



The University of Melbourne tuition fees 2015

Terms and conditions for international students

Effective as at 1 January 2015

It is important that you read these *Terms and conditions* and the University of Melbourne's *Course Fees and Charges Policy*, and *Fees and Charges procedures* before completing your administrative enrolment. Once you enrol, you will be bound by the University's fees policy, procedures, terms and conditions, and are agreeing to pay tuition fees for every year in which you are enrolled.

Note that the tuition fees detailed relate to 2015 only and are subject to annual review.

Tuition fees do not include costs such as Overseas Student Health Cover and certain other costs that may be required as part of your enrolment.

All tuition and other fees are paid in Australian dollars (\$AUD).

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Section 1: Governing policy and procedures, terms and conditions and the fees to be paid.

Governing policy and procedures

These terms and conditions are subject to University policy and the University's *Course Fees and Charges Policy* which is published in the Melbourne Policy Library.

Melbourne Policy Library

W: policy.unimelb.edu.au

- Course Fees and Charges Policy (MPF1050)
 - Fees and Charges for International Fee Places Procedure (MPF1213)
- Related Fees and Charges procedures
 - Fees and Charges for Commonwealth Supported Places Procedure (MPF1051)
 - Fees and Charges for Domestic Fee Places Procedure (MPF1212)
 - Fees and Charges for Research Training Scheme Places Procedure (MPF1211)

Who these terms and conditions relate to

The terms and conditions apply to international students enrolled at the University of Melbourne and relate to the calculation and payment of tuition fees for commencing and continuing international students in 2015. This includes international students enrolled:

- in an undergraduate, graduate coursework, or graduate research course (including Masters by Research, Doctoral and PhD candidates); or
- in a Study Abroad course; or
- in Community Access Program (CAP) subjects; or
- who are studying 'onshore' or 'offshore'.

The terms and conditions do not apply to international students enrolled in courses offered by MBS Ltd or the School of Melbourne Custom Programs.

International student classification

An international student:

- is not an Australian citizen or permanent resident; and
- does not hold a permanent Australian humanitarian visa; and
- is not a New Zealand citizen.

If you are an Australian or New Zealand citizen, an Australian permanent resident, or if you hold a permanent Australian humanitarian visa, you should refer to the enrolment policy and fees procedures for domestic students. The tuition fee terms and conditions for domestic students enrolling in an Australian fee-paying place are outlined under *The University of Melbourne tuition fees 2015. Terms and conditions for Australian fee-paying students*.

Why it is important

It is important that you read these *Terms and conditions* and the University of Melbourne's *Course Fees and Charges Policy*, and *Fees and Charges procedures* before completing your administrative enrolment. Once you enrol, you will be bound by the University's fees policy, procedures, terms and conditions, and are agreeing to pay tuition fees for every year in which you are enrolled.

Note that the tuition fees detailed relate to 2015 only and are subject to annual review.

Tuition fees do not include costs such as Overseas Student Health Cover (OSHC) and certain other costs that may be required as part of your enrolment.

All tuition and other fees are paid in Australian dollars (\$AUD).

Policy amendments

These terms and conditions take effect for all students from 1 January 2015.

The University reserves the right to amend the *Course Fees and Charges Policy*, *Fees and Charges procedures* and *Terms and Conditions* as required. Any changes will be notified in writing.

The Goods and Services Tax (GST) does not currently apply to tuition fees. Should this change, the University reserves the right to charge GST in addition to the published fee.

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

If a CRICOS code is shown as 'tba' for a course, the University is in the process of obtaining CRICOS accreditation for the course and anticipates enrolling international students from the start of the academic year indicated. The course will only be available to international students who require a student visa to study in Australia if CRICOS accreditation is obtained.

If a CRICOS code is shown as 'na', the course is not registered on CRICOS because it is delivered online or does not meet the requirements for international students who require a student visa to study in Australia. Prospective international students who wish to undertake these courses are advised to visit the Department of Immigration (DIAC) website to investigate other options that permit them to study for a short period of time. See www.immi.gov.au

Tuition fees for international students commencing a course in 2015

The tuition fees you pay will depend on the course that you commence.

Tuition fees are charged for each year that you are enrolled and you will pay tuition fees according to your specific enrolment in any given semester. You are required to pay your tuition fees to maintain your enrolment.

Table 1: Tuition fees paid by international students commencing a course in 2015

Course commenced in 2015	Tuition fees paid	Further details
Undergraduate course	<p>In 2015 you will pay tuition fees based on the particular subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the 2015 undergraduate subject fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Undergraduate course tuition fees for 2015</i>.</p> <p>The University provides a guarantee to international students who enrol that the fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects.</p>
Graduate courses, except for courses offered by the Office for Environmental Programs	<p>In 2015 you will pay a course-based tuition fee.</p> <p>The amount you are charged is the annual course fee listed per Equivalent Full Time Student Load (EFTSL) enrolled. This amount is the fee for all students commencing in the course in 2015. If you are studying more or less than one EFTSL in 2015, your fee will increase or decrease proportionally.</p>	<p>For details of the 2015 graduate course fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Graduate course tuition fees for 2015, Graduate enrolments with course-based fees</i>.</p> <p>The University provides a guarantee to international students who enrol that the course fee will not increase by more than 10 per cent per annum.</p>
Graduate courses offered by the Office for Environmental Programs	<p>In 2015 you will pay tuition fees based on the particular subjects you choose to study in your course.</p> <p>The amount you are charged in 2015 is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the 2015 graduate subject fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Graduate course tuition fees for 2015, Graduate enrolments with subject-based fees</i>.</p> <p>The University provides a guarantee to international students who enrol that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>

The University of Melbourne tuition fees 2015. Terms and conditions for international students.

Table 1 (cont)

Course commenced in 2015	Tuition fees paid	Further details
Study Abroad	<p>In 2015 you will pay a course fee to the University of Melbourne.</p> <p>Study Abroad students pay a set tuition fee per semester for their course, irrespective of the number of subjects in which they are enrolled.</p>	<p>For details of the 2015 Study Abroad fees see and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Study Abroad course fees for 2015</i>.</p>
Exchange Program	<p>The cost of participating in the University of Melbourne's Exchange Program should be covered by the agreement between your home institution and the University of Melbourne.</p> <p>CRICOS codes for Exchange Programs at the University are:</p> <ul style="list-style-type: none"> • Undergraduate: 041631G • Graduate: 041630G 	<p>For details, see the Melbourne Global Mobility website for incoming students: www.mobility.unimelb.edu.au/inbound/index.html</p>
Single subject study Community Access Program (CAP)	<p>Single subject enrolment may be available to you, depending on your visa status, course enrolment, and where the subjects are not part of your course. Most undergraduate subjects and some graduate subjects are available for single subject enrolment through CAP.</p> <p>In 2015 you will pay tuition fees based on the particular subjects you choose to study and the mode of study selected (assessed or non-assessed mode).</p> <p>The amount you are charged in each year is the sum of the fees for all subjects in which you enrol.</p>	<p>For further details regarding CAP and CAP fees paid in 2015, see <i>The University of Melbourne tuition fees 2015. Terms and conditions for Australian fee-paying students</i>.</p> <p>Specific details are provided in Section 2: Fees for 2015 and fee calculations - Single subject study (CAP) fees for 2015.</p>

Tuition fees for international students continuing a course in 2015

The tuition fees you pay will depend on the course that you are enrolled in, and the year that you commenced in that course.

Tuition fees are charged for each year that you are enrolled and you will pay tuition fees according to your specific enrolment in any given semester. You are required to pay your tuition fees to maintain your enrolment.

Table 2: Tuition fees paid by international students continuing a course in 2015

Course and year commenced	Tuition fees paid	Further details
Undergraduate students	<p>In 2015 you will continue to pay tuition fees based on the particular subjects you choose to study in your course.</p> <p>The amount you are charged is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the 2015 undergraduate subject fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Undergraduate course tuition fees for 2015</i>.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects.</p>
Graduate students who commenced in a graduate course in 2010 or later (except for courses offered by the Office for Environmental Programs)	<p>In 2015 you will continue to pay a course-based tuition fee.</p> <p>The amount you are charged is the course fee listed per EFTSL enrolled. If you are studying more or less than one EFTSL in 2015, your fee will increase or decrease proportionally.</p>	<p>For details of the 2015 graduate course fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Graduate course tuition fees for 2015, Graduate enrolments with course-based fees</i>.</p> <p>The University provides a guarantee to international students who continue their enrolment that the course fee will not increase by more than 10 per cent per annum.</p>

The University of Melbourne tuition fees 2015. Terms and conditions for international students.

