



## **6.0 Tuition Fees**

### **6.1 Late Payment**

In most cases tuition fees are to be settled before each semester commences, otherwise late charges will apply. In special circumstances we can organise a customised payment plan allowing you to pay by instalments throughout the semester. Please see the Accounts Department on Level 18 to discuss your options.

#### **Vocational programs (Business, Multimedia and Art & Design):**

Payment of the first semester's tuition fees is required to enrol a student. Payment of subsequent semesters must be made before the semester begins. Late payment of fees will incur the following charges:

Payment made within Weeks 1 and 2 of the semester will incur a \$50 additional fee.

Payment made after Week 2 of the semester will incur a \$200 additional fee.

Students who have not paid by Week 4 of the semester are subject to class suspension.

#### **Higher Education programs (Master and Bachelor programs):**

The student tuition fee has to be settled before the semester commences.

If students can't settle the current semester fee in full by Week Four of the semester, a \$400 late fee will be charged.

## **6.2 Government assistance for Australian citizens**

### **6.2.1 FEE-HELP**

Raffles College is an approved FEE-HELP higher education provider (Degree programs only). FEE-HELP is administered by the Department of Education, Employment and Workplace Relations (DEEWR), the Australian Taxation Office (ATO), higher education providers and Open Universities Australia.

#### **Eligibility**

To be entitled to FEE-HELP, you must be:

- an Australian citizen;

OR

- the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit;

OR

- the holder of a permanent visa who is undertaking bridging study for overseas-trained professionals and will be resident in Australia for the duration of the unit.

## **Applications**

*Request for FEE-HELP assistance* forms can be obtained from Student Services on Level 18 and must be submitted before the census date of that semester (see Fee Help Census Dates section 1)

## **Withdrawals**

You should keep a copy of your withdrawal form as confirmation that you advised your provider of your withdrawal on or before the census date. You should not confuse the FEE-HELP census date with the academic withdrawal date (the date set by your provider as the final day that a student can withdraw from a unit without incurring an academic penalty - ie. a recorded fail grade), as these dates are different. It is important to remember if you have not correctly withdrawn from a unit on or before its census date and you have lodged your *Request for FEE-HELP assistance* form that covers the unit(s), you will incur a debt with the Australian Government. That debt cannot be transferred or deferred to another unit of study. Please also refer to Appendix F: Refund Policy.

## **Special circumstances**

Should a student withdraw after the census date, he or she may apply for re-credit and remit if the reason(s) for withdrawal are special circumstances which:

- are beyond the person's control;
- do not make their full impact on the person until on, or after, the census date; and
- make it impracticable for the person to complete their unit(s) of study requirements

All requests for re-credit must be applied in writing within 12 months of withdrawal.

## **More information**

For more information please refer to the 'FEE-HELP information 2008' booklet (available from Student Services on Level 18), and visit [www.goingtouni.gov.au](http://www.goingtouni.gov.au) for further information.

### **6.2.2 AUSTUDY**

Austudy payment provides financial help if you are aged 25 years or more and studying full-time as an Australian resident. Previous studies may affect whether you can qualify for this payment.

Visit <http://www.centrelink.gov.au> for more information.

