

Student Fees

1. Purpose

- 1) This Procedure outlines the detailed processes for the setting, approval, publication, charging, collection, and management of student fees at UQ College.
- 2) It operationalises the Fees Policy and ensures that fees are administered consistently, transparently, and in compliance with applicable regulatory requirements.

2. Scope

- 3) This Procedure applies to all UQ College staff involved in:
 - a. Financial planning and fee setting.
 - b. Marketing, admissions, and offer issuance.
 - c. Student administration and enrolment.
 - d. Invoicing, collections, and financial reporting.
- 4) It applies to all student cohorts and program types delivered by UQ College.

3. Guiding principles

- 5) In implementing this Procedure, staff must ensure that:
 - a. Fee information provided to students is accurate, current, and clearly communicated.
 - b. Processes are applied consistently across comparable student cohorts.
 - c. Students are informed of their financial obligations prior to enrolment.
 - d. Actions relating to non-payment are fair, staged, and compliant with regulatory requirements.

4. Fee lifecycle overview

- 6) Fee administration is managed across the following lifecycle stages:
 - a. Fee development and approval.
 - b. Publication of approved fees.
 - c. Offer issuance and acceptance.
 - d. Billing and invoicing.
 - e. Payment monitoring and management.

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CONTENT OWNER	Chief Executive Officer	DOCUMENT AUTHOR	Associate Director, Student and Corporate Services
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- f. Adjustments and changes to enrolment.
 - g. Sanctions and escalation for non-payment.
- 7) Each stage includes defined responsibilities, timelines, and control points to ensure compliance and consistency.
- 8) Detailed processes for each lifecycle stage are outlined in the sections below.

5. Fee setting and approval

- 9) The fees stated in the Letter of Offer/Written Agreement at the time of acceptance apply for the agreed study period, unless otherwise specified or required by law.
- 10) UQ College will not charge any fees unless they are:
- a. Stated in the Letter of Offer/Written Agreement, or
 - b. Agreed to by the student in writing.
- 11) UQ College may vary published fees. Fee changes will not apply to accepted offers except where:
- a. required by law or regulatory authority; or
 - b. related to third-party charges outside UQ College control; or
 - c. agreed to by the student in writing.
- 12) Students will be notified in writing of any applicable changes.

5.1 Annual fee review

- 13) Fees are reviewed at least annually as part of the budget and business planning cycle.
- 14) The review process is coordinated by Finance and typically aligned with:
- a. Budget development timelines.
 - b. Program planning cycles.
 - c. Marketing and recruitment planning.

5.2 Development of fee proposals

- 15) The Chief Executive Officer (CEO) will prepare fee proposals in consultation with relevant internal stakeholders
- 16) Fee proposals may consider:
- a. Cost of delivery (teaching, facilities, student services).
 - b. Market positioning and competitor benchmarking.
 - c. Strategic objectives (e.g. growth targets, pathway alignment).
 - d. Regulatory considerations.

5.3 Approval of Fees

- 17) All fees must be formally approved prior to publication or implementation.
- 18) Approval includes:
 - a. Review and endorsement by the Executive Leadership Team (ELT).
 - b. Final approval by the UQ College Board.
- 19) No fee may be charged unless it has been formally approved.

5.4 Tuition fees

- 20) We may set tuition fees at different rates for different student cohorts based on year of admission, program, course, region etc.
- 21) Tuition fees do not include fees for amenities, facilities, goods or services.

5.5 Non-tuition fees

- 22) Non-tuition fees are divided into the following categories:
 - a. Enrolment Fee
 - b. Student Services Fee
 - c. Textbooks and Materials Fee
 - d. Overseas Student Health Cover (OSHC).
- 23) We may set non-tuition fees at different rates for different student cohorts based on year of admission, program, course, region etc.
- 24) Non-tuition fees may be non-refundable where costs have already been incurred by UQ College. Where costs have not been incurred, a partial or full refund may be considered in accordance with applicable legislation, the Letter of Offer/Written Agreement, and principles of fairness and reasonableness.

