

# Refund for Higher Education Domestic Students Policy

*Policy Code: FN1328*

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## Purpose

To define University Policy for Refunds for Higher Education Domestic Students.

## Scope

The policy applies to domestic applicants for a place at the University, and to current and former domestic students of the University, both full fee paying and Commonwealth supported or assisted.

## Definitions

Term	Definition
<b>Census Date:</b>	The census date is the date on which a student's enrolment is finalised for a course and applicable fees and charges are incurred. It is therefore the last day to withdraw from a course and have it deleted from an academic record. Domestic students who withdraw on or before the census date do not incur tuition fees or student contribution amounts for that course.
<b>Commonwealth Supported Place (CSP):</b>	A CSP is a higher education place for which the Commonwealth makes a financial contribution under the Act. All domestic undergraduate places at Federation University Australia are Commonwealth supported. Postgraduate coursework places can be offered on a full fee-paying basis or as Commonwealth supported places.
<b>Commonwealth Supported Student:</b>	A student enrolled in a Commonwealth supported place. Commonwealth supported students do not pay tuition fees, but instead are charged a student contribution amount towards the cost of their program.
<b>Domestic Student:</b>	All those students who are: Australian citizens; or New Zealand citizens; or

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Authorised by: Chief Operating Officer and Chief Financial Officer | Document Owner: Associate Director, Financial Services and Student Finance | Original Issue: 08/09/2008 | Current Version: 30/11/2015 | Review Date: 30/11/2020 | Policy Code: FN1328

CRICOS Provider Number: 00103D

Term	Definition
	holders of an Australian permanent visa
<b>Tuition Fee:</b>	The fees for enrolment in a Course determined by the University for Domestic Full-Fee Paying students.

## Policy Statement

This policy aims to provide guidance to applicants, students, staff and others on the circumstances whereby the University will refund fees or overpayments to domestic applicants and students who have a credit balance on their account.

## Responsibility

- Student Finance

## Legislative Context

This policy is in accord with the:

- [Higher Education Support Act 2003 \(HESA\)](#) and related [guidelines](#)
- Statute 9.1 Fees & Charges (Higher Education Division)

## Associated Documents

- [Refund for Higher Education Domestic Students Procedure](#)
- [Higher Education Withdrawal without Financial Penalty in Special Circumstances Guidelines](#)

## Implementation

This Policy will be implemented using the following strategies:

1. An Announcement Notice under 'FedNews' and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy.
2. Inclusion on the University's online Policy Library.

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