

TUITION FEE POLICY – INTERNATIONAL STUDENTS

Purpose	<p>The purpose of this policy is to set out for international students in the higher education courses at NIDA:</p> <ul style="list-style-type: none"> - the process for payment of tuition fees - the consequences for non-payment of tuition fees by the due date - circumstances under which international students can receive a refund on tuition fees paid to NIDA for a higher education course
Scope	This policy applies to all international students.
Definitions	An international (or overseas) student is a student who is not a citizen or permanent resident of Australia or a New Zealand citizen.
Policy	<p>ACCEPTANCE OF AN OFFER OF ADMISSION</p> <p>Tuition fee deposit - International students are required to pay a tuition fee deposit of \$1,400 by the due date in order to accept an offer of a place at NIDA. The balance of the tuition fees for the semester must be paid by the due date, which will be on the fee invoice.</p> <p>Student visa – on receipt of the deposit NIDA will issue a Confirmation of Enrolment for Overseas Students (CoE), which a student requires in order to apply for a student visa for travel and temporary residence in Australia.</p> <p>Deferment – it is not possible to defer acceptance of an offer to enrol at NIDA. If an applicant is unable to accept an offer to commence at NIDA, it is necessary to apply again for admission in a subsequent year.</p> <p>Health insurance – Overseas Student Health Cover - The Australian Government requires that student visa holders are covered by medical insurance (Overseas Student Health Cover) for the duration of their study in Australia. Students are responsible for obtaining their OSHC and must show proof of payment to NIDA at enrolment.</p> <p>PAYMENT OF TUITION FEES</p> <p>Tuition fees are charged on the basis of the units of study (subjects) in which the student is enrolled. Tuition fees are reviewed annually and will usually increase each subsequent year.</p> <p>Tuition fees must be paid by the due date and can be paid by electronic funds transfer to NIDA. All payments must be made in Australian dollars.</p>

Non-payment of tuition fees

Failure to pay tuition fees by the due date may result in a student's enrolment being cancelled.

Students who have a family member or organization, who has agreed to cover their tuition costs, must note that NIDA considers the student to be solely responsible for any financial liability to NIDA.

Non-payment of fees may lead to cancellation of enrolment. Students experiencing difficulties with payment of tuition fees should speak to the Director, Student and Staff Services.

Students who do not pay their fees or have an overdue debt to NIDA will not have access to assessment results, NIDA facilities or official transcripts of results and will not be permitted to enroll in any subsequent semester or to graduate (whichever is applicable) until the debt has been cleared.

CHANGE OF RESIDENCY

A student, who is granted Australian permanent residency on or before the census date of a semester, may change their status to a domestic student for that semester and subsequent semesters. The student must provide NIDA with proof of residency on or before the census date.

A student, who is granted Australian permanent residency after the census date of a semester, is liable for international student fees for that semester but is considered a domestic student for subsequent semesters. The student must provide NIDA with proof of residency on or before the census date of the subsequent semester.

REFUND POLICY - BACHELOR OF FINE ARTS STUDENTS

Withdrawal prior to enrolment - commencing international students

A refund of all tuition fees paid, less an administrative charge of \$300, will be made if a student, who has accepted a place at NIDA, withdraws before enrolment.

A refund of all tuition fees paid will be made without an administrative charge if the student is not able to enrol in the course due to:

- not being granted a student visa or
- NIDA not being able to provide the course for which the offer has been made or
- Illness, or exceptional circumstances, for which documented evidence is provided.

A refund request form must be submitted in order to enable the refund to be made.

Withdrawal after enrolment and on or before the census date – commencing international students

An international student who withdraws from a course before midnight (Australian Eastern Standard time) on the census date will receive a refund of tuition fees paid less an administrative charge of \$300. Notice of withdrawal must be received by NIDA in writing on or before the required withdrawal date.

A refund request form must be submitted in order to enable the refund to be made.

