

AUSTRALIAN CAPITAL TERRITORY

University of Canberra Fees Rules 2010

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Definitions

Citation

1. These Rules may be cited as the *University of Canberra Fees Rules 2010*.

Commencement

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

Revocation and determinations

3.

(1) The *Fees Rules 2006* of the University of Canberra are revoked.

(2) Determinations made under the *Fees Rules 1995* and the *Fees Rules 2006* are deemed to have been made under these Rules and continue in force until those determinations or these Rules are revoked.

Definitions

4. In these Rules, unless the contrary intention appears:

"**Council**" means the Council of the University established by section 9 of the *University of Canberra Act 1989* (ACT);

"**fees**" includes fees that are approved by the Council and in accordance with the Support Act;

"**Fees Officer**" means an officer of the University appointed under rule 5;

"**late fee**" means a fee imposed in circumstances determined by the Fees Officer under paragraph 8(1)(c);

"**Support Act**" means the *Higher Education Support Act 2003* (Cth);

“**Vice-Chancellor**” means the person appointed Vice-Chancellor and President under section 25 of the *University of Canberra Act 1989* (ACT).

Appointment of person to be Fees Officer

5.

(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.

Council to set fees

6.

(1) Council shall 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 subrule (1) to a member of staff of the University subject to such limitations and conditions as Council determines.

Time and manner of payment of fees

7. Fees must be paid at such a time and in such manner as the Fees Officer determines.

Fees Officer’s powers and duties in relation to fees

8.

(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; and

(b) the manner in which fees must be paid; and

(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 amount that is fixed from time to time by the Council for this purpose as 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 subrule (1).

(3) The Fees Officer must, as soon as practicable after making a determination under subrule (1) or after amending or revoking a determination under subrule (2):

(a) forward a copy of the notice of the determination, amendment or revocation to the Vice-Chancellor;
and

(b) publish details of the notice in such a manner as the Fees Officer considers necessary.

(4) 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.

Extension of time for payment

9.

(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 his or her discretion, grant an extension in such circumstances and for such a period as the Fees Officer considers appropriate.

Exemption from payment of fees

10.

(1) The Fees Officer may, at his or her discretion, exempt any person from liability to pay 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 his or her discretion, exempt any class of persons from liability to pay a fee.

Failure to pay fees

11.

(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 subrule (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 subrule (1) or otherwise) does not relieve the student of any undischarged liability to pay fees.

Made by Council under section 4 of the *Fees Statute 1995* at meeting No. 135 on 14 May 2010 and effective from that date.

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