

International Student Tuition Fees Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Definitions
4. Procedures
 - 4.1. Tuition fees
 - 4.2. Calculating tuition fee charges for individual students
 - 4.3. Payment of tuition fees
 - 4.4. Payment extension or payment by instalments
 - 4.5. Tuition fee refunds
 - 4.6. Refund amounts
 - 4.7. Compassionate or compelling circumstances
 - 4.8. Refund application reviews and appeals
 - 4.9. Student Services and Amenities Fees
 - 4.10. Overseas Student Health Cover (OSHC)
 - 4.11. Students who obtain Permanent Resident status

1. Governing Policy

[Student Fees Policy](#)

2. Purpose

Payment of tuition fees is a condition of enrolment for international students. These procedures specify how international student tuition fee charges, calculations, payments and refunds are processed.

3. Definitions

Semester	the term Semester is used in these procedures; however, students enrolled in a course delivered over three Study Periods per year are to take Semester to mean Study Period in their case
Onshore student	means an international student studying or intending to study a course that is delivered on a Flinders campus in Australia.
Offshore online student	means an international student not in Australia studying a course that is delivered in online mode in full
Transnational Education student	means an international student studying a Flinders degree delivered at a partner institution campus outside Australia

4. Procedures

4.1. Tuition fees

- a. The annual tuition fees for commencing international students, and the percentage increases for continuing students, will be published on the [International Fees](#) webpage.

- b. Students will be charged the published fee for their commencing year of study and will be subject to calendar year increases as a continuing student.
- c. Students who change course or undertake higher level studies will be subject to the fees applicable to students commencing that year in that course or program of study.
- d. Students enrolled in a bachelor/postgraduate double degree will be charged a separate fee for each component of the course, as published in the approved schedule of fees. The postgraduate component will be subject to annual increases, as described in b. above, from the time the student commences the bachelor component. Therefore, the fee charged will be higher than the published postgraduate fee for the commencing year.

4.2. Calculating tuition fee charges for individual students

- a. For **coursework** students, published tuition fees are based on a standard full-time enrolment load, which usually equates to 36 units per year, or 18 units per semester. If a student's enrolment load is more or less than a standard full-time load, the tuition fee will be calculated on a pro-rata basis as follows (excluding students enrolled in a [Study Abroad Program](#)):

Annual course tuition fee x number of units enrolled / 36 units (or standard full-time enrolment load)

Example 1: for a student enrolled in 27 units of a course which has an annual fee of \$30,000 and for which the standard full-time load is 36 units, the tuition fee is:
 $\$30,000 \times 27 \text{ units} / 36 \text{ units} = \$22,500$

Example 2: for a student enrolled in 40.5 units of a course which has an annual fee of \$30,000 and for which the standard full-time load is 36 units, the tuition fee is:
 $\$30,000 \times 40.5 \text{ units} / 36 \text{ units} = \$34,714$

- b. For **higher degree by research** students, the tuition fee is based on the number of days of candidature in each half-year period (1 January to 30 June and 1 July to 31 December).
- c. Students enrolled in a [Study Abroad Program](#) will be charged the flat rate tuition fee published annually in the [fee schedule](#) for each semester of enrolment.
- d. Cross-institutional enrolments:
 - i. International students enrolled at Flinders University and undertaking approved studies offered by another institution will be required to pay the tuition fees that apply to that institution.
 - ii. International students enrolled at an institution other than Flinders University and undertaking approved studies offered by Flinders University, will be required to pay the tuition fees to Flinders University for cross-institutional study.

4.3. Payment of tuition fees

- a. Fees must be paid in advance.
- b. New students are required to pay fees for their first semester of enrolment before the University will issue a Confirmation of Enrolment.
- c. All other fee payments are due by the end of the second week of each semester—early March in Semester 1 and early August in Semester 2. Students enrolled in courses delivered in three study periods per year will have three fee due dates, in February, July and October. Students enrolled in transnational education programs may be subject to different dates, which will be specified in their letter of offer.
- d. Payment of all tuition fees and charges is a condition of enrolment and must be made in full by the due date. Failure to pay will result in cancellation of enrolment as set out in the [Student Debt Procedures](#).