Withdrawal on or before the census date - re-enrolling international students

A re-enrolling international student who withdraws from a course before midnight (Australian Eastern Standard time) on the census date will receive a refund of tuition fees paid for that semester. Any tuition fees that have been paid in advance for a subsequent semester will also be refunded.

Notice of withdrawal must be received by NIDA in writing on or before the required withdrawal date. A refund request form must be submitted in order to enable the refund to be made.

Withdrawal after the census date – commencing and re-enrolling international students

An international student who withdraws from a course after the census date will not receive a refund of tuition fees paid for that semester. Any tuition fees that have been paid in advance for a subsequent semester will be refunded.

Refund of tuition fees – special circumstances

A student, who withdraws from a course after the census date of the semester, may apply to receive a refund of tuition fees paid for that semester on the basis of special circumstances.

Special circumstances are circumstances which:

- are beyond the student's control
- do not make their full impact on the student until on, or after, the census date; and
- make it impracticable for the student to complete the requirements for the course during the period in which the student undertook, or was to undertake the course

The student must provide independent supporting documentary evidence and demonstrate that there are special circumstances that meet this definition.

REFUND POLICY – MASTER OF FINE ARTS STUDENTS

An international student in a Master of Fine Arts course pays tuition fees in three parts: at the start of the first year of their course, in the middle of that year (start of Term 3/Semester 2) and at the start of the final three month period of the course at the beginning of the second year.

Withdrawal prior to enrolment - commencing international students

A refund of all tuition fees paid, less an administrative charge of \$300, will be made if a student, who has accepted a place at NIDA, withdraws before enrolment.

A refund of all tuition fees paid will be made without an administrative charge if the student is not able to enrol in the course due to:

- not being granted a student visa or
- NIDA not being able to provide the course for which the offer has been made or
- Illness, or exceptional circumstances, for which documented evidence is provided.

A refund request form must be submitted in order to enable the refund to be made.

Withdrawal after enrolment

An international student in a Master of Fine Arts course, who withdraws from the course in the first four weeks of the first period for which the tuition fees have been paid, will receive a refund of tuition fees paid for that period less an administrative charge of \$300. Notice of withdrawal must be received by NIDA in writing on or before the required withdrawal date.

An international student in a Master of Fine Arts course, who withdraws from the course in the first four weeks of the second or third periods for which the tuition fees have been paid, will receive a refund of all tuition fees paid for that period. Notice of withdrawal must be received by NIDA in writing on or before the required withdrawal date.

An international student in a Master of Fine Arts course, who withdraws from the course after four weeks following the start of a payment period, will not receive a refund of tuition fees for that payment period.

Refund of tuition fees – special circumstances

A student, who withdraws from a course after the census date of the semester, may apply to receive a refund of tuition fees paid for that semester on the basis of special circumstances.

REFUND PROCEDURE	<p>Special circumstances are circumstances which:</p> <ul style="list-style-type: none"> - are beyond the student's control - do not make their full impact on the student until on, or after, the census date; and - make it impracticable for the student to complete the requirements for the course during the period in which the student undertook, or was to undertake the course <p>The student must provide independent supporting documentary evidence and demonstrate that there are special circumstances that meet this definition.</p> <p>REFUND PROCEDURE – ALL STUDENTS</p> <p>A refund request form must be submitted in order to enable the refund to be made.</p> <p>Refunds of tuition fees will be made within four weeks from the date of request or the date of clearance of the original payment, whichever is the later.</p> <p>Refunds will be paid in Australian dollars and are usually made by the original payment method to the person or account from which the original payment was received.</p> <p>Consumer protection</p> <p>This policy does not remove the right to take further action under Australian consumer protection laws.</p>	
	Communication	This policy and procedure is published on the NIDA website.
	Responsibility for implementation	Director Student and Staff Services and Director Finance
	Approval body	Director/CEO
	Date originally approved	16 December 2011
	Date this version approved	1 December 2014
	Date effective	8 December 2014
	Date of review	1 January 2017
	Contact position	Director, Student and Staff Services
	TRIM Record No	14/06081

Acknowledgement: This policy draws on the UNSW Fee Policy for International Students.