1. OVERVIEW

1.1. This policy outlines QUT's principles and guidelines for international student fees.

1.2. This policy complies with the Education Services for Overseas Students (ESOS) Act 2000.

1.3. In accordance with QUT policy E7.1 'Student Fees and Charges,' International students are required to pay tuition fees. An international student is defined as a student who is not:

- a citizen of Australia or New Zealand; or
- an Australian permanent visa holder.

2. APPLICATION FEE

2.1. A non-refundable application fee is payable with international applications. The Registrar may exempt some cohorts from the application fee.

2.2. Applications may attract a late fee if not lodged by the application due date.

3. PRE-PAID TUITION FEE (DEPOSIT AMOUNT)

3.1. International students are required to pay the deposit amount stipulated in their letter of offer as a condition of their acceptance. The deposit amount is a pre-payment which is allocated to tuition fees when they are invoiced. International students have the option to pay more than the stipulated deposit prior to the commencement of the course if they so choose.

Sponsored Students

3.2. Sponsored students who provide a valid financial guarantee or sponsorship agreement from their sponsor at the time of acceptance of offer are not required to pay the deposit. Sponsored students who do not provide valid documentation must pay the full deposit amount in accordance with clause 3.1 in order to accept their offer.

4. OTHER FEES AND CHARGES

4.1. A non-refundable registration fee is payable for all English language students.

4.2. Other administrative charges are levied for services as published on the QUT website.

5. TUITION FEE CALCULATION

5.1. International tuition fees are determined at a unit level and normally increase each year. The total amount payable for each teaching period is the sum of fees for individual units. International tuition fees are published in individual unit outlines available on the QUT website.

5.2. English language course students pay a separate charge for airport reception, accommodation services and English language support.

5.3. International student tuition fees do not include the costs of textbooks, Overseas Student Health Cover (OSHC), administrative charges, additional compulsory course costs, computer costs, stationery, photocopying, or living and personal expenses such as food, accommodation, transportation, or leisure activities.

5.4. For English language courses, unit tuition fees are final on the first day of classes of the teaching period. For all other courses, unit fees are final as at the Census date of each teaching period.

Research higher degree students (PhD, Professional Doctorate and Research Masters)

5.5. Most research students are able to commence their studies at any time in the year. Tuition fees for many thesis units are time based and will be pro-rated for the first and last teaching periods based on the student's commencement and completion dates. International tuition fees are published in Table C on the QUT website.

6. FEE PAYMENT

6.1. Fees must be paid in Australian dollars using QUT's approved payment methods.

6.2. Fees must be paid by the due date stated on the Tax Invoice.

6.3. Tax Invoices can be accessed via eStudent. An email notification is sent to the official QUT student email account when a Tax Invoice is available on-line.

6.4. QUT cannot accept payment for living or personal expenses.

7. NON-PAYMENT OF FEES

7.1. Failure to pay all outstanding fees by the due date will result in a sanction on the student's record and suspension of access to some or all university services. A late payment fee will be levied on the outstanding amount.

7.2. If fees remain unpaid in full or part after census date and after the appeal period, the student's enrolment in all units in current and future study periods will be cancelled. International student visa holders whose enrolment is cancelled for non-payment of fees will be reported to the Australian Government. This may have implications for the student's visa.

7.3. If a student's enrolment is cancelled for non-payment of fees, a 50% retention fee, based on 50% of the tuition fees for enrolled units as at the census date for that teaching period, will be applied to the student's account. Re-instatement of enrolment will only be possible in a subsequent teaching period, subject to payment of all outstanding debts, including the retention fee, and meeting all entry requirements for re-admission.

8. PAYMENT PLANS

8.1. If students are experiencing difficulties in making fee payments due to financial hardship an instalment payment plan may be approved.

8.2. Payment plans will not be accepted for the deposit amounts.

8.3. Students must demonstrate that a significant case of financial hardship has occurred after they accepted the terms and conditions of their offer to study at QUT.

8.4. Instalment payment plans must not extend beyond the end of the current teaching period.

8.5. Instalment payment plans will usually comprise equal monthly instalments over the teaching period.

8.6. Instalment payment plans will only be available for up to two teaching periods.

8.7. Defaults (non-payment) on agreed instalment payments will be subject to the same conditions for non-payment of fees in accordance with clause 7.

9. LEAVE OF ABSENCE

9.1. Leave of absence will only be approved for international student visa holders under exceptional medical or compassionate (bereavement) grounds.

9.2. Leave of absence is not available to commencing students.

9.3. Tuition fees will not be charged for the teaching period if Leave of Absence is requested and approved prior to the census date of the teaching period.

10. REVIEW PROCESS

10.1 If a student is not satisfied with the outcome of a University decision made under this policy, the review process described in QUT's policy E/9.2 'Grievance Resolution Procedures for Student Related Grievances' will apply.