5.6 Overseas Student Health Cover (OSHC)

- 25) All international students on a student visa are required to maintain [OSHC](#) for the duration of their visa in accordance with visa conditions. Failure to maintain appropriate OSHC may result in a breach of visa conditions.
 - a. UQ College can arrange OSHC for students through its preferred provider, [Allianz Care](#). UQ College will receive a fee from Allianz for doing so.
 - b. Students who elect for UQ College to arrange OSHC on their behalf agree to the OSHC terms and conditions set by [Allianz Care](#).
 - c. Students who choose to arrange their own OSHC must do so through one of the registered health insurers approved by the Australian Government. Additional information is available [here](#).
- 26) If a student is accompanied by their immediate family members to Australia (e.g. spouse and/or children as dependants on their student visa), they must purchase and maintain visa-length OSHC for those family members with relevant family cover. Dependants cannot be a primary OSHC policy holder while on a dependent visa.

- 27) International students from Norway, Belgium and Sweden may be exempt from purchasing OSHC because of alternative approved cover arrangements with those countries.
- 28) For students where OSHC is paid by a sponsor, they must provide a valid financial affidavit or guarantee from their sponsor stating the type and duration of their cover. Unless otherwise specified, UQ College will issue the invoice to their sponsor directly.
- 29) If the sponsor fails to make payment by the specified due date, the student will be personally liable for any outstanding balance, and their enrolment may be encumbered and/or invalidated for non-payment of fees.
- 30) UQ College does not determine or control the setting of OSHC fees.

6. Fee publication

6.1 Publication requirements

- 31) Approved fees must be published on the UQ College [website](#) and in official channels, including:
 - a. Marketing materials (where applicable).
 - b. Offer documentation and Letter of Offer/Written Agreement.

6.2 Accuracy and currency

- 32) The Academic Administration and Business Development teams are responsible for ensuring:
 - a. Published fees are accurate and up to date.
 - b. Tuition and non-tuition fee data stored in the Student Management System (SMS) is regularly reviewed, updated (where applicable) and superseded fee information is removed promptly.
 - c. Report fee changes to the Department of Education via the PRISMS system.

6.3 Timing

- 33) Fee information must be available to prospective students:
 - a. Prior to offer acceptance.
 - b. At the time of entering into a Letter of Offer/Written Agreement.
- 34) No student may be enrolled or permitted to commence study unless fee information has been provided in accordance with these requirements.

7. Letter of Offer/Written Agreements

- 35) All Letters of Offer/Written Agreement must clearly state:
 - a. Total fees payable (or clearly defined components).

- b. Payment structure (e.g. upfront, instalments).
- c. Any conditions relating to fees.

7.1 International Students

- 36) UQ College Letters of Offer/Written agreements comply with [ESOS](#) requirements and include:
 - a. Tuition and non-tuition fees.
 - b. Payment terms and due dates.
 - c. Refund conditions (including links to the [Student Refund Procedure](#)).
- 37) Staff must ensure that no student is enrolled without a compliant Letter of Offer/Written Agreement.

8. Commonwealth Supported Place (CSP)

- 38) The Tertiary Preparation Program (TPP) is a limited place enabling program covered under the [Higher Education Support \(Other Grants\) Guidelines 2022](#). A student will be treated as a Commonwealth supported student for the TPP if they complete a request for Commonwealth assistance form (eCaf) for that course by the census date.
- 39) A student who has not completed the Commonwealth assistance form (eCaf) by census date cannot continue as a student in the TPP unless approved by the Associate Director, Student and Corporate Services.
- 40) A student who submits a valid Tax File Number (TFN) and Unique Student Identifier (USI) acknowledges that the government will pay the cost of the program on their behalf. Students who are granted a CSP in an enabling program do not pay a Student Contribution Amount (SCA).

9. Collection of fees

- 41) To comply with the ESOS legislative framework, UQ College must not accept more than 50% of the total tuition fees for a course or program before the student commences their studies, unless:
 - a. The student, or the person making payment on their behalf, voluntarily chooses to pay more than 50%, or
 - b. The course duration is less than 25 weeks.
- 42) For courses or programs with a duration of less than 25 weeks, full payment of both tuition and non-tuition fees is required upfront.
- 43) In applying the above ESOS, requirements UQ College structures payment arrangements based on course duration as outlined below.
- 44) For courses or programs 25 weeks or longer, an upfront payment of 50% of the total tuition fee is generally required. If the program duration cannot be evenly split, the first instalment may be slightly less than 50%.

