
Charging of Incidental Fees Policy

Establishment:	Council, 16 December 1994
Last Amended:	19 July 2023
Nature of Amendment:	Minor repairs to ensure document is up to date.
Date Last Reviewed:	2023
Responsible Officer:	Director, Student Administration Services

1. Policy statement

The University may charge fees for items, amenities or services, which are incidental to studies undertaken as part of a course of study, provided these fees are established and administered in accordance with relevant Commonwealth Legislation and Guidelines.

2. Permissible Fees and Charges

2.1 Student Services and Amenities Fee

2.1.1 A Student Services and Amenities Fee schedule will be approved by the Vice-Chancellor. The [schedule](#) will be published annually on the University's website.

2.1.2 Payment of the Student Services and Amenities Fee must be made in full by the due dates specified and published by the University. A student who fails to make a payment by a due date will be subject to the Policy on Students with Outstanding Debt.

2.1.3 The conditions for the granting of refunds of the Student Services and Amenities Fee are set out in the Policy on Refund of Student Contribution Amounts and Tuition Fees, and Remission of Higher Education Loan Program (HELP) Debts and the Policy on International Students.

2.2 Other incidental fees

2.2.1 The University may charge incidental fees for:

- i. a good or service that is not essential to the course
- ii. an alternative form of access to a good or service that is an essential to the course but is otherwise readily available to students at no additional cost by the University
- iii. costs for food, transport, and accommodation (meals, hotels, camping) associated with a field trip
- iv. items that become students' property and would be required by a professional for their professional practice (such as stethoscopes, dance shoes, protective equipment, artwork supplies), provided that the students have the option of buying such items from a supplier other than the University.

2.2.2 The University may levy a fine as a disincentive, provided the fee is not designed to raise revenue or cover administrative costs. For example, a fine for the non-return of equipment or where equipment has been returned in an unsatisfactory condition.

2.3 Items, Amenities and Services for which fees are not permitted

2.3.1 Under Commonwealth Legislation and guidelines students must not be charged for:

- i. basic clinical, laboratory, workshop or creative materials that are needed for them to participate fully in a topic and are consumed during the course of study
- ii. course materials such as subject outlines, reading lists, library books
- iii. goods and services provided as a reasonable adjustment pursuant to the [Disability Policy](#)
- iv. any other item identified in the Section 17.3 of the [Higher Education Administrative Information for providers](#).

3. Complaints

Students can make a complaint regarding the charging of an incidental fee contrary to this policy in accordance with the [Student Complaints Policy](#) and [Student Complaints Procedures](#).

4. Procedures

The Director, Student Administration Services may establish procedures relating to the charging of incidental fees.