Table 2 (cont)

Course and year commenced	Tuition fees paid	Further details
Graduate students in a graduate course offered by the Office for Environmental Programs	<p>In 2015 you will continue to pay tuition fees based on the particular subjects you choose to study in your course.</p> <p>The amount you are charged in 2015 is the sum of the fees for all subjects in which you enrol.</p>	<p>For details of the 2015 graduate subject fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Graduate course tuition fees for 2015, Graduate enrolments with subject-based fees</i>.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>
Graduate students who commenced in a graduate course in 2009 or earlier	<p>In 2015 you will continue to pay tuition fees based on the particular subjects you choose to study in your course. The amount you are charged in 2015 is the sum of the fees for all subjects in which you enrol.</p> <p>You will complete your study on a subject fee basis as per the fee policy that applied at the time you commenced your course. As indicated, discipline fees for graduate subjects will continue to be set each year and these will apply in the usual manner. This will apply for as long as you remain enrolled in the same course. If you transfer to another course you are subject to the current fee policy and must pay the fees applicable at the time of transfer.</p>	<p>For details of the 2015 graduate subject fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Graduate course tuition fees for 2015, Graduate enrolments with subject-based fees</i>.</p> <p>The University provides a guarantee to international students who continue their enrolment that the fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects.</p>
Study Abroad	<p>In 2015 you will pay the 2015 Study Abroad course fee to the University of Melbourne.</p> <p>Study Abroad students pay a set tuition fee per semester for their course, irrespective of the number of subjects in which they are enrolled.</p>	<p>For details of the 2015 Study Abroad fees and how to calculate your tuition fees see <i>Section 2: Fees for 2015 and fee calculations - Study Abroad course fees for 2015</i>.</p>
Exchange Program	<p>The cost of participating in the University of Melbourne's Exchange Program should be covered by the agreement between your home institution and the University of Melbourne.</p> <p>CRICOS codes for Exchange Programs at the University are:</p> <ul style="list-style-type: none"> • Undergraduate: 041631G • Graduate: 041630G 	<p>For details, see the Melbourne Global Mobility website for incoming students: www.mobility.unimelb.edu.au/inbound/index.html</p>
Single subject study Community Access Program (CAP)	<p>In 2015 you will continue to pay tuition fees based on the particular subjects you choose to study, and the mode of study selected.</p> <p>The amount you are charged in each year is the sum of the fees for all subjects in which you enrol.</p>	<p>For further details regarding CAP and CAP fees paid in 2015, see <i>The University of Melbourne tuition fees 2015. Terms and conditions for Australian fee-paying students</i>.</p> <p>Specific details are provided in <i>Section 2: Fees for 2015 and fee calculations - Single subject study (CAP) fees for 2015</i>.</p>

What the tuition fees cover

Tuition fees cover the cost of tuition.

Tuition fees do not cover other costs such as:

- Books and equipment, or
- Certain other costs and services, for example:
 - Overseas Student Health Cover (OSHC). A separate fee is paid for this compulsory health insurance for international students.
 - Some club memberships, Melbourne University Sport services or Student Union activities. Students may be required to pay additional fees.

Students have access to a range of free support services and facilities including:

- Airport reception (within the limits outlined in the terms and conditions of the Airport reception service)
- Programs such as Orientation
- Services such as student housing and employment services.

For details about other fees and costs associated with your studies see *Section 1: Governing policy and procedures, terms and conditions and the fees to be paid - Other fees and costs for international students commencing or continuing a course in 2015.*

When you pay

Tuition fee payments are made in advance of each study period. For details about payment options, invoices, due dates, and refunds see *Section 3: Payments and refunds - Information relating to the payment of fees in 2015.*

Note that in 2015:

- You have two payment options: standard instalment or dual instalment. Your invoice will be available on line via your student portal as soon as you enrol in your subjects.
- It is your responsibility to pay your fees and complete your enrolment by the date specified on your invoice; otherwise a late fee will be levied.
- If your fees remain unpaid, your enrolment will be cancelled and you will then need to reapply for admission to the course. You will remain liable for any outstanding debt. The University is required to advise the Department of Immigration and Border Protection of any cancellation of enrolment. This may lead to the cancellation of your student visa.

Variations in the fees quoted

The tuition fees detailed relate to 2015 only. These fees are subject to annual review and may be adjusted to take into account price and demand factors.

Maximum yearly increases

The University provides a guarantee to international students who enrol that:

- The tuition fee will not increase by more than 7 per cent per annum in any discipline for undergraduate subjects
- The tuition fee will not increase by more than 10 per cent per annum in any discipline for graduate subjects
- The tuition fee will not increase by more than 10 per cent per annum for students enrolled in a graduate course and paying a course-based fee.

These guarantees are not applicable to Study Abroad or Community Access Program subject fees.

If you commence in Semester 2

If you are commencing your course in Semester 2, 2015, the fees for your first semester of study will be those applying in 2015. For the first semester of 2016, the fees you pay will be those approved for the 2016 academic year.

If you defer your studies

If you have an offer to study at the University in 2015 and you defer your studies until 2016, the fees you pay on commencement will be those approved for the 2016 academic year.

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If you transfer to a new course

For undergraduate students transferring to a new undergraduate course:

- The fees you pay will be those set for the subjects into which you enrol at the time of transfer.

For graduate students transferring to a new graduate course:

- The fees you pay will be those set for the new course into which you enrol.

For Study Abroad students transferring to a new Study Abroad course:

- The fees you pay will be those set for the new course into which you enrol.

If your enrolment is terminated

Students whose enrolment is terminated either for poor academic performance, disciplinary grounds or for failure to re-enrol in a timely fashion, if readmitted at any future time, will be required to pay fees according to the fee policy and procedures applicable at the time of readmission, not the policy that applied under their original enrolment. This also applies to students whose enrolment is terminated for unpaid fees or other outstanding debt and who are ineligible for reinstatement.

If you change subjects within your course

Subject fees: undergraduate courses and graduate enrolments with subject-based fees

Changing to subjects in different fee bands or changes to study load will result in a change to your fee liability (refer to *Section 3: Payments and refunds - Variations to fees owing*).

- If the subject you add to your enrolment is charged at a higher rate than the one from which you withdraw, additional tuition fees will be payable.
- If the subject you add to your enrolment is charged at a lower rate than the one from which you withdraw your subsequent semester's tuition fee will be credited or you may apply for a refund (refer to *Section 3: Payments and refunds - Refunds*).
- If you withdraw from a subject you must do so by the census date for that subject or you will be charged for the subject (refer to *Section 3: Payments and refunds - Variations to fees owing*).

Course fees: graduate enrolments with course-based fees

Your course tuition fee will only change if you change your study load (EFTSL).

- If you increase the number of subjects in which you are enrolled, or change to subjects of a higher weighting, your fee liability will increase.
- If you reduce the number of subjects in which you are enrolled or change to subjects of a lower weighting, you may decrease your fee liability and may be eligible for a refund. However, you must have withdrawn from subject(s) by the subject census date or you will be charged for the original study load.

Course fees: Study Abroad

- Undergraduate Study Abroad: Your course tuition fee will not change.
- Graduate Study Abroad: Your course tuition fee will not change unless you change to a majority of subjects within the other graduate band, resulting in a change of Study Abroad course.

If you are granted permanent residency

Australian Government requirements do not permit you to enrol or remain enrolled as an international student under these circumstances. You must advise the University immediately. For details about your obligations and implications for your enrolment and fees see *Section 4: Specific conditions which apply - International students granted Australian Permanent Residency*.

The University of Melbourne tuition fees 2015. Terms and conditions for international students.

Other fees and costs for international students commencing or continuing a course in 2015

There are other fees and costs associated with your studies that you need to consider including compulsory Overseas Student Health Cover.

You are required to pay these fees in order to maintain your enrolment

Overseas Student Health Cover (OSHC)

It is a student visa requirement for international students to take out visa-length Overseas Student Health Cover (OSHC) while studying in Australia.

See <http://www.services.unimelb.edu.au/international/visas/oshc>

Allianz Global Assistance Overseas Student Health Cover is the University's preferred OSHC provider. Details of costs can be obtained from their website: www.oshcallianzassistance.com.au

Student Services and Amenities Fee

The Commonwealth Government has introduced a Student Services and Amenities Fee (SSAF). The SSAF you are required to pay will vary depending on your enrolment. Details about the fee and how it will be charged in 2015 are available at www.futurestudents.unimelb.edu.au/admissions/fees

Other costs

The following are costs that you need to consider and are provided as a guide only.

Course costs

These include general course costs and specialised costs in some years.