- a. **Example 1:** In a 25-week program, the first payment may cover 10 weeks, with the second payment covering the remaining 15 weeks.
 - b. **Example 2:** In a 45-week program, the first payment may cover 20 weeks, with the second payment covering the remaining 25 weeks.
- 45) The Student Services Fee and the Textbooks and Materials Fee must be paid in full prior to the commencement of the course or program.
 - 46) Payment due dates are specified in the Letter of Offer/Written Agreement issued to the student.
 - 47) For sponsored students, applicable fees will be charged directly to the sponsor in accordance with the terms and conditions of the relevant sponsorship arrangement, provided that a valid financial guarantee or sponsorship agreement has been received and accepted by UQ College.
 - 48) The sponsored student remains responsible for any applicable fees not covered by a valid financial guarantee or sponsorship agreement, or where the sponsor fails to pay the fees by the due date. In these circumstances, the student will be subject to the same conditions relating to non-payment of fees in accordance with this procedure.

10. Payment of fees

- 49) All fees must be paid using the approved payment methods. Prepaid gift cards, prepaid credit or prepaid debit cards are not accepted as payment methods.
- 50) Students who engage in financial transactions, including any payment of fees, that may breach UQ College's policies and procedures, or any applicable laws will be referred in line with the [Student Integrity and Misconduct Policy](#) and [Procedure](#). In serious cases, UQ College may report the matter to the police.
- 51) Students will not be permitted to commence study where required upfront payments have not been received, unless an approved payment arrangement is in place.

10.1 Externally sponsored students

- 52) Externally sponsored students must provide a valid financial affidavit or guarantee from their sponsor as part of the course acceptance process, prior to arriving in Australia.
- 53) All documentation must be in English or accompanied by an authorised translation (e.g. [NAATI in Australia](#)).
- 54) In the absence of a valid financial affidavit or guarantee, or if a financial affidavit or guarantee is cancelled by the sponsor, the student will be personally liable for the full cost of their tuition fees and any associated fees and charges, including, where applicable, Overseas Student Health Cover or Student Services Fee and Textbooks and Materials Fee.
- 55) Where a student receives sponsorship or a scholarship from an organisation other than UQ College that covers all or part of their tuition fees, UQ College will issue an invoice to their sponsor.

- 56) If a special arrangement exists that requires the student to submit the invoice to their sponsor, it is the student's responsibility to do so. Such arrangements must be communicated to UQ College in advance.
- 57) Sponsors must pay the invoice in full by the specified due date. Failure to do so may result in the student being personally liable for any outstanding balance. In such cases, the student's enrolment may be cancelled for non-payment of fees.

10.2 Payment Deadlines

- 58) Students are required to pay fees by the due date specified on the invoice or Letter of Offer/Written Agreement.
- 59) Students who cannot pay their fees by the due date must contact the College as soon as possible and prior to the invoice due date to discuss alternative arrangements, such as a payment extension.
- 60) Due date extensions may be granted at the discretion of the Associate Director, Student and Corporate Services (or their delegate).
- 61) Due date extensions will not exceed 14 days from the original due date, unless extenuating circumstances apply.

11. Payment plans

11.1 Eligibility

- 62) Students may be eligible to apply for a payment plan to pay their tuition fees, provided they:
 - a. submit the application before the due date stated on their Fees Statement or invoice,
 - b. are enrolled as full-fee paying students,
 - c. have no outstanding fees from a previous teaching period when an application is made, and
 - d. meet any additional requirements specified by UQ College.
- 63) UQ College does not grant payment plans for non-tuition fees, such as:
 - a. Enrolment Fee.
 - b. Student Services Fee.
 - c. Textbooks and Materials Fee.
 - d. Overseas Student Health Cover (OSHC).

11.2 Application, outcome and conditions

- 64) Payment plan applications must be submitted via the [UQ College Student Portal](#).
- 65) Payment plans are available in addition to other financial hardship support UQ College may provide under extraordinary circumstances.

- 66) The Associate Director, Student and Corporate Services (or their delegate) will review all payment plan applications.
- 67) Once the application is processed, students will be notified of the outcome by email.
- 68) All approved payment plans must be finalised, and all fees paid by the prescribed date. Failure to adhere to the payment schedule will void the agreement and the student will be subject to standard fee due dates and non-payment escalation processes outlined in Section 12.
- 69) Students who have been granted a payment plan will not receive their results or academic record, or be eligible to graduate, until all outstanding debts are paid in full.

