

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Charging of Incidental Fees Policy

Establishment:	Council, 16 December 1994
Last Amended:	Deputy Vice-Chancellor (Students), 8 April 2023
Nature of Amendment:	Changes to responsibilities and delegations
Date Last Reviewed:	November 2011
Responsible Officer:	Director, Student Administration Services

1. Preamble

Fees may be charged for items, amenities or services, which are incidental to studies undertaken as part of a course of study, provided these fees are established and administered in accordance with relevant Commonwealth Legislation and Guidelines.

2. Permissible Fees and Charges

2.1 Student Services and Amenities Fee

2.1.1 A Student Services and Amenities Fee schedule will be approved by the Vice-Chancellor. The [schedule](#) will be published annually on the University's website.

2.1.2 Payment of the Student Services and Amenities Fee must be made in full by the due dates specified and published by the University. A student who fails to make a payment by a due date will be subject to the Policy on Students with Outstanding Debt.

2.1.3 The conditions for the granting of refunds of the Student Services and Amenities Fee are set out in the Policy on Refund of Student Contribution Amounts and Tuition Fees, and Remission of Higher Education Loan Program (HELP) Debts and the Policy on International Students.

2.2 Course Materials

2.2.1 Charges may be made for reading material such as anthologies of required reading, and practical or lecture notes provided that their purchase is voluntary. Alternative sources must be provided in the library

so that students who do not wish to purchase the compiled materials can refer to them and make their own copies if desired.

2.2.2 No charge shall be made for topic outlines, or reading lists, or practical workbooks which form part of the assessment of a topic or course.

2.3 Field trips

Where a field trip is a compulsory part of the assessment requirements of a topic or course:

2.3.1 fees shall not be charged for tuition or materials associated with the field trip;

2.3.2 costs for food, transport and accommodation associated with the field trip may be recouped, provided students have the choice of making their own arrangements for purchasing these items from an alternative supplier. Where students are required to use transport and accommodation specified by the University these costs will be met by the University.

2.4 Clinical, Laboratory or Workshop Materials and Equipment

2.4.1 There shall be no requirement for students to purchase a piece of equipment nor shall there be any charge made by the University for the use of equipment which is compulsory for students to participate fully in a topic, except as provided for in clause 2.4.3. However, a fine may be charged in situations where equipment that has been loaned is not returned or is not returned in a satisfactory condition on completion of the topic. A schedule of fines for this purpose will be approved by the Director, Student Administration Services, on the recommendation of the relevant Faculty Executive Dean.

2.4.2 Students must not be charged for basic clinical, laboratory, workshop and creative materials which are compulsory for students to participate fully in a topic and are consumed during the course of study.

2.4.3 Students may be charged for items that become their physical property and would be required by a professional in the field (e.g. 'tools of the trade' such as stethoscopes), provided the items are not consumed during the course of study and students have the choice of acquiring the items from a supplier other than the University.

2.5 Uniforms

Purchase of uniforms or particular types of dress shall not be required by the University for any topic. In some cases uniforms may be required by external agencies engaging students for field or clinical work as a condition of participation in those topics and in these cases students may be liable for the cost of the uniform.

3. Grievances

3.1 Students who believe they have been charged a fee specified under clauses 2.2 to 2.5 contrary to this policy shall in the first instance discuss this with the relevant Faculty General Manager.

3.2 Where the Faculty General Manager determines that the fee charged was not permissible under this policy, the student will be entitled to a refund.

4. Procedures

Procedures relating to the charging of incidental fees specified under clauses 2.2 to 2.5 will be subject to approval by the Director, Student Administration Services.