See www.services.unimelb.edu.au/finaid/planning/need_to_know/unifees

Costs of living

These include costs such as:

- Accommodation
- Food and other weekly bills
- Transport costs
- Computer costs
- Additional costs for students with families and dependents, including schooling¹ and childcare.

See www.services.unimelb.edu.au/finaid/planning

¹Note that school-aged dependants accompanying students to Australia must attend school and you will be required to pay school fees if they are enrolled either in a government or non-government school. School fees are not required at government schools for school-aged dependants of postgraduate research students in Victoria.

Student club and sports membership

Costs are charged for some activities, services, and memberships. See:

- University of Melbourne Student Union www.union.unimelb.edu.au
- Graduate Student Association www.gsa.unimelb.edu.au
- Melbourne University Sport www.sports.unimelb.edu.au

Support services

Support services are provided to students. However, there may be some specific additional services which require a fee.

See www.services.unimelb.edu.au

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Additional programs

These programs may be required or are optional for new international students. Costs are provided as a guide only.

Under 18 Supervision Program

The Department of Immigration and Border Protection (DIBP) requires that all international students who will be under 18 years of age when entering Australia on a student visa have appropriate accommodation, support and welfare arrangements in place. There are various options available to international students under 18 to meet this DIBP requirement.

Enrolling in the Under 18 Supervision Program coordinated by International Student Services (ISS) is one option available. A program fee is charged for enrolment in the Under 18 Supervision Program.

See www.services.unimelb.edu.au/international/under18

Melbourne Welcome for Study Abroad and Exchange

The Melbourne Welcome is an optional introductory program for incoming Study Abroad and Exchange students. A fee is charged for participation in this program. Costs for this program may be covered by your home institution or Study Abroad provider.

See www.mobility.unimelb.edu.au/inbound/life/melbourne-welcome.html

Further information

Calculating the cost of individual subjects

For details about the tuition fees for each subject at the University derived from the discipline fee band that applies to individual subjects if your enrolment is with subject-based fees, see the subject EFTSL and census dates: fee.acs.unimelb.edu.au

For enrolments with subject-based fees, note that every subject at the University has been assigned to a discipline fee band. The subject fees are set within a fixed number of bands which are based on The Australian Government's discipline classification of the subject. The discipline fee band for each subject is determined by the content of the subject, not the course of which it forms a part, nor the faculty or school which is responsible for teaching it. Different prices are charged for undergraduate subjects, graduate subjects and Community Access Program study.

Glossary of terms

For an explanation of key terms used in this document such as *EFTSL* or *Census date* see *Section 5: Glossary of terms and fee queries*.

Need more information?

For future students:

W: futurestudents.unimelb.edu.au/contact/international

For current students:

my.unimelb

W: my.unimelb.edu.au

Student Centres

W: studentcentre.unimelb.edu.au

Student Administration

The University of Melbourne

Victoria 3010 Australia

E sa-fees@unimelb.edu.au

For queries about fees paid:

See *Section 5: Glossary of terms and fee queries*

Disclaimer

The University has used its best endeavour to ensure that materials contained in this publication were correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion.

Section 2: Fees for 2015 and fee calculations

For the tables outlined in section 2 see the accompanying document: *The University of Melbourne tuition fees 2015. Tuition fee tables for international students*, which forms part of the tuition fee terms and conditions for international students.

Undergraduate course tuition fees for 2015

This applies to commencing and continuing international undergraduate students in 2015.

All undergraduate courses have subject-based fees. International students enrolling at the University of Melbourne in 2015 in an undergraduate course will pay tuition fees based on the particular subjects they choose to study. The amount charged is the sum of the fees for all subjects in which you enrol.

The 2015 international undergraduate subject fees are shown in table 1 (Tuition fee tables for international students).

About the undergraduate subject fees

Every undergraduate subject at the University has been assigned to a discipline fee band. The subject fees are set within a fixed number of bands which are based on The Australian Government's discipline classification of the subject. The discipline fee band for each subject is determined by the content of the subject, not the course of which it forms a part, nor the faculty or school which is responsible for teaching it. The fees are based on the cost of teaching the subjects in the discipline fee band and the demand for the discipline in which they fall.

The subject fees in table 1 set out the basis for calculating your tuition fees but do not necessarily represent the fees for a typical undergraduate enrolment. The fees shown in table 1 are for each 100 credit points (1 EFTSL)¹ of study in that discipline fee band. Most undergraduate courses require students to enrol in subjects from more than one discipline fee band for a total study load across all subjects of 100 credit points per year.

Calculating your tuition fees

Each subject that you undertake has an EFTSL, or credit point value, and is assigned to a discipline fee band.

Your fees are calculated based on the EFTSL value of the subjects you take in each semester and the discipline fee band for each subject. The total fees you will pay in any year are the sum of the subject fees for all subjects in which you are enrolled.

The *Handbook* lists all the subjects you can take in your course and their corresponding subject codes: handbook.unimelb.edu.au
The subject EFTSL value can be used to work out the cost of each subject: fee.acs.unimelb.edu.au

Example tuition fee calculation for one subject.

For a subject worth 12.5 credit points (0.125 EFTSL), the fee charged for the subject is 0.125 multiplied by the \$AUD/EFTSL fee for the discipline fee band.

Note that year-long subjects are usually required to have their fees paid in full in Semester 1. If, for example, a year-long subject is worth 37.5 credit points (0.375 EFTSL) then the fee is charged in Semester 1 and is calculated as 0.375 multiplied by the \$AUD/EFTSL fee.

Example tuition fee calculation for one year of study.

Wei is an international student who enrolls in a Bachelor of Science in 2015, commencing in Semester 1. She enrolls in 8 subjects for a total of 100 credit points (1 EFTSL), or a standard full-time study load for one year of study:

2 commerce subjects (12.5 credit points each)

2 maths subjects (12.5 credit points each)

4 science subjects (12.5 credit points each)

In this example, the subject fees in 2015 are \$36,448/EFTSL for Commerce, \$34,464/EFTSL for Mathematics, \$36,544/EFTSL for Science.

Wei's tuition fees for 2015 are calculated as:

$(2 \times 0.125 \times \$36,096) +$

$(2 \times 0.125 \times \$34,464) +$

$(4 \times 0.125 \times \$36,544)$

$= \$35,912$

¹ 100 credit points is a standard full-time study load for one year of study.

Estimated course fees for students commencing an undergraduate course

The fees in table 2 (Tuition fee tables for international students) provide an estimate of the course tuition fees for international students commencing an undergraduate course in semester one 2015. As far as possible, the fees provided in this table show the typical tuition fees that a student enrolled in each undergraduate course will pay for the first year of the course in 2015. As a guide, a typical total course fee is also shown.

For most courses the typical tuition fees are based on subject enrolments normally undertaken by students in the course, and reflect the discipline band of the subjects comprising the degree. For some degrees a typical fee range is shown, due to the wide range of variables that may affect the course structure, and subjects taken.

Please note that:

- The fees provided are indicative only and may vary depending on the number of subjects undertaken, their credit point value and the discipline band for each subject undertaken during your enrolment. Actual tuition fees payable may vary and will be the sum of the fees for all subjects in which you enrol.
- The 2015 typical course fee shown provides an estimate of the tuition fees for the first year of the course. This estimate assumes a full-time study load, commencing semester one, and is for 2015 only. If, for example, you complete a subject sequence in one year that is more than one EFTSL your fee liability will increase.
- The typical total course fee shown provides an estimate of the tuition fees for the whole course. This estimate is based on typical subject enrolments in each year of the course with indexation of the 2015 international undergraduate subject fees at five per cent per annum for every additional year of study after 2015. The amount shown assumes students complete no more than the course duration indicated.

Graduate course tuition fees for 2015

Graduate enrolments with course-based fees

This applies to:

- All commencing graduate students in 2015*
 - All continuing graduate students in 2015 who commenced a graduate course with course-based fees in 2010 or later
- *except graduate students in Office for Environmental Programs courses.

International students enrolling at the University of Melbourne as a graduate enrolment with course-based fees in 2015 will pay tuition fees based on their annual course cost and study load. The amount you are charged is the course fee listed per EFTSL enrolled. If you are studying more or less than one EFTSL in 2015, your fee will increase or decrease proportionally.

The 2015 international graduate course fees are shown in table 3 (Tuition fee tables for international students).

About the graduate course fees

A course fee has been set for every graduate course at the University. The fees are determined by the course, not the subjects that comprise the course.

The course fees in table 3 set out the basis for calculating your tuition fees showing the fee for each 100 credit points (1 EFTSL)² of study in that course (2015 International course fee).

