.

### 3.6.7 Refund conditions for Offshore Programs

The University reserves the right to apply specific and different fee refund conditions to students enrolled in offshore and online programs. Any such specific and different fee refund conditions will be outlined in the offer letter.

### 3.6.8 Program transfer

If the student transfers from one program to another, the student is liable for the tuition fee related to the new program. Where the student has already paid the tuition fee for the first program, and the new program has a higher tuition fee, the student must pay the additional tuition fee. Where the new program has a lower tuition fee, any tuition fees in credit will be credited towards the remaining tuition fees or refunded as provided in Section 3.6.4 and 3.6.5.

### 3.6.9 Withdrawal from a course

If the student withdraws from a course but does not withdraw from the program, and the withdrawal is affected prior to the census date, the tuition fee for that course will normally be credited towards the remaining or future tuition fees.

Alternatively, on application from the student, approval may be given for the tuition fee to be refunded except where the amount is part of the initial deposit paid as specified in the Offer Letter. In this instance, the credit will be held in the student account and applied to future tuition or until the student withdraws from the program, then Section 3.6.5 applies as necessary.

### **3.6.10 Withdrawal from course on granting of academic credit**

If a student receives credit for a course in which they are enrolled, the full tuition fee paid by the student for that course will be treated according to Section 3.6.4 and 3.6.5, even if notification of credit approval is received after the census date.

### **3.6.11 Withdrawal in Compassionate Circumstances - Grounds for Refund**

Withdrawal in compassionate circumstances may be accepted as grounds for a full or partial refund of tuition fees. Compassionate circumstances may include but are not limited to:

- serious illness or disability which prevents the student from being able to study; or
- death of a close family member (parent, grandparent, sibling, spouse or child); or
- political or civil event or natural disaster which prevents payment of fees.

These reasons may be accepted as grounds for a full or partial refund of fees for any of the scenarios prescribed in Section 3.6.4, 3.6.5 and 3.6.6. provided that adequate documentary evidence is provided to support the application for a refund.

The student may also be eligible for withdrawal without academic penalty.

### **3.6.12 Permanent Residency**

If a student provides evidence of becoming a permanent resident of Australia prior to their commencement of study in the program and they subsequently apply for a place as an Australian resident student either as a Commonwealth Supported Student or a fee-paying student through the normal processes the offer of an international student place will be withdrawn, and all tuition fees will be refunded.

If, after commencing study in the program, a student obtains permanent resident status in Australia and provides evidence of permanent resident status prior to the census date, the student will be provided with either a Commonwealth Supported Place or a domestic fee-paying place through the normal admission processes. The student will be eligible for a refund of the difference between the fee as an international student and the fee for a domestic student for the period of study in which the residency status changed.

If a student obtains permanent resident status after the census date, the student will not be eligible for a full or partial refund of tuition fees paid for the period of study in which the residency status changed. On continuing their enrolment in the next period of study, the student will be provided with either in a Commonwealth Supported Place or a domestic fee-paying place through the normal admission processes.

The above processes also apply to an international student who becomes a New Zealand citizen during the course of their study.

### **3.6.13 Remittance of refund**

Active students must use the [Refund of Fees online form](#) and attach any required supporting documents. If the online form is unavailable due to the student no longer being active the manual [Refund Form](#) can be submitted with any required supporting documents.

In the event that the information provided in the refund application is not complete and further information is required, the processing timeline will not commence until the requested information has been submitted.

All refunds for which students are eligible, with the exception of refunds arising from withdrawal due to special circumstances will be

- Refunded to the student via the original payment method where possible to the student's home country, less any costs associated with the refund process; or

- Upon application by the student, if the student is approved to transfer to another Australian education institution, subject to the receipt of documentary evidence from the education institution regarding the student, including the Letter of Offer and Confirmation of Enrolment, payment may be made to the student's Australian bank account.

An application by a student for a refund to be paid to them at an Australian address will only be considered if evidence is provided that the fees were paid from an Australian bank account or if there are exceptional circumstances.

Student refunds are normally paid to the person or organisation which originally paid the fees unless documentary evidence is available to justify payment to a third party. Student refunds are not paid to Agents.

