

University of Canberra Fees Rules 2022

made under the

University of Canberra (Fees) Statute 1995, s4.

1. Name of Instrument

These Rules may be cited as the University of Canberra Fees Rules 2022.

2. Commencement

These Rules commence on the date of approval by the Council.

3. Repeal

- (1) The *Fees Rules 2010* of the University of Canberra are revoked.
- (2) Determinations made under the *Fees Rules 1995*, the *Fees Rules 2006* and the *Fees Rules 2010* are deemed to have been made under these Rules and continue in force until those determinations or these Rules are revoked.

4. Definitions

Act means the *University of Canberra Act 1989 (ACT)*.

Council means the Council of the University established by section 9 of the Act.

fees includes fees that are approved by the Council and in accordance with the *Higher Education Support Act 2003 (Cth)*, as amended from time to time.

Fees Officer means an officer of the University appointed under Rule 5(1).

late fee means a fee imposed in circumstances determined by the Fees Officer under Rule 8(1)(c).

maximum late fee means the amount that is fixed from time to time by the Council as the highest charged late fee.

Rules means these *University of Canberra Fees Rules 2022*.

Statute means the *University of Canberra (Fees) Statute 1995*.

student means a person who is:

- (a) undertaking any course provided by the University, including:
 - (i) any course leading to the award of a degree, diploma or certificate of the University;
or
 - (ii) a unit forming part of such a course; or

- (iii) any other course not leading to the award of a degree, diploma or certificate of the University; and
- (b) enrolled as a student of the University.

Vice-Chancellor means the person appointed Vice-Chancellor and President under section 25 of the Act.

5. Appointment of person to be Fees Officer

- (1) The Vice-Chancellor may appoint an officer of the University to be the Fees Officer for the purposes of these Rules.
- (2) The Fees Officer may appoint 1 or more persons to act as a deputy to the Fees Officer for the purposes of carrying out the powers and duties of the Fees Officer under these Rules.

6. Council to set fees

- (1) Council will by resolution from time to time determine the levels of fees payable in relation to a student's course of study at the University.
- (2) Council may delegate its power under Rule 6(1) to a member of staff of the University subject to such limitations and conditions as Council determines.

7. Time and manner of payment of fees

- (1) Fees must be paid at such a time and in such manner as the Fees Officer determines in accordance with these Rules.

8. Fees Officer's powers and duties in relation to fees

- (1) For the purposes of these Rules, the Fees Officer must, by written notice, determine:
 - (a) the date or dates on which fees must be paid;
 - (b) the manner in which fees must be paid;
 - (c) the circumstances in which a late fee may be imposed and the amount of that fee, not being an amount that is greater than the maximum late fee; and
 - (d) the circumstances, if any, in which a person may be entitled to a refund of the whole or a portion of any fee paid.
- (2) The Fees Officer may, from time to time, by written notice amend or revoke a determination made under Rule 8(1).
- (3) The Fees Officer will report the following actions to the Vice-Chancellor at the end of each semester:
 - (a) determinations made under Rule 8(1); or
 - (b) amendments or revocations made to a determination under Rule 8(2).

- (4) The Fees Officer may publish details of the notice of a determination in such a manner as the Fees Officer considers necessary.
- (5) The Fees Officer must take such steps as are necessary to ensure, so far as practicable, that fees payable by a person under these Rules are collected and paid to the University in accordance with these Rules.

9. Extension of time for payment

- (1) A person required under these Rules to pay a fee by a date determined by the Fees Officer may, by notice in writing signed by the person and delivered to the Fees Officer before the determined date, apply to the Fees Officer for an extension of time for payment of the fee.
- (2) If the Fees Officer receives an application for extension of time under subrule (1), the Fees Officer may, at their discretion, grant an extension in such circumstances and for such a period as the Fees Officer considers appropriate.

10. Exemption from payment of fees

- (1) The Vice-Chancellor or the Fees Officer may, at their discretion, exempt any person from liability to pay a fee or part of a fee. All exemptions, and the reason for the exemption, must be recorded on the student's administrative record held by the University.
- (2) The Vice-Chancellor may, at their discretion, exempt any class or group of persons from liability to pay a fee.

11. Failure to pay fees

- (1) The Fees Officer may cancel the enrolment of a fee-paying student who fails to pay, within 2 weeks after the date on which the fees must be paid, the fees payable by the student.
- (2) If, under Rule 11(1), a fee-paying student's enrolment is cancelled, any rights and privileges to which the student was entitled as an enrolled student cease to exist immediately upon cancellation of the enrolment.
- (3) The cancellation of a fee-paying student's enrolment (whether under Rule 11(1) or otherwise) does not relieve the student of any undischarged liability to pay fees.

Notes:

Rules approved at Council meeting [insert]

In making these Rules the University had regard to the provisions of section 40B(1)(b) of the *Human Rights Act 2004* (ACT).