The table also provides an estimate of the tuition fees for the first year of the course, and an indicative total course fee. These fees are provided as a guide only and are based on a typical study load for students commencing the course in semester one 2015. Please note that unless indicated:

- The estimated fee year 1 assumes a full-time study load, commencing semester one, and is for 2015 only.
- The indicative total course fee assumes a full-time study load over the duration shown, commencing semester one 2015, with indexation of the 2015 international course fee at 5 per cent per annum for every additional year of study.
- It is assumed that courses less than one EFTSL duration are completed in less than one year and in 2015.

² 100 credit points is a standard full-time study load for one year of study.

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Calculating your tuition fees

Each subject that you undertake has an EFTSL, or credit point value.

Your fees are calculated based on the EFTSL value of the subjects you take in each semester and the course fee. The total fees you will pay in any year will depend on your total study load for the year (comprising the total EFTSL or credit point value for all subjects in which you are enrolled).

The *Handbook* lists all the subjects you can take in your course and their corresponding subject codes: handbook.unimelb.edu.au

The subject EFTSL value can be used to work out the cost of each subject: fee.acs.unimelb.edu.au

Example tuition fee calculation by subject.

For a subject worth 12.5 credit points (0.125 EFTSL), the fee charged for the subject is 0.125 multiplied by the \$AUD/EFTSL fee for your course.

If you undertake 8 subjects worth 12.5 credit points each (0.125 EFTSL) your total study load for the year is 1 EFTSL (8x0.125). The fees charged for these subjects is 1 multiplied by the \$AUD/EFTSL fee for your course.

Example tuition fee calculation for one year of study.

Mohamed is an international student who enrolls in a Master of Management in 2015. He enrolls in a total of 100 credit points: 0.5 EFTSL in Semester 1 and 0.5 EFTSL in Semester 2.

In this example, the course fee for the Master of Management is \$36,448/EFTSL.

Mohamed's tuition fees for 2015 are calculated as:

$$\begin{aligned} &(0.5 \times \$36,448) + \\ &(0.5 \times \$36,448) \\ &= \$36,448 \end{aligned}$$

Graduate enrolments with subject-based fees

This applies to:

- All commencing and continuing graduate students in Office for Environmental Programs courses in 2015.
- All continuing graduate students in 2015 who commenced their graduate course in 2009 or earlier.

International students enrolling at the University of Melbourne as a graduate enrolment with subject-based fees in 2015 will pay tuition fees based on the particular subjects they choose to study. The amount charged is the sum of the fees for all subjects in which you enrol.

The 2015 international graduate subject fees are shown in table 4 (Tuition fee tables for international students).

About the graduate subject fees

Every graduate subject at the University has been assigned to a discipline fee band. The subject fees are set within a fixed number of bands which are based on The Australian Government's discipline classification of the subject. The discipline fee band for each subject is determined by the content of the subject, not the course of which it forms a part, nor the faculty or school which is responsible for teaching it. The fees are based on the cost of teaching the subjects in the discipline fee band and the demand for the discipline in which they fall.

The subject fees in table 4 set out the basis for calculating your tuition fees but do not necessarily represent the fees for a typical graduate enrolment. The fees shown in table 4 are for each 100 credit points (1 EFTSL)³ of study in that discipline fee band. Graduate courses may require students to enrol in subjects from more than one discipline fee band for the normal study load per year.

Calculating your tuition fees

Each subject that you undertake has an EFTSL, or credit point value, and is assigned to a discipline fee band.

Your fees are calculated based on the EFTSL value of the subjects you take in each semester and the discipline fee band for each subject. The total fees you will pay in any year are the sum of the subject fees for all subjects in which you are enrolled.

The *Handbook* lists all the subjects you can take in your course and their corresponding subject codes: handbook.unimelb.edu.au

The subject EFTSL value can be used to work out the cost of each subject: fee.acs.unimelb.edu.au

³ 100 credit points is a standard full-time study load for one year of study.

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Example tuition fee calculation for one subject.

For a subject worth 12.5 credit points (0.125 EFTSL), the fee charged for the subject is 0.125 multiplied by the \$AUD/EFTSL fee for the discipline fee band.

Note that year-long subjects are usually required to have their fees paid in full in Semester 1. If, for example, a year-long subject is worth 37.5 credit points (0.375 EFTSL) then the fee is charged in Semester 1 and is calculated as 0.375 multiplied by the \$AUD/EFTSL fee.

Example tuition fee calculation for one year of study.

Akiko is an international student who enrolls in a Master of Environment in 2015. She enrolls in 8 subjects for a total of 100 credit points (1 EFTSL), or a standard full-time study load for one year of study:

- 3 Agriculture subjects (12.5 credit points each)
- 3 Built environment subjects (12.5 credit points each)
- 1 Education subject (12.5 credit points)
- 1 Science subject (12.5 credit points).

In this example, the subject fees in 2015 are \$35,072/EFTSL for Agriculture, \$35,104/EFTSL for Built Environment, \$28,800/EFTSL for Education, \$32,512/EFTSL for Science.

Akiko's tuition fees for 2015 are calculated as:

$$\begin{aligned} &(3 \times 0.125 \times \$35,072)+ \\ &(3 \times 0.125 \times \$35,104)+ \\ &(1 \times 0.125 \times \$28,800)+ \\ &(1 \times 0.125 \times \$32,512) \\ &= \$33,980 \end{aligned}$$

Pro-rata variations for graduate research

Tuition fees are charged based on the study load (EFTSL) you undertake in each semester, with 100 credit points (1 EFTSL) the standard full-time study load for one year of study.

For graduate research (RHD) students, tuition fees are charged on a daily pro-rata basis during the period of your enrolment. You will receive an invoice twice per year for each day you are enrolled in research Semester 1 (1 January-30 June) and research Semester 2 (1 July-31 December).

If you are a commencing research student who enrolls after a research semester commencement date, your first research semester fees will be adjusted to take account of the number of days you will actually be enrolled in that semester. Similarly, once you submit your thesis any refund of fees paid in advance will be calculated on a daily pro-rata basis.

Study Abroad course fees for 2015

Applies to:

- Students enrolled in a Study Abroad Course (Undergraduate and Graduate) in 2015. These fees also apply to Australian students enrolling in a Study Abroad course at the University of Melbourne for credit to an overseas institution.

International students enrolling at the University of Melbourne in a Study Abroad course in 2015 will pay a tuition fee to the University of Melbourne. This is a set tuition fee per semester enrolled, irrespective of the number of subjects in which you are enrolled. You will pay a fee for every semester enrolled.

The 2015 Study Abroad fees are shown in table 5 (Tuition fee tables for international students).

About the Study Abroad fees

A fee has been set for each Study Abroad course offered by the University. As indicated, the fee is the cost per semester enrolled. Semester 1, 2015 covers the period January to June 2015; Semester 2, 2015: July to December 2015.

Calculating your tuition fees

Example tuition fee calculation for one semester of study.

Alexander is an international student who enrolls in the undergraduate Study Abroad program. He enrolls for one semester in 2015.

Alexander's tuition fees for 2015 are calculated as:

$$\begin{aligned} &(1 \times \$12,580) \\ &= \$12,580 \end{aligned}$$

Section 3: Payments and refunds

Information relating to the payment of fees in 2015

Payment options in 2015

When you enrol, you will be asked to select one of two instalment options for payment of your tuition fees:

- Standard instalment: one payment for the semester or study period cost (this is the default option).
- Dual instalment: the semester or study period cost is halved and payable in two equal instalments. The dual instalment option is not available for Study Abroad enrolments or Community Access Program enrolments.

Payment of instalments is required by the due date listed on your invoice (or if you enrol after the due date, within seven days of enrolment). Invoices are issued electronically only via the student portal.

You normally use the same instalment option throughout a calendar year and may change your instalment option at the commencement of each new year.

All instalment options require at least one payment in advance of the commencement of classes. If your circumstances change significantly in a given year, you may contact Student Administration to discuss payment options.

Student Administration
The University of Melbourne
Victoria 3010 Australia
E: sa-fees@unimelb.edu.au

Year-long subjects

The full subject cost is usually incurred and payable in semester one. If you only enrol in year-long subjects you may wish to consider a dual instalment (two payments made in semester one).

Due dates for payment

The due date for payment of your tuition fee instalments will be displayed on your invoice available via the Student Portal: my.unimelb.edu.au

It is your responsibility to ensure payments are made by the date specified on your invoice.

