

## International Student Tuition Fees Procedures

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### 1. Governing Policy

[Enrolment Policy](#)

### 2. Purpose

Payment of tuition fees is a condition of enrolment for international students. These procedures specify how international student tuition fee charges, calculations, payments and refunds are processed.

### 3. Procedures

#### 3.1. Tuition fees

- a. The annual tuition fees for commencing international students, and the percentage increases for continuing students, will be published on the [International Fees](#) webpage.
- b. Students will be charged the published fee for their commencing year of study and will be subject to calendar year increases as a continuing student.
- c. Students who change course or undertake higher level studies will be subject to the fees applicable to students commencing that year in that course or program of study.

#### 3.2. Calculating tuition fee charges for individual students

- a. For **coursework** students, published tuition fees are based on a standard full-time enrolment load, which usually equates to 36 units per year, or 18 units per semester. If a student's enrolment load is more or less than a standard full-time load, the tuition fee will be calculated on a pro-rata basis as follows (excluding students enrolled in a [Study Abroad Program](#)):

Annual course tuition fee x number of units enrolled / 36 units (or standard full-time enrolment load)

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*Example 1:* for a student enrolled in 27 units of a course which has an annual fee of \$10,000 and for which the standard full-time load is 36 units, the tuition fee is:  
 $\$10000 \times 27 \text{ units} / 36 \text{ units} = \$7,500$

*Example 2:* for a student enrolled in 42 units of a course which has an annual fee of \$10,000 and for which the standard full-time load is 36 units, the tuition fee is:  
 $\$10000 \times 42 \text{ units} / 36 \text{ units} = \$11,667$

- b. For **higher degree by research** students, the tuition fee is based on the number of days of candidature in each half-year period (1 January to 30 June and 1 July to 31 December).
- c. Students enrolled in a [Study Abroad Program](#) will be charged the flat rate tuition fee published annually in the [fee schedule](#) for each semester of enrolment.
- d. Cross-institutional enrolments:
  - i. International students enrolled at Flinders University and undertaking approved studies offered by another institution will be required to pay the tuition fees that apply to that institution.
  - ii. International students enrolled at an institution other than Flinders University and undertaking approved studies offered by Flinders University, will be required to pay the tuition fees for cross-institutional study.

### 3.3. Payment of tuition fees

- a. Fees must be paid in advance.
- b. New students are required to pay fees for their first semester of enrolment by the date specified in the offer of admission to the University.
- c. All other fee payments are due by the end of the second week of each semester—early March in Semester 1 and early August in Semester 2—except that, for offshore or distance education courses, a different date may be specified in their letter of offer.
- d. Payment of all tuition fees and charges is a condition of enrolment, and must be made in full by the due date. Failure to pay will result in cancellation of enrolment. Students studying in Australia who have their enrolment cancelled will be reported to the Australian Government.

### 3.4. Payment extension or payment by instalments

- a. Where there are unforeseen compassionate or compelling circumstances which impact on a student's ability to pay tuition fees by the due date, the student may apply for a [payment extension or payment by instalment plan](#).
- b. If an **extension** is approved, a revised due date for payment will be determined and advised. If a **payment by instalment** plan is approved, the first payment of 25% of the tuition fee will be due on the original due date, and the remaining 3 payments of 25% of the fee will be due at monthly intervals thereafter.
- c. If payment is not received by a **payment due date** that is:
  - i. **prior** to the census date, the enrolment will be cancelled effective as at the due date;
  - ii. **after** the census date, the enrolment will be withdrawn effective as at the due date.The student will remain liable for any remaining outstanding debts.

### 3.5. Tuition fee refunds

- a. Tuition fee refunds will only be given in accordance with the following table, unless there are compassionate and compelling circumstances as provided in Procedure 3.6.
- b. To apply for a refund, a student must email [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au) with the details of payments made to Flinders University and their reasons for requesting a refund.
- c. If approved, refunds will normally be paid in Australian dollars.

Reason for refund	Refund
<b>1. ALL STUDENTS</b>	
<b>a. University default</b>	
University is unable to provide the course	100% refund of prepaid tuition fees Refund paid within 14 days of default
<b>b. Withdrawal of offer</b>	
Offer withdrawn by the University, including where the offer was made in error by the University	100% refund of prepaid tuition fees
Offer made on the basis of incorrect or misleading information provided by student, and withdrawn by the University	No refund
<b>c. Preclusion</b>	
Student is precluded by the University after failing to meet course progression rules	100% refund of any tuition fees paid for the semester from which the preclusion takes effect
<b>d. Withdrawal after underload</b>	
Student enrolls without authorisation in less than a full load in their first semester of study, and does not reenrol in the subsequent semester	No refund of remaining portion of the first semester's tuition fees.
<b>2. PACKAGED STUDENTS</b>	
University advised of intention to withdraw from Flinders component of package, and: <ul style="list-style-type: none"> <li>student fails to meet conditions to progress to Flinders component AND</li> <li>pathway provider confirms, according to agreed process, that student has made a genuine effort to meet conditions of offer</li> </ul>	90% refund of prepaid tuition fees, minus any costs incurred by the university in recruiting the student, e.g. agent's commission
University advised of intention to withdraw from Flinders component of package, and: <ul style="list-style-type: none"> <li>student fails to meet conditions to progress to Flinders component AND</li> <li>pathway provider confirms, according to agreed process, that student has NOT made a genuine effort to meet conditions of offer</li> </ul>	50% refund of prepaid tuition fees, minus any costs incurred by the university in recruiting the student, e.g. agent's commission
University advised of intention to withdraw from Flinders component of package, and: <ul style="list-style-type: none"> <li>student has met conditions to progress to Flinders component of package</li> </ul>	50% refund of prepaid tuition fees, minus any costs incurred by the university in recruiting the student, e.g. agent's commission
<b>3. COURSEWORK STUDENTS</b>	
<b>a. Withdrawal before census date – first semester</b>	
<ul style="list-style-type: none"> <li><b>Onshore, direct entry students</b></li> </ul>	
<b><u>Unlimited</u> intake courses</b>	