Refunds cannot be paid until the University is in receipt of the monies into its account as cleared funds.

Any debts to the University must be paid in full or the outstanding amounts will be deducted from the refund which is due.

#### **3.6.14 Review of Refund Assessment Decision**

If a student is dissatisfied with the refund decision, the student may forward an application for review of the decision to the Deputy Director, Griffith International, using the [Review of a Decision](#) form in accordance with the [Student Review and Appeals Policy](#) and [Student Review and Appeals Procedure](#). The decision of the Deputy Director, Griffith International is final.

Note: This written agreement, and the right to make complaints and seek a review of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

### **3.7 Penalties**

A student's enrolment is subject to cancellation during the teaching period on the grounds that, as at the census date, the student has not paid the outstanding balance of tuition fees or student contribution charge.

To have their enrolment reinstated:

- a full fee-paying student must pay all outstanding tuition fees and charges, plus a reinstatement charge within 20 working days of receiving their notice of cancellation of enrolment.
- a Commonwealth supported student must provide evidence within six weeks of the census date that they had met the requirements of Commonwealth support, as at the census date.

Service restrictions may also be placed on the student record and a late payment charge may be imposed, where a student has outstanding debt to the University in respect of:

- tuition fees
- SSAF
- administrative charges
- a student loan which has not been repaid in accordance with the agreed plan
- library fines and charges
- charges for computing or internet facilities
- accommodation charges
- other charges within the scope of this provision.

The service restrictions may prevent the student from:

- viewing their grades
- accessing their academic transcript
- graduating
- making changes to current enrolment or enrolling in future teaching periods
- being readmitted
- releasing results to other institutions
- having their higher degree research thesis accepted for examination.

These restrictions will remain on the student record until the outstanding amount has been paid in full, including any late payment charge.

Where a service restriction is imposed, the student will be notified on their myGriffith student portal.

### 3.8 Academic Payment Plans

Students who can demonstrate genuine financial hardship may be permitted to pay certain tuition fees and charges over a period of time in the form of an academic payment plan.

It is not available for:

- student contribution charges
- SSAF if the student is eligible for a SA-HELP loan
- tuition fees if the student is eligible for a FEE-HELP loan
- penalty charges
- library fines
- charges for accommodation
- Overseas Student Health Cover; or
- computing or other services.

#### 3.8.1 Form of academic payment plans

Students can apply for an academic payment plan [online](#), prior to the census date.

An application will not be approved if the student has not made all payments on any previous academic payment plans or has outstanding fees from a prior trimester. Academic payment plans must be as scheduled with the final payment being due no later than the last day of the trimester/teaching period to which the charge relates.

Academic payment plans may be approved for HDR candidates who are due to submit their thesis during a trimester.

Academic payment plans and requests for an exceptional payment plan which breaches either of the above conditions requires the approval of the following authorised officers:

For tuition fees for international students	Vice President (Global) or nominee
For tuition fees for domestic postgraduate students	Director, Student Business Services, or nominee
For tuition fees for domestic undergraduate students	Director, Student Business Services, or nominee

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For tuition fees for non-award students	Director, Student Business Services, or nominee
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### 3.8.2 Administrative charge

An administrative charge is levied on each Academic Payment Plan Agreement as follows:

For SSAF amount less than \$200:	\$10
For Tuition Fees between \$500 and \$2000:	\$50
For Tuition Fees greater than \$2000:	\$100

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## 3.9 Administrative charges

This table provides details on administrative and miscellaneous charges.