11.3 Extensions to existing payment plans

- 70) Students experiencing extreme financial hardship may apply for an extension or variation of an existing payment plan by submitting a written application with supporting documentation via the UQ College Student Portal.
- 71) Applications will be assessed by the Senior Manager, Student Administration and Wellbeing Services. As part of this process, the student may be contacted to provide additional information, attend a meeting to discuss their circumstances, and consider available support options, including referral to Student Wellbeing services where appropriate.
- 72) In assessing an application, consideration will be given to evidence demonstrating financial hardship or exceptional unforeseen circumstances, and that all reasonable sources of financial support have been exhausted. Other factors that may be considered include, but are not limited to:
 - a. the student's capacity to meet the revised repayment arrangement and proposed schedule,
 - b. the stage of the course/program that the student has reached, and
 - c. any history of previous payment plan arrangements and compliance with those arrangements.
- 73) Following assessment, a recommendation will be made to the Associate Director, Student and Corporate Services (or their delegate), who may approve an extension or variation to the duration or terms of the existing payment plan, including any requirement for a portion of fees to be paid by a specified date.

11.4 Reviews

- 74) If a payment plan application is not approved, students may submit a written request for review, as part of the informal complaint stage, together with supporting documentation.
- 75) If the student remains dissatisfied with the outcome of the review, they may submit an appeal in line with the College's [Complaints and Appeals Policy](#).

12. Non-payment of fees and escalation

12.1 Overview

- 76) UQ College manages non-payment of fees through a structured, time-bound escalation process designed to:
 - a. Provide students with multiple opportunities to make payment.
 - b. Ensure clear and consistent communication.
 - c. Meet ESOS and National Code requirements for international students.
- 77) Failure to pay fees may result in administrative sanctions, including cancellation of enrolment.

12.2 Payment period 2

- 78) Where applicable, invoices for payment period 2 will be generated via Ready Student (the College's Student Management System (SMS)) 21 days after course/program commencement.
- 79) Payment period 2 invoices are available for students to download/view via the UQ College Student Portal. Students can email a copy of their invoice with payment instructions to themselves via the Student Portal.
- 80) UQ College's Admissions team is responsible for configuring payment period 2 invoices at the initial application stage.

12.3 Payment due date

- 81) Payment period 2 invoices are due on the Monday of Week 5 of enrolment.
- 82) Student Administration will send reminder notifications via text message on the Friday prior to the due date.

12.4 First overdue stage (7 days after due date)

- 83) Where payment has not been received within 7 days of the due date, Student Administration will send a second reminder notice via email and text message.
- 84) Students will be given an additional 7 days to make payment.

12.5 Second overdue stage (14 days after due date)

- 85) Where payment has not been received within 14 days of the due date, Student Administration will issue a Notice of Intention to Cancel Enrolment due to Non-payment of Fees.
- 86) This notice will:
 - a. Be issued in writing.
 - b. State the amount overdue.
 - c. Provide a minimum 20 working day period for the student to:
 - i. Make payment in full, or

- ii. Access the complaints and appeals process.
- d. Clearly outline:
 - i. Consequences of non-payment.
 - ii. Potential impact on enrolment and visa status (for international students).

12.6 Appeal and resolution period

- 87) During the 20-working day appeal and resolution period, students may:
- a. Pay outstanding fees in full.
 - b. Enter into an approved payment arrangement (where permitted).
 - c. Lodge a formal appeal in accordance with UQ College complaints and appeals processes.
- 88) During this period, the student's enrolment will remain active, and no cancellation or reporting will occur until:
- a. The appeal period has lapsed, or
 - b. Any appeal process is finalised.
- 89) At the completion of the 20-working day appeal and resolution period, enrolment will continue if:
- a. Full payment is received, or
 - b. A successful appeal outcome is achieved.
- 90) The student's enrolment will be cancelled if:
- i. Payment is not received, and
 - ii. No appeal is lodged, or
 - iii. An appeal is unsuccessful.

