

International Student Fees & Refund Agreement

Effective 15 October 2015

Part 1 – Scope, Purpose and Definitions

SCOPE AND PURPOSE

1. The terms and conditions of this Agreement apply to all international students who:
 - 1.1. accept an offer of enrolment to a course of study at the University of Western Sydney (the University); or
 - 1.2. are enrolled in a course of study at the University.
2. This Agreement applies to courses registered with CRICOS by the University (CRICOS provider number 00917K) and which are delivered by the University or its partner institutions.
3. This Agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia’s consumer protection laws (ESOS National Code, Standard 3.2.d) as well as your right to pursue other legal remedies.
4. This Agreement should be read in conjunction with:
 - 4.1. ESOS Legislative Framework (click [here](#) to view or download);
 - 4.2. The University’s Streamlined Visa Processing Opt-in obligations;
 - 4.3. The following University policies (click [here](#) to view or download):
 - Admissions Policy;
 - Enrolment Policy;
 - Student Fees Policy; and
 - Progression and Unsatisfactory Academic Progress Policy.
5. This Agreement is provided in accordance with the ESOS Act and the ESOS National Code.

DEFINITIONS

6. For the purpose of this Agreement, the following definitions apply:

Agreed starting period	The period commencing on the first day of any teaching session and concluding on the Friday of week 2 of that teaching session. NB: This definition is the equivalent to the “agreed starting day” for the purpose of the ESOS Act.
Census date	The official deadline for finalising your fees for attending the teaching session. The census dates for all teaching sessions are available here.
Commencing student	A student intending to enrol in a course at the University in their first teaching session. NB: A commencing student may also be either an “intending overseas student” or an “overseas student” for the purpose of the ESOS Act.

Confirmation of Enrolment (CoE)	The CoE provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before DIBP will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
Continuing student	A student enrolled in a course at the University who has completed at least one teaching session of study and who is eligible to continue into a subsequent teaching session and who meets the enrolment requirements of clause 16 of the Enrolment Policy. NB: This definition is the equivalent to the "overseas student" for the purpose of the ESOS Act.
Course commencement date	The day when the course of study starts as identified as the "Commencement Date" on your CoE. The dates for all teaching sessions are available here .
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students.
Deferment	An Agreement between the student and THE UNIVERSITY permitting the student to commence a course of study after the date shown on the original CoE.
ESOS Act	<i>Education Service for Overseas Students Act 2000 (Cth).</i>
Exceptional circumstances	Circumstances that involve something exceptional, compelling or compassionate that has affected a student and the cause of which was outside the student's control.
Full-time study load	Unless otherwise specified, 0.5 Equivalent Full-Time Student Load (EFTSL) or 40 Credit Points of study in a half calendar year or 20 credit points in a Quarter.
International Student	An international student means a student who is not: <ul style="list-style-type: none"> • An Australian citizen; • A New Zealand citizen; • The holder of an Australian Permanent Resident Visa; or • The holder of a permanent humanitarian visa.
Letter of Offer	A letter or email issued by the University which sets out the offer being made to a student, including but is not limited to an Offer of Admission, a Package Offer of Admission, or a Conditional Offer of Admission.
Non-packaged student	A student undertaking a stand-alone University course of study that is not part of a pathways package with Western Sydney College or any another provider.
OSHC	Overseas Student Health Cover.
Packaged student	A student who has accepted a Package Offer of Admission to undertake up to three preliminary courses packaged with a principal University course of study.
Preliminary course(s)	Courses undertaken by packaged students which are prerequisites to the principal course at the University. A separate CoE is provided for each preliminary course.