- If you anticipate a problem in meeting a fee payment deadline, please contact Student Administration well before the deadline to discuss possible alternative arrangements.
- If your fees remain unpaid, you will incur a late payment fee of \$100.00. Sanction will also apply which will restrict your access to results and future enrolment. Your enrolment in your course will ultimately be cancelled if payment remains outstanding.
- The University is required to advise the Department of Immigration and Border Protection of any cancellation of enrolment. This may lead to the cancellation of your student visa.
- If your enrolment has been cancelled for non-payment of fees and you wish to be reinstated to your course, you are required to apply for reinstatement to Student Administration. A reinstatement fee of \$250 will apply, and payment of all outstanding fees will be required before reinstatement. Applications for reinstatement must be made in the same semester in which your enrolment was cancelled, otherwise the standard course application process applies.
- Your enrolment may also be cancelled if you have other outstanding debts such as library fines or student loans. Cancellation means that your enrolment will lapse and you will not be able to use any facilities at the University. You will remain liable for any outstanding debt.

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Invoices

When you enrol on line, you are required to access your Statement of Liability via the student portal and arrange to pay any fees owing by the due date listed.

Commencing students

Your tuition and Overseas Student Health Cover (OSHC) fees will be detailed in your formal letter of offer and personalised acceptance agreement. You must submit a payment of \$AUD 10,000 and visa-length OSHC with the completed acceptance form by the date stated in the letter of offer to confirm your acceptance.

Undergraduate courses

For undergraduate students, since, at this stage, you have not chosen the subjects you wish to study, your formal letter of offer will state the estimated or typical 2015 undergraduate course fee. You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Your actual tuition fee for 2015 can only be calculated after you have selected your subjects and may differ from the estimated or typical 2015 undergraduate course fee quoted in your formal letter of offer.

Once you have arrived and selected your subjects as part of enrolment, adjustments may need to be made to your fees owing. These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Graduate enrolments with a course-based fee

The fee quoted in your formal letter of offer is based on a standard full-time enrolment for semester one and two, 2015. Since, at this stage, you have not confirmed your total study load, your formal letter of offer will state the 2015 course fee per equivalent full-time study load (EFTSL) with the indicative total course fee also shown.

You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Your actual tuition fee for 2015 can only be calculated after you have confirmed your total study load as part of enrolment, and will be based on the 2015 per EFTSL course fee quoted in your formal letter of offer.

Once you have arrived and confirmed your study load as part of enrolment, adjustments may need to be made to your fees owing.

These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Graduate enrolments with a subject-based fee

(only for graduate students commencing in 2015 in a course offered by the Office for Environmental Programs)

Since, at this stage, you have not chosen the subjects you wish to study, your formal letter of offer will state the estimated or typical 2015 graduate course fee. You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Your actual tuition fee for 2015 can only be calculated after you have selected your subjects and may differ from the estimated or typical graduate course fee quoted in your formal letter of offer.

Once you have arrived and selected your subjects as part of enrolment, adjustments may need to be made to your fees owing. These adjustments will be based on your payment option and your actual enrolment.

On enrolment, you may therefore be required to pay an additional amount, or your deposit may have exceeded the amount required to cover your first payment. Any overpayment will be credited to future fee instalments.

Study Abroad courses

For Study Abroad students, your formal letter of offer will state the 2015 Study Abroad tuition fee per semester for your Study Abroad course. You must make a minimum deposit payment of \$AUD 10,000 to confirm acceptance of your offer.

Continuing students

Your tuition fees will be charged based upon the fee policy in place in the year you commenced your course. The amount you will have to pay will be based upon the course and study load, or subjects you have re-enrolled in, your chosen payment option and any monies credited towards your account. Your invoice will be available online, via the Student Portal, prior to each due date.

For students paying by instalments, the due dates for instalments will be available via the Student Portal and advised on the online invoice.

Variations to fees owing

If you change subjects or study load after paying the first instalment for a semester, there may be a variation in your tuition fees owing for that semester or study period.

- Any additional fees must be paid by the due date indicated on your online invoice.
- Any amount owing to you will be credited towards your next fee instalment or can be refunded on lodgement of a refund request.

You should check your Statement of Liability via the Student Portal after changing subjects to verify if any additional tuition fees are due or have been credited.

Special provisions for graduate completions

Adjustments after the submission of a thesis by graduate research students

Tuition fees will always be charged in advance for the full semester cost. If you intend to submit a thesis before the end of a semester, you may be entitled to a refund depending on the date of submission. Once you submit your thesis any refund of fees will be calculated on a daily pro-rata basis.

Example

Raymond is an international student enrolled in a Doctor of Philosophy (Arts) in 2015. He is enrolled for Semester 2 from 1 July 2015 and is undertaking a normal study load of 0.5 EFTSL. In this example, the course fee for the Doctor of Philosophy (Arts) is \$29,344/EFTSL. Raymond's tuition fees for Semester 2 2015 are calculated as:

$$0.5 \times \$29,344 = \$14,672$$

If Raymond submits his thesis on 13 September 2015 (before the end of semester), he would only be charged from 1 July to 12 September 2015. His tuition fees would be adjusted to take account of the fact that Semester 2 will be only 74 days, not 184 days in duration. His actual tuition fees for Semester 2 are calculated as:

$$0.5 \times 74/184 \times \$29,344 = \$5,901$$

He is entitled to a refund of \$8,771 (\$14,672 – \$5,901)

Late submissions of a minor thesis by graduate coursework students

If a minor thesis is part of your work requirement for a given semester, you should submit this before the start of the next semester. If you are not able to do this then you must re-enrol in the same subject for the next semester and pay the tuition fees for this subject again. If you have completed the thesis and submitted it prior to the subject census date you can apply for a refund. If you do not complete and submit the thesis prior to the census date you are not eligible for a refund of fees.

Extension of research candidature

If you are a graduate research student who has been granted an extension of your candidature, you will continue to be charged fees for the next full payment period.

Refund Policy

This section sets out the University's refund policy for tuition fees you have paid to the University, including the circumstances in which the University is able to refund all or part of the tuition fees you have paid, the circumstances in which the University is unable to provide a full or partial refund of these fees, how to apply for a refund and how refunds are paid.

Refund entitlements are limited to tuition fees for your course which remain un-spent. The amount of unspent tuition fees which will be refunded to you will be calculated in accordance with the *Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)* (as amended by the *Education Services for Overseas Students Amendment Act 2014 (Cth)* and calculated in accordance with the *Education Services for Overseas Students (Calculation of Refund) Specification 2014 (Cth) (Refund Specification)*. A statement will be provided with your refund which sets out any amounts that have been deducted from the refund. Your refund entitlement will be calculated by subject (or may be calculated on a daily pro-rata basis if you are an enrolled in a graduate research degree).

In this policy, "tuition fees" means:

- (a) fees the University receives, directly or indirectly, from:
 - (i) an overseas student or intending overseas student; or
 - (ii) another person who pays the fees on behalf of an overseas student or intending overseas student;that are directly related to the provision of a course that the University is providing, or offering to provide, to the student.

In the following circumstances, the University is required to refund *all* unspent tuition fees (not just those tuition fees that have been pre-paid):

- (a) where the University defaults;
- (b) where a student defaults but there is no compliant written agreement between the University and the student which sets out the refund arrangements that will apply in those circumstances; and
- (c) where a student defaults due to being refused a student visa.

The amount of the refund which will be provided by the University in the event of a University default will *not* be limited to those tuition fees which are received by the University prior to the commencement of the relevant study period. Further, if the University receives tuition fees after the census date for the subject, the University will not limit refunds to only those tuition fees that were received before the census date for the relevant subject. Instead, the refund shall relate to all *unspent* tuition fees.

In addition, if a student defaults prior to commencement of the course due to the student being refused a student visa, the calculation will take into account both *tuition fees and non-tuition fees* received from that student by the University.

See below for further information.

Study periods for a course may vary from course to course, however a typical study period is a semester.

In this policy, 'academic enrolment' means subject enrolment via <http://enrolment.unimelb.edu.au>

When will the University refund your fees?

1. Refund if University at fault

In accordance with section 46D of the ESOS Act, in the event of a default by the University, the University must either:

- (a) arrange for the student to be offered a place in a course at the University's expense; or
- (b) pay a refund to the student of "unspent tuition fees", calculated in accordance with the Refund Specification (see below).

You will receive a refund in the following circumstances (except where you have already withdrawn):

University default event	Refund entitlement	Refund arrangements
1.1 The course fails to start on the agreed starting date.	A refund of all unspent tuition fees calculated in accordance with the formula below.	<p>The International Admissions office will arrange for a refund of these fees to you or a person nominated by you in writing.</p> <p>Paid within 10 working days of the agreed starting date.</p> <p>Alternatively, if this is a possibility, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.</p>

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University default event	Refund entitlement	Refund arrangements
1.2 The course ceases to be provided by the University after it has started, but before it is completed by the student.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 10 working days of the date on which the course ceased to be provided. Alternatively, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.
1.3 The course is not able to be provided to you in full because the University has had a sanction imposed by a government regulator.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 10 working days of the date on which the course ceased to be provided.