- e. Students who have had topics cancelled for failure to pay fees may find that the University is unable to extend their Confirmation of Enrolment beyond the original completion date and students may therefore be unable to complete their course.
- f. Students studying in Australia on a student visa who have their total enrolment cancelled in any given semester will be reported to the Australian Government.
- g. Students whose total enrolment in a semester has been cancelled for failure to pay fees will have a sanction placed on their account in accordance with s.4.3 of the [Student Debt Procedures](#). Students will need to demonstrate their capacity to pay future fees before the sanction can be lifted.
- h. Fees paid by a student who subsequently applies to defer their start date to a later intake will be automatically applied to the later intake. Until a written agreement is signed for the later intake, the original agreement will be deemed to apply to the later intake.

4.4. Payment extension or payment by instalments

- a. Where there are unforeseen compassionate or compelling circumstances which impact on a student's ability to pay tuition fees by the due date, the student may apply for a [payment extension or payment by instalment plan](#).
- b. If an **extension** is approved, a revised due date for payment will be determined and advised. If a **payment by instalment** plan is approved, the first payment of 50% of the tuition fee will be due on the original due date, and the remaining 50% of the fee will be due on the due date advised.
- c. If payment is not received by a **payment due date** that is:
 - i. **prior** to the census date, the enrolment will be cancelled effective as at the due date
 - ii. **after** the census date, the enrolment will be withdrawn effective as at the due date.

The student will remain liable for any remaining outstanding debts.

4.5. Tuition fee refunds

- a. Tuition fee refunds will only be given in accordance with the following table, unless there are compassionate and compelling circumstances as provided in Procedure 4.7.
- b. To apply for a refund, a student must email askflinders@flinders.edu.au with the details of payments made to Flinders University and their reasons for requesting a refund.
- c. If approved, refunds will normally be paid in Australian dollars.
- d. If a student who has deferred their start date as per Procedure 4.3.h above subsequently withdraws their application and requests a refund, the refund will be made as though a written agreement were in place.
- e. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and transfer to another institution are to refer to the International Student Transfer Procedures and must complete a Request for Transfer to Another CRICOS Registered Provider form. Where a student is assessed as meeting the criteria for transfer, refunds will be paid in accordance with the table below. Where a student does not meet the criteria for transfer, no refund will be paid.
- f. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and who are not transferring to another institution must satisfy Flinders International of their continued compliance with their visa conditions. This may include, but is not limited to, departing Australia or changing to a different visa type.

4.6. Refund amounts

Reason for refund	Refund amount
University initiated	
a. University default – University is unable to provide the course	100% of prepaid tuition fees
b. Withdrawal of offer	
i. Offer was withdrawn by the University, including where the offer was made in error by the University	100% of prepaid tuition fees
ii. Offer was made on the basis of incorrect or misleading information provided by the student and withdrawn by the University	No refund
c. Preclusion – Student is precluded by the University after failing to meet course progression rules	100% refund of any tuition fees paid for the semester from which the preclusion takes effect
Student initiated	
Release restrictions under the National Code 2018	
a. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and transfer to another institution are to refer to the International Student Transfer Procedures. Students must complete the Request for Transfer to Another CRICOS Registered Provider form.	
i. Where a student is assessed as meeting the criteria for transfer	Refunds will be determined according to the relevant section below
ii. Where a student does not meet the criteria for transfer	No refund
b. Commencing students who are student visa holders and who wish to withdraw prior to completing six months of their principal course and who are not transferring to another institution must satisfy Flinders International of their continued compliance with their visa conditions. This may include, but is not limited to, departing Australia or changing to a different visa.	Refunds will be determined according to the relevant section below
c. Commencing students who are not student visa holders	Refunds will be determined according to the relevant section below
Commencing coursework students	
a. Packaged students	
i. University advised of intention to withdraw from the Flinders component of the package and the student fails to meet conditions to progress to Flinders component AND the pathway provider confirms, according to the agreed process, that the student has made a genuine effort to meet the conditions of their offer	90% refund of the first semester's tuition fees

ii. University advised of intention to withdraw from the Flinders component of the package and the student fails to meet conditions to progress to Flinders component AND the pathway provider confirms, according to the agreed process, that the student has NOT made a genuine effort to meet the conditions of their offer	50% refund of the first semester's tuition fees
iii. University advised of intention to withdraw from Flinders component of the package and the student has met conditions to progress to Flinders component of package	50% refund of the first semester's tuition fees
b. Direct entry coursework students	
Onshore students	
i. Unlimited intake courses	
University advised of withdrawal <i>six weeks or more</i> before course start date	90% refund of the first semester's tuition fees
University advised of withdrawal <i>less than six weeks</i> before course start date and up to the census date	50% refund of the first semester's tuition fees
University advised of withdrawal after census date of first semester	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
ii. Limited intake courses <u><i>Students packaged with limited intake courses refer to Packaged Student section</i></u>	
University advised of withdrawal <i>six weeks or more</i> before course start date	70% refund of the first semester's tuition fees
University advised of withdrawal <i>less than six weeks</i> before course start date and up to the census date	50% refund of the first semester's tuition fees
University advised of withdrawal after census date of first semester	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
Offshore online students	
i. University advised of withdrawal prior to course commencement or before census date	90% refund
ii. University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
Transnational Education students	
i. University advised of withdrawal prior to course commencement or up to 30 days after course commencement	90% refund