Principal course	The main course of study at the University for a packaged student, for which the CoE and student visa is issued.
Re-enrolment	A process undertaken by continuing students prior to each teaching session which involves selecting units of study and paying tuition fees.
Streamlined Visa Processing (SVP)	A visa processing system whereby prospective students of participating education providers lodge visa applications which are generally subject to reduced evidentiary requirements regardless of the applicant's country of origin.
Student default	<p>A student default occurs in relation to a course in the circumstances set out in section 47A(1) of the ESOS Act, including where:</p> <ul style="list-style-type: none"> • The student fails to start the course during the agreed starting period; • The student withdraws from the course either before or after the agreed starting period; • The University refuses to provide the course to the student because: <ul style="list-style-type: none"> ○ The student failed to pay tuition fees as directed by the University; ○ The student breached a visa condition; or ○ The student is suspended, excluded or expelled from the University following a finding of misconduct.. <p>It is noted that “agreed starting period” in this Agreement is the equivalent to “agreed starting day” under the ESOS Act.</p>
Teaching session	A specified period of teaching for units in a course set by the university. Teaching sessions will vary between courses of study. The dates for all teaching sessions are available here. [Link]
Tuition fees	<p>Fees received by the University:</p> <ul style="list-style-type: none"> • Either directly or indirectly from a commencing student or continuing student; • From another person who pays the money on behalf of a commencing student or continuing student <p>that are directly related to the provision of a course that THE UNIVERSITY is providing, or offering to provide, to the student, including any amount received for OSHC and any other amount paid to the University in order to undertake the course. NB: This definition is the equivalent to section 7 of the ESOS Act.</p>
Tuition Protection Service	An initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study, in effect from 1 July 2012.
University default	<p>A University default occurs in relation to a course in the circumstances set out in section 46A(1) of the ESOS Act, including where:</p> <ul style="list-style-type: none"> • The university fails to provide the course to the student at the location in the agreed starting period; or • After the course starts but before it is completed, the

course ceases to be provided to the student at the location

and the student has not withdrawn from the course before the date of the UNIVERSITY default.

It is noted that “agreed starting period” in this Agreement is the equivalent to the “agreed starting day” under the ESOS Act.

Unused tuition fees

Tuition fees paid by a student to THE UNIVERSITY and that are repayable to the student in any of the circumstances set out in this Agreement.

Part 2 – Enrolment & Fees

ENROLMENT CONDITIONS

7. As a condition of your enrolment at the University, you agree to:
 - 7.1. Pay all your tuition fees in accordance with this Agreement or as directed by the University to maintain your enrolment and CoE.
 - 7.2. Enrol by no later than the last day of the agreed starting period. You acknowledge that if you fail to do so, the University is required by law to notify the Department of Immigration and Border Protection (DIBP) by cancelling your CoE. This may lead to the cancellation of your student visa.
 - 7.3. Commence your course of study within the agreed starting period set out in your Letter of Offer. You acknowledge that if you fail to do so and have not been approved for a deferment of your course of study:
 - your offer of admission will lapse;
 - your CoE will be cancelled;
 - you may be required to lodge a new application for admission to THE UNIVERSITY; and
 - you may incur additional fees.
 - 7.4. Apply to International Admissions in writing no later than the census date if you wish to defer your studies and provide evidence of compelling or compassionate grounds for the deferral ([National Code 13.2](#)). In these circumstances, you agree to follow the procedure prescribed in the UNIVERSITY'S Enrolment Policy and Admissions Policy.
 - 7.5. Ensure that your study load in every teaching session will enable you to complete your course of study within your current visa period. THE UNIVERSITY may be unable to issue your CoE if you reduce your study load without approval.
 - 7.6. Pay the tuition fees for any additional units studied (including units repeated) at the rate that applies when you enrol in these units.
8. As a continuing student, if you fail to re-enrol in your compulsory teaching sessions by the census date, the University will treat such failure as you having abandoned your course. You acknowledge that in these circumstances, the University must notify DIBP by cancelling your CoE. This may lead to the cancellation of your student visa.
9. You accept and agree that the University reserves the right to discontinue or vary units, courses, announcements, or staffing at any time. You can view updated course and unit information in the [online Handbook](#).

FEES

10. You accept and agree that all tuition fees must be received in Australian dollars, directly to the University. Important: Notwithstanding the definition of “tuition fees” under the ESOS Act, you must pay all tuition fees directly to the University. Please do not pay your tuition fees to anyone other than the University. If

someone other than you is paying your tuition fees, it is your responsibility to ensure they make their payment directly to the University. Otherwise, you risk being a victim of fraud and you may not be able to recover those tuition fees. If anyone asks you to pay your tuition fees to anyone other than the University, please call or email Western Sydney International immediately for assistance.

11. It is your responsibility to pay your tuition fees on time in accordance with the deadlines set by the University.
12. The University may increase your tuition fees at any time, but generally increases apply from 1 January each year. You can view the annual international student tuition fee for each course at http://www.westernsydney.edu.au/international/course_fees.

COMMENCING STUDENTS

13. You accept that, unless otherwise specified in your Letter of Offer, you will not receive your CoE until you have first paid to the University:
 - 13.1. half the annual course tuition fees;
 - 13.2. the Overseas Student Health Charge (if applicable) for the duration of your student visa; and
 - 13.3. any other fees as prescribed by the University for your course, including the non-refundable deposit if you are a packaged student.
14. You accept and agree that, as a commencing student, you are not eligible for a payment plan, or extension of time to pay tuition fees under any circumstances.
15. If you are a packaged student, you agree to pay a non-refundable deposit, as specified in your offer letter, to the University and which shall be applied towards your principal course of study at the University. You acknowledge that your deposit will not be refunded other than in the circumstances set out in this Agreement. The deposit must be paid before the University will issue your CoE.