The method for working out the amount of a refund of tuition fees in the event of a University default will be as follows:

$$\text{refund amount} = \text{weekly tuition fee} \times \text{weeks in default period}$$

Meaning of weekly tuition fee

The **weekly tuition fee** is to be calculated as follows:

$$\text{weekly tuition fee} = \left(\frac{\text{total tuition fees for the course}}{\text{number of calendar days in the course}} \right) \times 7$$

If the fee calculated is not a whole dollar amount, the fee will be round up to the nearest whole dollar.

Meaning of weeks in default period

The number of **weeks in default period** in relation to a course:

- (a) during which a registered provider or a student defaulted; and
- (b) for which the provider received payment of tuition fees in respect of the student;

means the number of weeks calculated as follows:

$$\text{weeks in default period} = \frac{\text{number of calendar days from the default day to the end of the period to which the payment relates}}{7}$$

If the number of weeks calculated is not a whole number, the number will be round up to the nearest whole number.

2. Refund if you are refused a student visa

This section only applies to international students who enter Australia on a student visa, and who fall within the requirements of the ESOS Act.

You will receive a refund in the following circumstances (except where your student visa is refused for any of the student defaults outlined in section 3, or where you have already withdrawn):

Visa default event	Refund entitlement	Refund arrangements
2.1 The Australian Government authorities refuse to grant you a student visa and you are unable to commence your course.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The International Admissions office will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 20 working days of your visa being refused.
2.2 The Australian Government authorities refuse to grant you a student visa and you are unable to continue your course.	A refund of all unspent tuition fees calculated in accordance with the formula below.	The University will arrange for a refund of these fees to you or a person nominated by you in writing. Paid within 20 working days of your visa being refused.

Scenario 2.1

- The method for working out the amount of refund in the event that you fail to start a course due the Australian Government authorities having refused to grant you a student visa will be as follows:

the amount of a refund is the amount of the course fees, minus the lesser of the following amounts:

- 5% of the amount of course fees received by the provider in respect of the student before the default day;
- \$500.

The **course fees** for a course is the sum of:

- the tuition fees received by the provider in respect of the student; and
- the non-tuition fees (if any) received by the provider in respect of the student.

Scenario 2.2

- The method for working out the amount of refund in the event that the Australian Government authorities refuse to grant you a student visa and you are unable to continue your course will be as follows:

refund amount = weekly tuition fee × weeks in default period

Note This formula would apply where a student whose visa has been refused has withdrawn from the course after it commenced, or has failed to pay an amount he or she was liable to pay the provider in order to undertake the course.

3. Refund if student at fault

You will receive a refund in the following circumstances (except where you have already withdrawn):

Student default event	Refund entitlement ¹	Refund arrangements
3.1 You fail to complete your academic enrolment and start the course on the agreed starting date and have not previously withdrawn or deferred.	A refund of the tuition fees paid in advance.	You must apply for a refund as outlined under <i>How to apply for a refund</i> Paid within 15 working days of receipt of your refund application. Paid to you or a person nominated by you in writing.

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Student default event	Refund entitlement ¹	Refund arrangements
<p>3.2 The University refuses to provide or continue to provide the course to you because you failed to pay an amount owing to the University in order to undertake the course.</p>	<p>A refund of the tuition fees paid in advance.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p> <p>You must pay/settle any other debts owing to the University, such as library fines or student loans. If you fail to do so, the University reserves the right to deduct outstanding debts or fines owing from the refund amount.</p>
<p>3.3 The University refuses to provide or continue to provide the course to you because you breached a condition of your visa.</p>	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> • study periods previously undertaken prior to the study period in which you breached the condition of your visa, or • the study period in which you breached the condition of your visa unless you are withdrawn from the course before the relevant subject census dates for that study period. <p>You will be refunded tuition fees paid in advance (if any) for future study periods</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
<p>3.4 The University refuses to provide or continue to provide the course to you because you have been found to have engaged in misconduct in accordance with the University's established student discipline policies and procedures (whether general or academic misconduct) and the University has suspended or terminated your enrolment.</p>	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> • study periods previously undertaken prior to the study period in which your enrolment was suspended or terminated, or • the study period in which your enrolment was suspended or terminated unless your enrolment was suspended or terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
<p>3.5 The University withdraws the offer of a place or terminates your enrolment because the information you gave the University in your application was incorrect or incomplete.</p>	<p>If the University withdraws your offer of a place before you have completed academic enrolment for your first study period</p> <p>You will be refunded tuition fees paid in advance for your course.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

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Student default event	Refund entitlement ¹	Refund arrangements
<p>3.5 (cont.)</p>	<p>If the University terminates your enrolment after you have completed your academic enrolment for your first study period</p> <p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> • study periods previously undertaken prior to the study period in which your enrolment was terminated, or • the study period in which your enrolment was terminated unless your enrolment was terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
<p>3.6 The University withdraws the offer of a place or terminates your enrolment because the information you gave the University in your application was fraudulent.</p>	<p>If the University withdraws your offer of a place before you have completed academic enrolment for your first study period</p> <p>You will be refunded tuition fees paid in advance for your course.</p> <p>The University reserves the right to retain up to 10 per cent of tuition fees paid in advance, where an offer is withdrawn because the Academic Registrar is satisfied that the offer was made on the basis of fraudulent documentation.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
	<p>If the University terminates your enrolment after you have completed your academic enrolment for your first study period</p> <p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> • study periods previously undertaken prior to the study period in which your enrolment was terminated, or • the study period in which your enrolment was terminated unless your enrolment was terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

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Student default event	Refund entitlement ¹	Refund arrangements
3.7 The University does not allow you to continue your course because you are not making satisfactory academic progress despite appropriate measures having been taken to address this issue under relevant University policies and procedures.	<p>You will not be refunded any tuition fees already paid for:</p> <ul style="list-style-type: none"> study periods previously undertaken prior to the study period in which your enrolment was terminated, or the study period in which your enrolment was terminated unless your enrolment is terminated and you are withdrawn before the relevant subject census dates. <p>You will be refunded tuition fees paid in advance (if any) for future study periods.</p>	<p>You must apply for a refund as outlined under <i>How to apply for a refund</i></p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>

¹In relation to refunds under part 3 (Refund if student at fault) of this Refund Policy:

- Agents' recruitment fees which are paid by the University from your tuition fees are not considered unspent pre-paid tuition fees. Accordingly, you may have any agents' recruitment fees which were paid by the University deducted from the refund amount. Agents' recruitment fees will not be deducted from refunds if more than one full calendar year of study in the course has been completed;
- If the subject census date has passed and you have not withdrawn from the course, you will incur a fee liability for the relevant subject, and any tuition fees paid in relation to the subject(s) are not considered tuition fees paid in advance.

4. Refund if you provide notice

You will receive a refund in the following circumstances if you are withdrawing from a subject, group of subjects or your course.

Notice given of subject withdrawal ¹	Refund entitlement	Refund arrangements
4.1 By close of business on the census date ² for the subject	A refund of the tuition fees you have paid in advance for the subject.	<p>You must apply for a refund.</p> <p>Paid within 15 working days of receipt of your refund application.</p> <p>Paid to you or a person nominated by you in writing.</p>
4.2 After the census date ² for the subject	No refund will be given.	You may apply for a refund in special circumstances only ³

¹If you are deferring, any fees paid in advance can be credited towards your next fee instalment or refunded on lodgement of a refund request in accordance with this Refund Policy.

²The census dates for standard Semester 1 and Semester 2 subjects are 31 March and 31 August respectively. Census dates for subjects in other study periods may vary. Census dates for the subjects in which you are enrolled are detailed on your Statement of Liability and the census date for every subject offered by the University is available at fee.acs.unimelb.edu.au See *Subject and Fees for International Fee Places* for the relevant year.

If a census date is not a working day, then you must complete your subject withdrawal by the last working day before that census date. Pro-rata variations for graduate research may apply.

³In some special circumstances, the University, at its discretion, may refund the tuition fees for individual units of study (eg. particular subjects). The circumstances must have a significant impact on the student and their ability to complete the unit of study. Refunds in these circumstances will be considered after review and approval of the student's application for "Remission in Special Circumstances". For further information about these special circumstances see: http://ask.unimelb.edu.au/app/answers/detail/a_id/980

Agents' recruitment fees which are paid by the University from your tuition fees are not considered unspent pre-paid tuition fees. Accordingly, you may have any agents' recruitment fees which were paid by the University deducted from the refund amount. Agents' recruitment fees will not be deducted from refunds if more than one full calendar year of study in the course has been completed.