Category	Charge
Late course addition application charge - for applying to add a course after the last date to add a course for the semester (one charge per course addition request)	\$50
Late payment charge – where student’s account for academic or other fees and charges has an outstanding balance as at the due date for payment	\$70
Reinstatement Charge – for consideration of an application for reinstatement of enrolment following cancellation of enrolment for failing to meet enrolment requirements including payment of fees and charges. The reinstatement charge is refunded if the application for reinstatement is rejected.	\$100
Official Academic Transcript (hardcopy transcript)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Official Academic Transcript (digital transcript)	\$15
Official Letter (digital)	\$10 plus express postage \$10 (Australia) or \$45 (Overseas)
Preparation of Course Information for overseas registration eg physiotherapy registration in the UK.	\$155
Replacement testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (hardcopy testamur)	\$70 plus Registered postage \$10 (Australia) or \$45 (Overseas)



<b>Category</b>	<b>Charge</b>
Replacement testamur (degree certificate) or supply of testamur prior to graduation ceremony (special conditions apply) (digital testamur)	\$50
Replacement Student ID Card	\$15
Replacement Student Access Card Fee (access to secure laboratories, hospital facilities, etc)	\$20*
Refund Processing Charge	\$10
International Student Administrative Charge (refer Section 3.6)	\$500
International Student Withdrawal Penalty (refer Section 3.6)	\$3000
Academic Payment Plan Charge	
For charge up to \$200	\$10
For charge between \$200 and \$2000	\$50
For charge over \$2000	\$100
Audition Application Fees	\$50*
Music Undergraduate Program per application	\$50*
Music Postgraduate Program per audition	\$90*
Bachelor of Musical Theatre per application	\$90*
Bachelor of Acting per application	
Application Fee – International students (refer Section 3.6)	\$50*
Australian Higher Education Graduation Statement (AHEGS) – replacement or reissue (Physical AHEGS)	\$25 plus express postage \$10 (Australia) or \$45 (Overseas)
Australian Higher Education Graduation Statement (AHEGS) – replacement or reissue (digital AHEGS)	\$15
OUA Program Registration Fee - for Griffith OUA students (non-CSP) to register their intention to graduate with a Griffith OUA degree	\$150
Portfolio fee per application applies to the following programs:	\$55*
Bachelor of Design^	
Bachelor of Design/Bachelor of Business^	
Bachelor of Visual Arts^	
Bachelor of Visual Arts/Bachelor of Business^	
Bachelor of Animation	

Category	Charge
Bachelor of Film and Screen Media Production	
Bachelor of Games Design	
Bachelor of Visual Arts (Honours)	
Bachelor of Design (Honours)	
. Master of Visual Arts	
. Master of Design	
^Fee does not apply to applications for admission via ATAR only	

\*including GST

## 4.0 Definitions

**Census Date:** The census date for a course is the effective enrolment date and charges liability date for the course.

**Credit Point:** Refers to the value of a course. This term is used to provide students with a guide to the amount of work a course may entail; indicate a student's enrolment load; define the requirements for an award of the University; quantify recognition of prior learning; and indicate the amount of work a student has successfully completed towards an award of the University.

**Higher degree research program:** Research Masters or Research Doctorate where a Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study; Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

**Non-award Study:** The generic term indicating programs of study which do not lead to the award of a degree.

**Program:** A program is an approved course of study leading to an award of the University. A student is admitted to a program, and on successful completion of all program requirements is awarded the degree to which the program relates.

**Student:** A person who has an active enrolment status in a course at Griffith.

**Trimesters and Teaching Periods:** The standard academic year is comprised of two standard trimesters, Trimester 1 and Trimester 2 as designated in the University's Academic Calendar. Other teaching periods may be designated in the academic calendar and may be used for the offering of certain courses.

## 5.0 Information

Title	Fees and Charges Procedure
Document number	2023/0000350
Purpose	This procedure outlines the basis on which the University charges student fees.
Audience	Staff and Students
Category	Academic

Subcategory	Student Services
Approval date	19 April 2023
Effective date	1 January 2023
Review date	2028
Policy advisor	Senior Manager, Enrolment and Fees
Approving authority	Vice Chancellor

## 6.0 Related Policy Documents and Supporting Documents

Legislation	<p>Higher Education Support Act 2003</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>Education Services for Overseas Student (ESOS) Act 2000</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students (2018)</p>
Policy	Student Review and Appeals Policy
Procedure	<p>Enrolment Procedure</p> <p>Fees and Charges Schedule</p>
Local protocol	Enrolment Dates Protocol
Forms	<p>Refund of Fees</p> <p>Academic Payment Plan</p>