Important: *Packaged students may be eligible for SVP if they meet the requirements of a Genuine Temporary Entrant and Genuine Student requirements as defined in Ministerial Direction 53 issued by DIBP. The University is obliged to safeguard against applicants who are not genuine and will not refund your deposit except in those circumstances set out in this Agreement. You will not be eligible for a refund if you request to transfer to another institution without meeting the requirements of a release in accordance with [Standard 7 of the National Code](#). You acknowledge and agree that your deposit will be credited towards your tuition fees for your principal course.*

CONTINUING STUDENTS

16. You agree that it is a condition of your continued enrolment at the University that:
 - 16.1. You pay all tuition fees in full by the census date.
 - 16.2. You cannot re-enrol after the agreed starting period of the teaching session of study unless you first obtain permission from your unit coordinator in accordance with the [Enrolment Policy](#).
17. If you do not pay your tuition fees by the census date, the University will cancel your enrolment, unless you apply for and are granted an extension of time to pay in accordance with the procedure set out in the Student Fees Policy.

Part 3 - Refunds

OVERVIEW

18. If you are eligible for a refund of any tuition fees paid to the University under this Agreement, you may apply for a refund by completing and submitting the [Request for Fee Refund - International Students Only](#) form to Fees and Student Finance.
19. Applications for refunds are assessed strictly in accordance with the terms of this Agreement.

20. If approved, refunds are paid in Australian dollars.
21. All withdrawals are subject to the prescribed University withdrawal timelines and penalties.

REFUND WHERE THE UNIVERSITY DEFAULTS OR OFFER IS WITHDRAWN

22. In the unlikely event of a University default, or that your offer of a place is withdrawn, you are entitled to a refund of all tuition fees already paid but unused, unless:
 - 22.1. you have withdrawn or discontinued prior to the day of the University 's default; or
 - 22.2. you have accepted another offer in a University course of study; or
 - 22.3. the circumstances specified in clauses 31 and 32 (No Refund) of this Agreement apply.
23. If the University offers you a place in another course of study, you may accept that offer, rather than apply for a refund. Any fees already paid including any deposit will be credited towards tuition fees payable for that other course of study.

REFUND BEFORE STUDENT VISA IS APPROVED

24. If your application for a student visa is rejected by DIBP, then all tuition fees paid to the University will be refunded.
25. If you withdraw your application for a student visa after you accept an offer from the University but before your student visa is granted, you may apply for a refund of all tuition fees paid except in the circumstances specified in clauses 32 and 33 (No Refund) of this Agreement. The University is entitled to charge an administration fee of \$AUD500 for processing your application. You authorise the University to deduct this amount from any tuition fees already paid. You will be required to provide evidence of the withdrawal of your student visa application when you apply for a refund.

REFUND WHERE STUDENT DEFAULT

26. If you do not commence your course of study on the course commencement date, and you have not previously withdrawn from your course of study with approval from the University, your CoE will be cancelled and your entitlement to a refund will be calculated in accordance with this Agreement, if you apply for one. For that purpose, the date of your withdrawal will be considered to be on the day of the course commencement date.
27. If you are a packaged student with an approved student visa and you withdraw from your course(s) of study, you are not entitled to a refund of your deposit for the principal course. You may be entitled to a refund of some of your unused tuition fees in your preliminary course(s) if you withdraw before the census date in any teaching session. The amount that the University may refund to you is determined by the notice period you give – see Summary of Refunds table attached.
28. If you are a non-packaged student with an approved student visa and you withdraw from your principal course of study before the census date of your first teaching session, you may be entitled to a refund of any unused tuition fees, except that the University will retain \$AUD5,000 as an administration fee.
29. If you are a continuing student and you withdraw before the census date, you may apply for a refund of all unused tuition fees.

REFUND WHERE STUDENT OBTAINS PERMANENT RESIDENCY

30. If you are an international student who, after commencing your studies but before the census date for that teaching session, receives approval from DIBP to change your visa status to permanent resident, you may be entitled to a refund of fees in certain circumstances in accordance with the Student Fees Policy. Any entitlement to a refund will be calculated from the date that you inform the University of your change in status. Please note that the University cannot change your status to permanent resident after the census date under any circumstances.