If you are withdrawing from your course you can find information in the Student admin tab on the Student Portal: my.unimelb.edu.au See *My Enrolment* and the information about withdrawing from or discontinuing a course.

How to apply for a refund

How you apply for your refund entitlement varies depending on the circumstances and whether or not you have completed your academic enrolment for your first study period at the University.

1.	Refund if University at fault	How to apply	When will it be paid?
	Defaults 1.1, 1.2, and 1.3	<p>You do not need to apply for a refund. The University will arrange for a refund of fees to you.</p> <p>Alternatively, you may be offered enrolment in another course offered by the University. You have the right to choose whether you would prefer a refund of course fees or to accept the place offered in another course. You will be asked to sign a document to indicate that you have either accepted the refund or place in another course offered by the University.</p>	Paid within 10 working days of the defaults.
2.	Refund if your student visa is refused	How to apply	When will it be paid?
	Defaults 2.1 and 2.2	You do not need to apply for a refund. The University will arrange for a refund of fees to you.	Paid within 20 working days of your visa being refused.
3.	Refund if student at fault	How to apply	When will it be paid?
		<p>You must apply for a refund</p> <p>If you have not completed your academic enrolment at the University you should apply direct to the International Admissions office for a refund.</p>	Paid within 15 working days of receipt of your refund application.
		<p>If you have completed your academic enrolment and are withdrawn from your course before the subject census date in your first study period for the course you should submit the completed refund application direct to the International Admissions office.</p>	Paid within 15 working days of receipt of your refund application.
		<p>If you are withdrawn from your course or subjects after the subject census date submit the completed refund application to Student Administration.</p>	Paid within 15 working days of receipt of your refund application.

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4. You provide notice	How to apply	When will it be paid?
<p>If you have not completed your academic enrolment at the University</p>	<p>You must apply for a refund</p> <p>If you decide to withdraw before the start of your first study period you should apply directly to the International Admissions office for a refund.</p>	<p>Paid within 15 working days of receipt of your refund application.</p>
<p>If you have completed your academic enrolment</p> <ul style="list-style-type: none"> To be eligible for a refund of tuition fees paid in advance, you must make any changes to your enrolment prior to the relevant subject census date¹. You can do this by notifying the relevant area. As a general rule, if you change your enrolment prior to the subject census date¹ any monies owed to you will automatically be credited to your account and will be applied towards any future fees. If you prefer a refund you need to complete the application form available from your Student Centre or online at: http://ask.unimelb.edu.au 	<p>If you are withdrawing from the course, you must apply for a refund</p> <p>(a) If you withdraw from your course before the first subject census date in your first study period for the course, you should submit the completed refund application direct to the International Admissions office. You should also advise your Student Centre of your withdrawal.</p> <hr/> <p>(b) If you withdraw after the first subject census date in your commencing study period submit the completed refund application to Student Administration.</p> <p>You should also advise your Student Centre of your withdrawal.</p> <hr/> <p>If you are making changes to your enrolment, but you are not withdrawing from your course you have the option of applying for a refund of any tuition fees paid in advance or having the refund amount credited towards your account and applied towards future fees. If you would prefer a refund, you can submit the completed refund application to Student Administration.</p>	<p>Paid within 15 working days of receipt of your refund application.</p> <hr/> <p>Paid within 15 working days of receipt of your refund application.</p> <hr/> <p>Paid within 15 working days of receipt of your refund application.</p>

In order to ensure the University is able to process your refund application in a timely fashion, you are encouraged to apply for refunds within 12 months of withdrawal from the subject or course (cont).

¹The census dates for standard Semester 1 and Semester 2 subjects are 31 March and 31 August respectively. Census dates for subjects in other teaching periods may vary. Census dates for the subjects in which you are enrolled are detailed on your Statement of Liability and the census date for every subject offered by the University is available at fee.acs.unimelb.edu.au See *Subject and Fees for International Fee Places* for the relevant year. If a census date is not a working day, then you must complete your subject withdrawal by the last working day before the census date.

Payment of refunds

1. Before you can be paid a refund:	<ul style="list-style-type: none">• The University must have received the money into its accounts as cleared funds;• Your course or subject cancellation /withdrawal must have been processed; and• You must pay/settle any other debts owing to the University, such as library fines or student loans. If you fail to do so, the University reserves the right to deduct outstanding debts or fines owing from the refund amount.
2. Who can the University pay the refund to?	<ul style="list-style-type: none">• You, or the person you nominate; or• The sponsoring agency that paid the fees on your behalf.
3. How will it be paid?	<ul style="list-style-type: none">• By cheque or Electronic Funds Transfer.
4. Exception for US Federal Family Education Loan Program (FFELP)	<p>Where the applicant for a refund is a FFELP recipient the University reserves the right to retain all tuition fees however:</p> <ul style="list-style-type: none">• The University must return any unearned funds directly to the student's US lender;• Any portion of the tuition fees which is not required to be returned to the student's US lender will be refunded to the student. <p>This exception applies to FFELP recipients who withdraw at any stage of the year.</p>

Pro-rata variations for graduate research

Tuition fees are charged based on the study load (EFTSL) you undertake in each semester, with 100 credit points (1 EFTSL) the standard full-time study load for one year of study.

For graduate research (RHD) students, tuition fees are charged on a daily pro-rata basis during the period of your enrolment. You will receive an invoice twice per year for each day you are enrolled in research Semester 1 (1 January-30 June) and research Semester 2 (1 July-31 December).

If you are a commencing research student who enrolls after a research semester commencement date, your first research semester fees will be adjusted to take account of the number of days you will actually be enrolled in that semester. Similarly, once you submit your thesis any refund of fees paid in advance will be calculated on a daily pro-rata basis.

For the purposes of the ESOS Act, a RHD study period is considered as being one day, due to refunds being calculated on a daily pro-rata basis.

Refunds for international students granted Australian permanent residency

If your enrolment is converted from an international fee place to an Australian fee-paying place or Commonwealth funded place, any changes to enrolment and fees will take effect from the first census date after you notified the University of your change in citizenship.

You can apply for a refund of tuition fees paid in advance by submitting your refund application to International Admissions (if before the start of your first study period) or Student Administration (if after the start of your first study period) or you may choose to have tuition fees paid in advance credited to your account and applied towards future fees.

For further details see *Section 4: Specific conditions which apply, International students granted Australian permanent residency*

Section 4: Specific conditions which apply

International students granted Australian permanent residency

If you have been granted Australian permanent residency before the start of your first semester or before you are fully enrolled (whichever is the earlier)

You must advise the University's Associate Director, Admissions immediately. Australian Government regulations do not permit you to enrol as an international student under these circumstances.

Your application will be reassessed to determine if you are eligible to receive a Commonwealth funded place at the University⁴.

Associate Director, Admissions – Academic Services
John Smyth Building
Swanston Street
The University of Melbourne
Victoria 3010 Australia

T: +61 3 8344 4505

F: +61 3 9347 9062

E: via www.futurestudents.unimelb.edu.au/contact/international

Reassessment of your application

Undergraduate courses

If you have achieved the competitive academic standard for a Commonwealth supported place (CSP) and there are Commonwealth supported places still available in the course, you will receive an offer for a Commonwealth supported place. If you do not satisfy the entry criteria for a Commonwealth supported place and/or there are no Commonwealth supported places remaining you will be unable to enrol at the University at that time. There are no Australian fee-paying places available for commencing undergraduate students in 2015.

Graduate coursework courses

If you have achieved the competitive academic standard for a Commonwealth supported place and there are Commonwealth supported places still available in the course, you will receive an offer for a Commonwealth supported place.

If you do not satisfy the entry criteria for a Commonwealth supported place and/or there are no Commonwealth supported places remaining you will be offered an Australian fee-paying place. The tuition fee will be as for all Australian fee-paying students commencing in the course in the year that you commence.

Graduate research courses

If you have achieved the competitive academic standard and Commonwealth Government Research Training Scheme places are available, you will receive an offer for an enrolment funded under the Commonwealth Government's Research Training Scheme.

If you do not satisfy the entry criteria for a Commonwealth Government Research Training Scheme place and/or there are no Commonwealth Government Research Training Scheme places remaining you will be offered an Australian fee-paying place. The tuition fee will be as for all Australian fee-paying students commencing in the course in the year that you commence.

⁴ Application reassessment not applicable to Study Abroad, Exchange or Single subject study.

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If you have been granted Australian permanent residency after enrolling as an international student

You must immediately contact your Student Centre and present your passport. Australian Government regulations do not permit you to stay enrolled as an international student under these circumstances.

