



STUDENT FEES POLICY

Authorised By:	President (CEO)	Revision: 1.7
Last Amendment Date:	Revision Date: 25 Sep 2023	
Review Due Date:	Next Review: 25 Dec 2025	
Related Documents:	Student Tuition Contract Tuition Assurance Policy 2021 Fees Booklet Student Grievance Policy	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. Overview

The purpose of this policy is to provide transparency for Tabor students in the application and administration of fees and charges.

2. Scope and Applications

This policy applies to all students of Tabor, regardless of campus location, study load or study mode.

3. Procedures

- 3.1. Up to date fee and student contribution amount information is available on the Tabor website [\(About/Study at Tabor/Fees\)](#)
- 3.2. Where a student remains enrolled in subject/s beyond the census date, they become legally bound to pay for those subject/s unless special circumstances apply.
- 3.3. Students withdrawing on or prior to the census date will have any monies paid in advance refunded in full.
- 3.4. In addition to tuition fees and student contribution amounts, other fees and charges are outlined in the Fees Booklet available on the Tabor website [\(About/Study at Tabor/Fees\)](#)
- 3.5. Students may incur additional costs not levied by Tabor throughout their studies, for example the purchase of text books.
- 3.6. Students not eligible for a FEE-HELP or HECS-HELP place, may access a tuition fee instalment plan by contacting Tabor's Finance Department.

- 3.7. Students are required to have entered into an arrangement to pay their tuition fees or student contribution amount by the census date. Failure to do so will result in the termination of the Student Tuition Contract, including removal from enrolled subjects.
- 3.8. The circumstances under which a student is eligible for a refund, and the method for requesting a refund, are detailed in the Student Refund Procedures, at Appendix A.
- 3.9. Student Contributions Amounts are reviewed annually by the Australian Government and subject to change.
- 3.10. Tuition fees are reviewed annually by Tabor and subject to change.
- 3.11. Students accessing a HELP loan will not receive an invoice, however one will be supplied by Student Services upon request.
- 3.12. Students paying their fees upfront will be invoiced three weeks prior to the census date. The invoice will be sent to the student's Tabor email account.
- 3.13. Students accessing a HELP loan will receive a Commonwealth Assistance Notice (CAN) within 7 days of the census date. It is the student's responsibility to check the details of the CAN to ensure accuracy, and to submit a written request for correction to Student Services within 14 days from the date of the CAN.

4. Definitions

Census Date	The date the financial liability for subjects is set and tuition fee/student contribution amount is due.
Commonwealth Assistance Notice	The CAN includes important information about your enrolment, any HELP debt you have incurred, any upfront amounts you have paid, and any loan fee you may have incurred.
Commonwealth Supported Student	A domestic student whose tuition fees are substantially subsidised by the Australian Government, so that they only pay a 'student contribution' amount for their study. At Tabor, Commonwealth Supported places are available only for the Bachelor of Education and Master of Teaching courses.
FEE-HELP	A loan given to eligible domestic fee-paying students to help pay part or all of their tuition fees.
HECS-HELP	A loan given to eligible domestic Commonwealth Supported students to help pay part or all of their student contribution amount.
Special Circumstances	Are circumstances that are beyond the student's control, make it impractical to complete the requirements of the subject and do not occur until on or after census date.
Student Contribution Amount	The amount a Commonwealth supported student has to pay to Tabor for each enrolled subject. This is reviewed annually by the Australian Government and subject to change.
Study Load	The number of subjects you are enrolled in for any given semester determines whether you are full time or part time.
Study Mode	Students can study on campus, online, or a mix of both.
Tuition Fee	The amount a non-Commonwealth supported student has to pay to Tabor for each enrolled subject. This is reviewed annually by Tabor and subject to change.

See [Global Definitions](#).

5. Communication / Training

- 5.1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor. The policy will be made available on the Tabor website (<http://tabor.edu.au/>).
- 5.2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.

- 5.3. Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.

APPENDIX A - STUDENT REFUND PROCEDURES

1. Introduction

This document outlines Tabor's principles and guidelines for the payment of refunds of tuition fees to domestic students and applies to all new and continuing domestic students irrespective of who pays the tuition fees. It is designed to comply with the Higher Education Support Act 2003.

Tabor acknowledges that occasionally market conditions and/or student circumstances change and that may in turn require courses to be cancelled and/or fees to be reimbursed. This policy provides students with information regarding course and fee repayment assurance provisions, as well as outlining the conditions and procedures for the refund of tuition fees.

2. Course assurance/Fee repayment assurance

Under the provisions of the *Higher Education Support Act 2003* (HESA) and chapter 2 of the *Higher Education Provider Guidelines 2012* (the Guidelines), Tabor is required to provide a tuition assurance arrangement for Australian citizens or holders of an Australian permanent humanitarian visa who are enrolled in higher education courses it offers. This requirement is to protect students in the unlikely event that Tabor ceases to provide a course of study in which a student is enrolled. Full details are in the Tuition Assurance Policy

3. Higher Education Refunds

- A student who is not permitted to re-enrol on the basis of poor academic progress will be eligible for a refund of fees paid in advance on notification of exclusion.
- In the event that an offer of a place is withdrawn all tuition fees paid are fully refundable.
- Where a student withdraws from a subject after the commencement of the subject but before the census date, the tuition fees paid for the semester are refundable in full.
- Where a student withdraws from a subject after the census date, the tuition fees will not be refunded, unless the student's circumstances meet the definition of "[special circumstances](#)" as defined by the Department for Education and Training.

4. Application for refund or remittance of FEE/HECS HELP debt.

- Students seeking a refund or remittance of debt must apply to Tabor via the [Compassionate Withdrawal](#) form. The student should indicate the reason for seeking a refund and, where relevant, provide certified evidence with the written request (for example, a medical certificate).
- The Registrar is responsible for assessing the student's right to a refund in accord with this guideline and Commonwealth Government Legislation, and for notifying the student and Tabor's Finance Services of the amount of refund for which the student is eligible.
- Finance Services is responsible for issuing the fees to be refunded to the student in accord with the decision made by Student Services.
- The Registrar is responsible for arranging remittance of debt with the Department for Education and Training.
- Decisions on refund or remittance of debt are made in accordance with the Department for Education and Training's definition of "[special circumstances](#)"

6. Review process

If a student is not satisfied with the outcome of a refund request, they should refer to Tabor's Grievance Policy. This agreement, and the availability of complaints and appeals processes, does not remove the student's right to take action under Australia's consumer protection laws.