NO REFUND

31. You are not entitled to a refund of any tuition fees if:
 - 31.1. DIBP cancels your visa for any reason, including a breach of a condition of your visa;
 - 31.2. Any documents or information submitted by you or on your behalf as part of your application for admission or your application for a student visa are, or later found to be, fraudulent;
 - 31.3. You are suspended, excluded or expelled from the University following a finding of misconduct;
 - 31.4. You withdraw from a course of study after the census date in any teaching session, including preliminary courses for packaged students;
 - 31.5. Your enrolment is cancelled by the University due to your failure to pay your tuition fees by the due date (including if you are granted an extension of time);
 - 31.6. You withdraw from a unit of study for which tuition fees have been paid, but without permission to reduce your study load, and then subsequently withdraw from a course of study.
32. As a packaged student, you are not entitled to a refund of any deposit paid for packaged courses except as set out in this Agreement.

UNUSED TUITION FEES

33. You may be entitled to a refund of any unused portion of paid tuition fees if:
 - 33.1. upon completion of the requirements of your course of study, you have a credit balance of tuition fees; or
 - 33.2. you fail to meet the University's academic progression rules and are subsequently excluded from your course of study.
34. If you withdraw from a unit of study with the University's approval before the census date, any portion of unused paid tuition fees will be credited towards another unit of study available in the same course. If you subsequently withdraw from your course of study, you will only be entitled to a refund if you first obtain permission to reduce your study load before withdrawing from the unit of study to which the credit applies.
35. If you are a packaged student and you do not successfully complete the entry requirements for the University component of your study package, you can apply for a deferred commencement for the next intake of the course of study. This will enable you to complete the preliminary course to satisfy the University entry requirements. You acknowledge that you cannot use the deposit applied to your principal course to cover tuition fees to satisfy entry requirements. Your non-refundable deposit will be held in credit and applied towards your principal course of study.

REFUND OF OSHC

36. You accept and agree that you must make your own arrangements to apply for a refund of any OSHC directly with the OSHC provider.

REFUNDS IN EXCEPTIONAL CIRCUMSTANCES

37. The University may consider an application for a refund in circumstances other than those set out in this Agreement only if you can demonstrate and provide evidence of compassionate or compelling circumstances beyond your control. For further guidance, see: [National Code Standard 13](#).
38. The University reserves the right to require you to comply with its reasonable requests in relation to the provision of sufficient evidence to demonstrate exceptional circumstances. This may include, but is not limited to, attending upon any medical practitioner, counsellor or other health professional.
39. If your application for a refund in exceptional circumstances is refused, you may apply for a review of that decision to the Deputy Pro-Vice Chancellor (International) or their nominee.

Summary of refunds of tuition fees - Effective **1 September 2015**

(Refund Agreement clause reference in brackets)

Notice of resignation/withdrawal	Amount retained by the University		
	Non-packaged students	Packaged Students non-TAFE NSW	Packaged students TAFE NSW
Before a student visa is granted			
Visa application is refused by DIBP for non-fraud reasons	\$500 (clause 24)		
Visa application is withdrawn before the visa is granted	\$500 (25)		
After a student visa is granted			
Non-refundable deposit for the principal University course	\$5000 (28)	\$5,000 (27)	\$10,000 (27)
Refunds specific to Preliminary courses in a package			
Notice of more than 4 weeks before commencement of the Preliminary course	NA	30% of pre-paid fees for that course (27)	TAFE NSW refund agreement applies http://www.detinternational.nsw.edu.au/media-assets/tafe/refund-form.pdf
Notice of less than 4 weeks before the commencement of the Preliminary course	NA	60% of pre-paid fees for that course (27)	
After the commencement date but before the census date	NA	75% (27)	
Refunds relating to all courses as indicated			
After the census date of a course	100%		
After commencing the second or subsequent study session of a course but before its census date	\$0 (29)		
After the census date of a course	All fees for that study session are retained. (31.4)		
Admission was obtained on the basis of fraudulent or misleading documents or information	All prepaid tuition fees -31.2 – to be inserted into		
Visa is cancelled	All fees are retained (31.1)		
the University withdraws its offer or is unable to provide a course for which an offer was accepted	All unused tuition fees are refunded (22)		
Student is excluded by the University	All fees are retained (31.3)		
Fees in credit after course completion or early exit	All unused tuition fees are refunded (33.1)		
Fees in credit for reduced study load units without the University's approval	All fees are retained (34)		