Reason for refund	Refund
University advised of withdrawal <i>four weeks or more</i> before course start date	90% refund of prepaid tuition fees, minus any costs incurred by the university in recruiting the student, e.g. agent's commission
University advised of withdrawal <i>less than four weeks</i> before course start date and up to the census date	50% refund of prepaid tuition fees, minus any costs incurred by the university in recruiting the student, e.g. agent's commission
<b>Limited intake courses (as indicated in Letter of Offer)</b>	
University advised of withdrawal <i>four weeks or more</i> before course start date	The University will retain 30% of the first semester's tuition fees as well as any costs incurred by the university in recruiting the student, e.g. agent's commission
University advised of withdrawal <i>less than four weeks</i> before course start date and up to the census date	The University will retain 50% of the first semester's tuition fees as well as any costs incurred by the university in recruiting the student, e.g. agent's commission
<b>• Offshore/distance/external/online students</b>	
University advised of withdrawal within 30 days of course commencement	90% refund
<b>b. Withdrawal before census date – subsequent semester</b>	
Onshore student: University advised of withdrawal on or before census date	100% refund of that semester's fees
Offshore/distance/external/online student: University advised within 30 days of commencement	100% refund of that semester's fees
<b>c. Withdrawal after census date</b>	
Onshore student: University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply (see Procedure 3.6)
Offshore/distance student: University advised of withdrawal more than 30 days from commencement	No refund unless compassionate or compelling circumstances apply (see Procedure 3.6)
<b>4. HIGHER DEGREE BY RESEARCH STUDENTS</b>	
<b>Withdrawal</b>	
University advised of withdrawal before commencement or within 30 days of commencement date	90% refund of first half-year fees
University advised of withdrawal between 30 days and 6 months after commencement date	No refund of first half-year fees
University advised of withdrawal more than 6 months after commencement date	Refund of any amount paid over and above the tuition fee as calculated according to Procedure 3.2

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### 3.6. Compassionate or compelling circumstances

- a. In compassionate or compelling circumstances, and where acceptable documentary evidence can be provided, a student may be eligible for a total refund of tuition fees.
- b. Examples of compassionate or compelling circumstances relevant to withdrawal **before the census date** include: inability to obtain a student visa (for students studying in Australia), illness or disability, death of the student or a close family member (parent, sibling, spouse or child) or a political, civil or natural event.
- c. Compassionate or compelling circumstances relevant to withdrawal **after the census date** will be determined according to the principles established under Section 4 of the [Refund of Student Contribution Amounts and Tuition Fees and Remission of Higher Education Loan Program \(HELP\) Debts Policy](#).
- d. Compassionate or compelling circumstances do not include a lack of knowledge or understanding of the University's policies and procedures.

### 3.7. Refund application reviews and appeals

- a. A review of a refund-related decision by the University may be requested in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

### 3.8. Student Services and Amenities Fees

The Student Services and Amenities Fee is included in the tuition fee for international students. International students are therefore not charged any additional fee for student services and amenities.

### 3.9. Overseas Student Health Cover (OSHC)

- a. Unless specifically approved otherwise, the Australian Government requires all international students studying in Australia to subscribe to Overseas Student Health Cover (OSHC) for the duration of their student visa, and stipulates that overseas students are not permitted to enrol unless they have paid for their OSHC.
- b. The University is required to collect the OSHC charge on behalf of its preferred health insurance provider. This charge is payable at the commencement of studies. The OSHC fee charged covers the period up to, and including, the visa expiry date.
- c. *Refunds*: If a student leaves Australia before the expiry date of their student visa, a partial refund may be available from the insurance provider. Claims must be presented to the insurance provider on the appropriate form, with proof of exit from Australia.

### 3.10. Students who obtain Permanent Resident status

- a. An international student who is granted a Permanent Resident visa is liable to pay the full student contribution amount (subject to the availability of a Commonwealth supported place) or tuition fees as determined by the University in accordance with the [Continuity of Study Policy](#). The change will take effect from the following semester of study.
- b. An international student who is granted a Permanent Resident visa prior to accepting an offer may be required to withdraw their international application and apply as a domestic student. If domestic applications have closed, the [Continuity of Study Policy](#) will apply.

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<b>Approval Authority</b>	Vice-President and Pro Vice-Chancellor (International)
<b>Responsible Officer</b>	Director, International Recruitment
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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