Your enrolment will be converted to an Australian fee-paying place in the same course, where available. If your enrolment is converted to an Australian fee-paying place, the tuition fee will be as for all students commencing in the course in the year of the transfer.

Applications for Commonwealth supported places (CSP)

Students in undergraduate and graduate coursework courses will be eligible to apply for a Commonwealth supported place where available.

Your application for a Commonwealth supported place will be considered along with all other transfer or lateral entry applicants.

Selection into any available places will be determined on academic merit. If you are not successful in gaining a Commonwealth supported place at the time of application, you can reapply for a CSP for the following semester.

Admission to Commonwealth supported places is highly competitive and a transfer into a CSP may not be possible.

To apply for a Commonwealth supported place:

- If permanent residency is granted before the closing date for CSP applications for the next intake period for your course apply for a Commonwealth supported place using the standard method for your intake, go to www.futurestudents.unimelb.edu.au/admissions/applications
- If you are granted permanent residency after the closing date for CSP applications for the next intake period for your course apply for a Commonwealth supported place in writing to the Manager of the Student Centre administering your course. Your application must be made before the subject census date. If Commonwealth supported places are still available you will be considered for one.

Funded places for graduate research students

Graduate research students who gain Australian permanent residency may be eligible for their course enrolment to be funded under the Commonwealth Government's Research Training Scheme. Once you have presented your passport showing your Australian permanent resident status, your enrolment will be converted to a Research Training Scheme place where available.

Fees and refunds for international students granted Australian permanent residency

If your enrolment is converted from an international fee place to an Australian fee-paying place or Commonwealth funded place, any changes to enrolment and fees will take effect from the first census date after you notified the University of your change in citizenship.

- If your tuition fees are less than the amount you have paid for that and any subsequent semester, the difference will be credited to your account. Should your tuition fees be higher you will be issued an invoice for the difference.
- For international students in their first year of enrolment, any overseas representative's fee that has been paid will not be refunded (the maximum amount not refunded to be calculated in accordance with a formula set under the *Education Services for Overseas Students Act 2000 (Cth) (ESOS Act)*).
- If you are granted Australian permanent residency during a semester but after your final subject census date in that semester, the international fee will continue to apply for that semester. Your new fee structure will apply from the following semester.

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Tuition fees for staff, their families and alumni in 2015

Tuition fee discount for University of Melbourne staff and their families

The University of Melbourne offers staff and their immediate families a discount of up to 25% on the tuition fees for some graduate courses and Community Access Program (CAP) subjects.

Further details about the discount, including eligibility criteria and the application process are available from:

www.hr.unimelb.edu.au/pd/development/uni-fee-discount

Discount on Single subject study (CAP) fees for alumni

University of Melbourne alumni who wish to enrol in an undergraduate subject through the Community Access Program are eligible for a discount of 20% on the standard price (applies to subjects taken in both assessed and non-assessed mode). The discount also applies to some graduate subjects.

More information about the discount is available from: <http://alumni.unimelb.edu.au/benefits-services/alumni-benefits>

Section 5: Glossary of terms and fee queries

Glossary

Which policy, procedures, terms and conditions apply to me?	<p>The University's Course Fees and Charges Policy and related Fees and Charges procedures are available from: policy.unimelb.edu.au/MPF1050</p> <p>Domestic student: You are a domestic student if:</p> <ul style="list-style-type: none"> • You are an Australian citizen or permanent resident; or • You hold a permanent Australian humanitarian visa; or • You are a New Zealand citizen. <p>International student You are an international student if:</p> <ul style="list-style-type: none"> • You are not an Australian or New Zealand citizen • You are not an Australian permanent resident or • You do not hold a permanent Australian humanitarian visa.
Australian fee-paying place (Domestic fee place)	<p>A place in a course for domestic students where the student pays tuition fees to the University to maintain their enrolment.</p> <p>Loans such as <i>FEE-HELP</i> are available for eligible students to pay the cost of tuition fees direct to their University.</p>
Census date	This is the last date that you can withdraw from a subject without incurring a fee liability for that subject.
Commonwealth supported place (CSP)	<p>A place in a course for domestic students where the Australian Government contributes to the cost of your study. You pay a student contribution amount. Loans such as <i>HECS-HELP</i> assistance are available for eligible students to pay the student contribution amount.</p> <p>See: studyassist.gov.au</p>
Course-based fee	A tuition fee for international and Australian fee-paying students calculated by annual course cost and overall study-load. Your fees in any one year decrease or increase with changes in your study-load. Course-based fees are relevant to most graduate courses.
Discipline fee band	All subjects are classified by discipline area and are given a corresponding cost depending on which discipline fee band they are allocated to.
Student contribution bands	<p>Fee bands used to determine the maximum student contributions for a <i>Commonwealth supported place</i>.</p> <p>All subjects are classified by discipline area and are allocated to a student contribution band according to government regulated criteria.</p>
EFTSL	<p>EFTSL stands for Equivalent Full Time Student Load and is a measure of study load. One EFTSL represents a standard annual full-time load of study and is equivalent to 100 credit points of study. Every subject is given an EFTSL value and a corresponding credit point value. If a one-semester subject is 12.5 credit points, the EFTSL value is 0.125</p>
FEE-HELP	<p>A Commonwealth Government loan available to eligible Australian fee-paying students to help pay part or all of their tuition fees.</p> <p>FEE-HELP assistance is available if you meet the Australian government's eligibility requirements. Some of these are listed below:</p> <ul style="list-style-type: none"> • You are undertaking study with an approved higher education provider; • You meet the citizenship or residency requirements; • You meet the tax file number (TFN) requirements; • You have not exceeded the FEE-HELP limit. <p>The FEE-HELP information booklet is available from this site: studyassist.gov.au</p>
HECS-HELP	<p>A Commonwealth Government loan available for eligible domestic students enrolled in a <i>Commonwealth Supported Place</i>.</p> <p>See: studyassist.gov.au</p>

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OSHC	OSHC stands for Overseas Student Health Cover. It is a student visa requirement set by the Australian Department of Immigration and Border Protection that international students have visa-length health cover while studying in Australia. Allianz Global Assistance Overseas Student Health Cover is the University's preferred OSHC provider: www.oshcallianzassistance.com.au
Research Training Scheme (RTS) place	The Australian government funds higher education institutions to support research training for eligible domestic students undertaking research higher degrees. Through this scheme, students are entitled to a tuition fee exemption for the normal duration of their course.
Single subject study (CAP) fee	A tuition fee for international and Australian fee-paying students enrolled in the Community Access Program that is calculated by subject enrolled, with each subject allocated to a discipline fee band depending on its area of study, and the mode of study (assessed or non-assessed).
Study Abroad fee	A tuition fee for international and Australian fee-paying students enrolled in an incoming Study Abroad course at the University of Melbourne, with fees calculated by semester.
Subject-based fee	A tuition fee for international and Australian fee-paying students calculated by subject enrolled, with each subject allocated to a discipline fee band depending on its area of study. Subject-based fees are relevant to undergraduate courses, graduate courses offered by the Office for Environmental Programs (OEP), and graduate students who commenced in 2009 or earlier.
Study load	Every subject you do is weighted in terms of the proportion that the subject represents in a standard year of full-time study in a given course. A standard annual full-time load of study is equivalent to 100 credit points of study which is also equivalent to 1EFTSL. See <i>EFTSL</i>
Why are OEP programs different?	The Office for Environmental programs offers a multi-disciplinary program from 200 subjects across ten faculties in the University. Because the subjects are taught by different areas, they naturally have different costs associated with their teaching. The calculation of tuition fees for international and Australian fee-paying students is dependent on the subjects studied and you are enrolled as a subject-based enrolment.

Fee queries

Applications for refunds and all enquiries should be directed as follows.

International students yet to commence:

Associate Director, Admissions – Academic Services
John Smyth Building
Swanston Street
The University of Melbourne
Victoria 3010 Australia

T: +61 3 8344 4505

F: +61 3 9347 9062

E: via futurestudents.unimelb.edu.au/contact/international

All other students:

If you have any fee queries or need to apply for a refund, you can find information in the Student admin tab on the Student Portal: my.unimelb.edu.au or by contacting your Student Centre: studentcentre.unimelb.edu.au

Students who have a grievance or dispute with the application of this policy should direct this in the first instance to:

Student Administration
The University of Melbourne
Victoria 3010 Australia

E: sa-fees@unimelb.edu.au

This does not circumscribe a student's right to pursue other legal remedies with respect to grievances or disputes regarding the application of this policy. This agreement does not remove the right to take further action under Australia's consumer protection laws.