



UWA India Student Fees Policy Policy UP 26/6 (F26/987)

Approver	UWA India Board
Sponsor	Deputy Vice-Chancellor (Education and Student Experience)
Owner	Associate Director (Student Success and Progression)
Secretary	Academic Secretary
Policy Type	Academic
Policy Category	Academic Governance

1 Purpose

1.1 The purpose of this Policy is to:

- (1) establish the principles and requirements governing the setting, charging, payment, liability and refund of tuition fees for students enrolled in academic courses delivered by the University.
- (2) ensures transparency, fairness and compliance with applicable regulatory requirements while aligning with the financial governance principles of The University of Western Australia (UWA).

2 Definitions

In this policy and any associated procedures,

Census Date means the date on which liability for student contribution amounts and tuition fees is calculated other than for commencing international students

Course means a plan of study that a student must successfully undertake before qualifying for a degree, diploma or certificate.

Domestic Students refers to a student who is an Indian citizen or permanent resident enrolled at UWA India.

International Student refers to a student who is not an Indian citizen or permanent resident and is enrolled at UWA India on a student visa or other temporary visa.

Start Date of a teaching period means the date on which teaching in a unit commences and may be the date on which students are provided with preparatory reading material and/or details of their first assignment for the unit

Teaching Period is a scheduled duration, normally within an academic year, which, for a standard six point unit, provides for a student workload of 150 hours, including student contact hours, personal study time and assessments, including examinations, and for a unit that is a multiple of six points, provides for a proportionately greater student workload.

Tuition Fees refers to the fees payable by a student to the University and are directly related to the teaching and assessment for a course in which the student is enrolled.

A **unit** is a discrete component of study normally representing 150 hours of student workload, including contact hours, personal study and examinations. It is equivalent to 6 points of credit. By special approval, some units may have a value that is a multiple of 6 points.

University is The University of Western Australia, and any and all subsidiary or associated entities.

University Community refers to all individuals who engage in University activity and/or use University property.

3 Scope

- 3.1 This policy applies to:
- (1) All students enrolled at UWA India, including domestic and international students
 - (2) Students enrolled in undergraduate and postgraduate coursework courses
 - (3) Applicants who have accepted an offer of admission
 - (4) Students who withdraw, discontinue, or vary enrolment where a tuition fee liability has been incurred or where refund eligibility applies
- 3.2 This policy applies for the duration of a student's enrolment and in relation to any fee liability arising from that enrolment.

4 General Principles

- 4.1 UWA India administers student fees in accordance with the following principles:
- (1) Transparency – Fees and charges are published prior to admission.
 - (2) Equity and fairness – Fees are applied consistently across a student cohort.
 - (3) Regulatory compliance – Fee administration aligns with applicable regulatory requirements.
 - (4) Financial integrity – The University maintains robust administrative processes for fee collection and refund.
 - (5) Student protection – Refund provisions ensure students are not financially disadvantaged where withdrawal occurs prior to the published census date.
 - (6) Clarity of financial liability – Students are informed of when tuition fee liability is incurred and the conditions under which refunds may apply.

5 Types of Fees

- 5.1 Tuition Fees
- (1) Tuition fees are charges for the delivery of academic instruction in a course of study.
 - (2) Tuitions fees:
 - (a) Are set and approved by the University;
 - (b) Are published prior to the commencement of each academic year;
 - (c) Are charged per semester of study;
 - (d) May vary between courses;
 - (e) Are reviewed annually by the University.
 - (3) The University reserves the right to adjust tuition fees for future academic years following review and approval through the University's governance processes.
- 5.2 Other Fees and Charges
- (1) Where relevant students may also be required to pay additional fees, which may include:
 - (a) Application fees;
 - (b) Admission confirmation fees;
 - (c) Late payment fees;
 - (d) Administrative service charges;
 - (e) Replacement document fees;
 - (f) Graduate fees;
 - (g) Charges for optional services or activities.
 - (2) All additional fees and charges are published in the UWA India Fee Schedule.

6 Payment of Fees

- 6.1 Acceptance of Offer
- (1) Students must make an initial payment in full to accept an offer of admission and secure their place in a course at UWA India.
 - (2) The amount required and payment deadline are specified in the offer letter issued by the University.
 - (3) Failure to make the required payment by the specified deadline may result in the withdrawal of the offer.
- 6.2 Payment of Tuition Fees
- (1) Tuition fees are payable by semester.
 - (2) Students must pay the full semester tuition fee in advance of the commencement of the relevant

teaching period

- (3) Students who have not paid their fees by the required deadline may be subject to administrative sanctions in accordance with this Policy.

6.3 Instalment Arrangements

- (1) As a general rule, tuition fees cannot be paid in instalments during a semester.
- (2) In exceptional circumstances, students experiencing unforeseen and significant financial hardship may request a temporary extension to a payment deadline.
- (3) Any extension of payment arrangements:
 - (a) is granted at the discretion of the University; and
 - (b) must be approved through the University's established administrative processes.

7 Penalties for Late or Non-Payment

7.1 Students who fail to pay fees by the required due date may be subject to sanctions, including:

- (1) Late payment penalties;
- (2) Suspension of access to University services or systems;
- (3) Restriction on enrolment or re-enrolment;
- (4) Withholding of academic results or transcripts;
- (5) Prevention from graduating;
- (6) Cancellation of enrolment where fees remain unpaid.

7.2 The University may take reasonable steps to recover outstanding fees.

8 Withdrawal and Fee Liability

8.1 Students who withdraw from a course must submit a formal withdrawal request in accordance with University procedures.

