

Fees Rules

Preliminary

1. The Council may impose and determine from time to time by rule the fees and charges to be paid for examinations, for the granting of degrees, diplomas and certificates, for attendance at the lectures and classes of the University, including facilities associated with student residences, playing fields and with all other activities of the University.
2. Where the Council has resolved that a fee or charge should be imposed in relation to any matter but has not determined the amount of such fee or charge, the Vice-Chancellor may from time to time determine the fee or charge payable in relation to that matter and that the fee or charge shall be the amount payable until such time as the Council otherwise determines.
3. Any student who fails to complete the payment of fees by the time determined by the Council shall be liable to pay such late fees as the Council may from time to time determine.
4. The Academic Registrar may exclude from an examination and from the use of any facilities of the University any student who has not paid the fees due and who has not discharged any indebtedness to the University.
5. The Council may make provision for waiving fees and late fees in full or in part.

Fees publicised on Macquarie University's website are current at the time of publication but maybe amended by the University Council or Vice-Chancellor without notice.

Fees

1. (1) The fees to be paid to the University by students shall be as prescribed by these rules.
- (2) For the purpose of these rules:
 - (i) a student, who is a candidate for a degree or diploma, shall be regarded as full-time, part-time, or external as designated by the rules pursuant to which the course or program of study in which the student is enrolled is offered;
 - (ii) the dates of the first half-year and second half-year shall be as determined from time to time and shown in the University Calendar;
 - (iii) a non-award student is a student who is enrolled in one or more units from the University's award program but who is not enrolled for an award;
 - (iv) a Continuing Education student is a student who is enrolled in one or more units conducted by the University, but who is not enrolled as an award, non-award, enabling or cross-institutional student;
 - (v) an international student is a student who is not an Australian or New Zealand citizen nor the holder of permanent residence sta-

tus in Australia and who is enrolled in a program of study on a fee-paying basis.

2. Repealed

Continuing Education and Non-Award

3. The fees to be paid by students enrolled in units conducted by the University under its Continuing Education Program, or by students enrolled as a non-award student, shall be as determined from time to time by the Vice-Chancellor, pursuant to By-law 35(2), who shall also determine the conditions under which refunds of such fees may be made.

Tuition Fees for Domestic Students

4. (1) Students who are enrolled in fee paying programs shall be liable to pay tuition fees as approved by the Vice-Chancellor. These rates can be found on Macquarie University's website: www.mq.edu.au/reforms/

(2) Tuition fees shall be payable each study period by a date specified by the Chief Financial Officer.

(3) Tuition Fees shall be payable for the total Equivalent Full-Time Student Load (EFTSL) value for which a student is enrolled in each study period.

(4) Save as provided in Rule 4(5), a student who discontinues, by the relevant study period census date, a unit for a program for which tuition fees are payable, shall be granted a refund of fees paid in respect of that unit.

(5) The Vice-Chancellor may determine special conditions under which refunds of tuition fees may be made in respect of a particular program where the Vice-Chancellor considers that the provisions of sub-rule (4) are inappropriate for that program.

(6) The Higher Education Loan Programme (HELP), via FEE-HELP, allows eligible students to defer their tuition fee which is administered by the Australian Taxation Office.

Commonwealth Supported Places

5. (1) In accordance with the *Higher Education Support Act 2003* (as amended), students who receive a Commonwealth supported place will be liable to pay a contribution based on the indexed rates provided by the Department of Education, Employment and Workplace Relations (DEEWR) and approved by the Vice-Chancellor.

(2) The Higher Education Loan Programme (HELP), via HECS-HELP, allows eligible students to defer their student contribution which is administered by the Australian Taxation Office.

(3) The student contribution shall be payable for the total EFTSL for which a student is enrolled in each study period.

(4) Where the student discontinues on or before the relevant study period census date, a unit or other component of a program taken, no student contribution shall apply in respect of that unit or component.

International Students

6. The fees to be paid by international students shall be determined, pursuant to By-law 35(2), by the Vice-Chancellor who shall also determine the conditions under which refunds of such fees shall be made.

Late Fees

7. (1) Late fee payable if application for admission is lodged after the day specified by the Academic Registrar- late fees similar to the UAC late fees for the relevant admission period.

The late application fee will not be refunded under any circumstances.

(2) Late fee payable if enrolment is completed after the day specified by the Academic Registrar or if fees are outstanding by the due date specified by the Chief Financial Officer - \$200 provided that in no case will enrolment be accepted more than one month after the day specified for the completion of enrolment except with the approval of the Academic Registrar. In exceptional circumstances the Vice-Chancellor may waive the payment of the late enrolment fee.

8. *Repealed*

Charges

9. Charges to be made for use of facilities or services provided by the University shall be as specified on the University's website:- www ofs.mq.edu.au/student_finances/index.htm

Assisted Students

10. Holders of scholarships or other forms of financial assistance who have not received an enrolment voucher or appropriate letter of authority from their sponsor by the due date to pay fees are required to pay their own fees. A refund will be made after the enrolment voucher or letter of authority has been lodged.

Extension of Time for Payment

11. Any student who owing to exceptional circumstances is unable to pay fees by the due date may apply in writing to the Chief Financial Officer for an extension of time. Such application must state clearly and fully the reasons why payment cannot be made and the duration of extension sought and must be lodged before the date on which a late fee becomes payable.

Failure to Meet Liabilities

12. (1) Students who are indebted to the University for less than \$200 will be denied access to examination results and permission to re-enrol.

(2) Students who are indebted to the University for amounts totalling \$200 or more will be warned that their enrolment will be cancelled, and if they remain indebted beyond a date determined by the Chief Financial Officer that their enrolment will be cancelled and that they will be denied permission to re-enrol and denied access to examination results.

(3) Students who are indebted to the University shall not be permitted to graduate until such debt is cleared.

SCHEDULES 1-4

Repealed

Foundation Studies Certificate Rules

1. There shall be a Foundation Studies Certificate.
2. The Council may award a Certificate to a candidate who has met the requirements of these Rules to the satisfaction of the Academic Senate.
3. A candidate for the award of a Foundation Studies Certificate shall be registered in an approved Foundation Studies Program and enrolled in a program of units approved by the Academic Senate.
4. A candidate for the Certificate shall complete a program of 8 units from a schedule of units approved by Academic Senate.
5. The determination whether a candidate has completed satisfactorily a unit forming part of the program of study and the grade of the candidate in that unit shall be made in accordance with the Bachelor Degree Rules.
6. The Coursework Studies Committee may declare that a candidate has completed any specified prescribed unit where other work completed by the candidate is deemed to be equivalent to the prescribed unit.
7. Notwithstanding anything to the contrary herein contained, the Academic Senate may, in any case in which it may deem it appropriate to do so, dispense with or suspend any requirements of or prescription by these rules. Any such action by the Academic Senate shall in every instance be reported forthwith to the Council.

Nominations Committee Rules

1. Council shall establish a Nominations Committee pursuant and subject to By-law 14.
2. For the purposes of By-law 15 the Registrar (or nominee) will convene the Committee.
3. The Registrar (or nominee) will seek expressions of interest from suitable persons who would be qualified to hold office under the specified category. Expressions of interest may be sought in any manner determined by the Committee except that, when expressions of interest are sought for appointment as graduate members, an advertisement must be placed once in a national newspaper and once in a newspaper circulating in NSW.
4. An expression of interest may be in any form but it must include a statement addressing the nominee's suitability for appointment in terms of the