ii. University advised of withdrawal more than 30 days after commencement	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
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Continuing coursework students

a. Onshore	
i. Withdrawal after underload	
Student enrolls without authorisation in less than a full load in their first semester of study, and does not reenrol in the subsequent semester	No refund of remaining portion of the first semester's tuition fees.
Student is authorised to enrol in less than a full load in their first semester of study, and does not reenrol in the subsequent semester	90% refund of remaining portion of the first semester's tuition fees.
ii. Withdrawal after full load	
University advised of withdrawal on or before census date	100% refund of that semester's fees
University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
b. Offshore online	
i. University advised of withdrawal on or before census date	100% refund of that semester's fees
ii. University advised of withdrawal after census date	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)
c. Transnational Education student	
i. University advised of withdrawal prior to or up to 30 days after the semester start date	100% refund of that semester's fees
ii. University advised of withdrawal more than 30 days after commencement	No refund unless compassionate or compelling circumstances apply (see Procedure 4.7)

Higher degree by research students

a. University advised of withdrawal prior to or up to 30 days after the commencement date	90% refund of first half-year fees
b. University advised of withdrawal between 30 days and 6 months after commencement date	No refund of first half-year fees
c. University advised of withdrawal more than 6 months after commencement date	Refund of tuition fees for remaining portion of the study period, calculated from the date of withdrawal notification

- d. Student submits thesis before the end of a study period

Refund of tuition fees for remaining portion of the study period, calculated from the date of submission

4.7. Compassionate or compelling circumstances

- a. In compassionate or compelling circumstances, and where acceptable documentary evidence can be provided, a student may be eligible for a total refund of tuition fees.
- b. Examples of compassionate or compelling circumstances relevant to withdrawal **before the census date** include: inability to obtain a student visa (for students studying in Australia), illness or disability, death of the student or a close family member (parent, sibling, spouse or child) or a political, civil or natural event.
- c. Compassionate or compelling circumstances relevant to withdrawal **after the census date** will be determined according to the principles established under Section 6 of the [Fee Refund and Remission Procedures](#).
- d. Compassionate or compelling circumstances do not include a lack of knowledge or understanding of the University's policies and procedures.

4.8. Refund application reviews and appeals

- a. A review of a refund-related decision by the University may be requested in accordance with the [Student Review and Appeal Policy](#) and procedures.
- b. A student who is dissatisfied with the outcome of the review may appeal to the Student Appeals Committee, if specified grounds are met, in accordance with the [Student Review and Appeal Policy](#) and procedures.

4.9. Student Services and Amenities Fees

The Student Services and Amenities Fee is included in the tuition fee for international students. International students are therefore not charged any additional fee for student services and amenities.

4.10. Overseas Student Health Cover (OSHC)

- a. Unless specifically approved otherwise, the Australian Government requires all international students studying in Australia to subscribe to Overseas Student Health Cover (OSHC) for the duration of their student visa, and stipulates that overseas students are not permitted to enrol unless they have paid for their OSHC.
- b. The University is required to collect the OSHC charge on behalf of its preferred health insurance provider. This charge is payable with the first semester's tuition fees. The OSHC fee charged covers the period up to, and including, the visa expiry date.
- c. *Refunds*: If a student leaves Australia before the expiry date of their student visa, a partial refund may be available from the insurance provider. Claims must be presented to the insurance provider on the appropriate form, with proof of exit from Australia.

4.11. Students who obtain Permanent Resident status

- a. An international student who is granted a Permanent Resident visa is liable to pay the full student contribution amount (subject to the availability of a Commonwealth supported place) or tuition fees as determined by the University in accordance with the [Student Fees Procedures](#). The change will take effect from the following semester of study.

- b. An international student who is granted a Permanent Resident visa prior to accepting an offer may be required to withdraw their international application and apply as a domestic student. If domestic applications have closed, the [Student Fees Procedures](#) will apply.

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Responsible Officer	Director, International Recruitment
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