8.2 Fee Liability depends on the timing of withdrawal relative to the published census date for the relevant teaching period.

9 Refund of Fees for Domestic Students

9.1 UWA India applies a census date refund framework consistent with the fee administration principles used by The University of Western Australia.

9.2 Domestic students who withdraw from a course on or before the published census date for the relevant teaching period may be eligible for a refund of tuition fees paid for that semester, subject to any applicable administrative charges.

9.3 Domestic students who withdraw after the census date remain liable for the full tuition fees for that semester, unless otherwise determined by the University in exceptional circumstances.

9.4 If the University cancels a course or is unable to deliver a course of study, affected students may be eligible for a full refund of tuition fees paid for the affected study period.

9.5 The University is committed to providing students with information on refund conditions for other fees and charges made by the University and its associated entities and external parties prior to charging for that fee or charge.

10 Refund Fees for International Students

10.1 Refunds before the start date – Total refund

- (1) The University may refund tuition fees paid in advance under the following circumstances —
 - (a) an International Student's application for a visa is unsuccessful;
 - (b) the University withdraws an offer of a place;
 - (c) the University is unable to provide a Course/Program; or
 - (d) a Continuing International Student withdraws from the University prior to the first day of a Teaching Period.

10.2 Refunds before the start date - Partial refund

- (1) The University may provide a refund of 90 per cent of the tuition fees paid (less an administrative fee) to International Students that provide written notice of their withdrawal from the University more than 28 days before the Start Date, for all Coursework Courses.
- (2) The University may provide a refund of 50 per cent of the tuition fees paid (less an administrative fee) to International Students that provide written notice of their withdrawal from the University 28 days or less before the Start Date.

10.3 Refunds on or after the start date

- (1) The University may provide a refund of 25 per cent of the tuition fee deposit amount (less an administrative fee) to Commencing International Students who provide written notice of their withdrawal from the University after the Start Date but no later than the Census Date.
- (2) The University may provide a refund of 100 per cent of tuition fees (less an administrative fee) paid or charged for a subsequent teaching period to Continuing International Students who provide written notice of their withdrawal from the University after the Start Date of that teaching period but no later than the Census Date.
- (3) The University may not refund fees where an International Student withdraws from a Course/Unit after the Census Date.

10.4 No refunds

- (1) The University may not refund fees to an International Student who withdraws from a Course/Program/Unit after the Census Date.
- (2) The University may not refund fees to an International Student who is requested to:
 - (a) leave India due to a breach of their visa conditions; and/or
 - (b) leave the University due to a breach of the University's statutes, regulations and/or policies.

10.5 Cancellation of course by UWA India

- (1) The University may consider refunding 100 per cent of fees paid by an International Student, in the event that the University is unable to deliver a Course in full within 14 days of the day on which the University ceases to offer the Course, unless that International Student chooses to accept a place in another Course.
- (2) The University may consider retaining the portion of the tuition fees relating to completed Units, paid by an International student who has commenced a Course and has already completed Units.
- (3) The University may consider refunding the portion of the tuition fees paid by an International student who has commenced a Course for Units not yet completed.

10.6 Refunds due to submission of false or misleading information by an international student

- (1) The University may consider:
 - (a) providing a refund in line with Sections 10.1-10.2 of this Policy; or
 - (b) refunding 80 percent of the fees paid (less an administrative fee);to International Students who withdraw from enrolment, or whose enrolment is cancelled due to their providing false or misleading information to the University (whichever is the greater).

10.7 Extenuating circumstances and compassionate grounds

- (1) An International Student may request a different refund amount than expressed in this Policy, due to extenuating circumstances or on compassionate grounds.
- (2) The amount of a refund granted under these circumstances are determined at the discretion of the Authorised Officer.

10.8 Refunds of other fees and charges

- (1) The University is committed to providing International Students with information on refund conditions for other fees and charges made by the University and its associated entities and external parties prior to charging for that fee or charge.

11 Refund Process

- 11.1 Students seeking a refund must:
- (1) Submit a formal refund request in the prescribed format
 - (2) Provide any required supporting documentation.
 - (3) Ensure accurate banking details are provided.
- 11.2 Approved refunds are:
- (1) paid to the original payer wherever possible;
 - (2) made by electronic funds transfer; and
 - (3) refunded within 28 days of receipt of a complete refund request.
- 11.3 The University is not responsible for:
- (1) bank charges;
 - (2) exchange rate variations; or
 - (3) delays caused by incorrect payment details provided by the payer.
- 11.4 The University aims to make all reasonable attempts to contact the original payer to finalise the payment if the transaction cannot be finalised. Any funds not transferred remain held with the University until the payment can be successfully completed.

12 Appeals

- 12.1 Students who believe a fee charge or refund determination has been applied incorrectly may submit an appeal through the University's student complaints and appeals process.

13 Governance

- 13.1 The University is responsible for:
- (1) setting and reviewing tuition fees annually;
 - (2) publishing fee schedules;
 - (3) administering fee collection and refunds;
 - (4) ensuring compliance with applicable regulatory requirements.
- 13.2 This policy is approved by the appropriate UWA India governance authority and is reviewed periodically to ensure alignment with University policies, regulatory requirements, and operational needs.
- 13.3 No Instalment or Pro-Rata Refunds.
- (1) As UWA India tuition fees are payable as a single upfront amount, refunds are assessed against the total amount paid and are not calculated by instalment or pro-rata payment arrangements.