12.7 Consequences of cancellation

- 91) If a student's enrolment is cancelled due to non-payment of fees, they will no longer have access to UQ College learning systems or services, and their academic progression will cease.
- 92) In addition, if an international student's enrolment is cancelled due to non-payment of fees:
- a. The student's UQ College Confirmation of Enrolment (CoE) will be cancelled.
 - b. UQ College will notify the Department of Home Affairs via PRISMS.
 - c. The student's visa may be affected.
- 93) If UQ College cancels the enrolment of an international student who holds a packaged offer with The University of Queensland (UQ), UQ College will notify UQ of the student default. This will result in the cancellation of the student's UQ packaged CoE.

- 94) Student Administration and UQ International Admissions are responsible for processing CoE cancellations and ensuring accurate reporting via PRISMS.
- 95) Students will be advised, where appropriate, to seek independent immigration advice.

12.8 Compliance requirements

- 96) To ensure compliance with ESOS obligations, UQ College will:
 - a. Issue a formal Notice of Intention to Cancel Enrolment before cancellation.
 - b. Provide a minimum 20 working day appeal period.
 - c. Maintain records of:
 - i. All communications.
 - ii. Payment status.
 - iii. Appeals lodged and outcomes.
- 97) UQ College will ensure that:
 - a. No student's enrolment is cancelled until the internal complaints and appeals process has been completed or the timeframe for accessing the process has expired, or
 - b. No reporting is made to the Department of Home Affairs until these requirements have been met.

12.9 Enrolment reinstatement and re-enrolment

- 98) Students whose enrolment has been cancelled due to non-payment are not automatically eligible to return to their studies.
- 99) Where a student seeks to return following cancellation, the outcome will depend on timing and academic viability.
 - a. **Reinstatement** may be considered where the student is able to resume their studies in the same course and cohort within a short timeframe after cancellation and without significant academic disadvantage.
 - b. **Re-enrolment** will apply where reinstatement is not feasible. This requires the student to apply for admission to a future intake and commence the program again in a new cohort, subject to standard admission requirements.
- 100) Before re-enrolment or re-instatement will be considered, students must:
 - a. Pay all outstanding fees and charges in full.
 - b. Meet any applicable admission or re-admission requirements.
 - c. Demonstrate capacity to meet ongoing fee obligations.
- 101) Fee treatment will depend on the student's circumstances and point of withdrawal. Any prior payments will be assessed in accordance with the [Student Fees Policy](#) and [Student Refund Procedure](#) to determine whether they can be credited toward a new enrolment or are forfeited. Students will not automatically be required to pay the full course fee twice.

- 102) For international students:
- a. A new CoE may be required for re-enrolment or, where applicable, reinstatement.
 - b. There may be visa implications that must be addressed prior to returning to study.

13. Change of residency and citizenship status

- 103) Students may have their residency or citizenship status changed at any time prior to commencement of study or during their course of study.
- 104) If a change to an international student's residency or citizenship status occurs:
- a. before the commencement of study: their fee status will be updated for that teaching period.
 - b. after commencement: their fee status will not be changed until the following teaching period.
- 105) The date for the change in residency or citizenship status is the visa grant date or the acquisition date of the citizenship certificate for a change of citizenship status. Changes cannot be applied retrospectively.
- 106) International students whose visa changes from a temporary visa (including Student Visa) to an Australian Permanent Resident Visa (APRV) or who obtain New Zealand citizenship must advise us via email (studentadmin@uqcollege.uq.edu.au) within 14 days of being granted permanent residency or citizenship and provide supporting evidence where required.
- 107) Students who obtained Australian citizenship should immediately advise us via email (studentadmin@uqcollege.uq.edu.au) and provide supporting evidence where required, as they may be eligible for a Government HELP loan.
- 108) If a student's Australian permanent residency or New Zealand citizenship occurs before the commencement of study, they may be reassessed for admission as a domestic student applying for a CSP.
- 109) Where tuition fees have been paid in advance and the change of fee status occurs before the enrolment commences, any prepaid unspent tuition fees will be refunded upon receipt of a refund application, in accordance with the [Student Refunds Procedure](#).

14. Refunds

- 110) Where required under the ESOS Act, refunds will be calculated in accordance with the [Education Services for Overseas Students \(Calculation of Refund\) Instrument 2024](#) (as amended from time to time). Any amount calculated under the Instrument represents the minimum refund amount payable.
- 111) All fees and refund terms are designed to be fair and reasonable, consistent with the Australian Consumer Law. UQ College will ensure that any retained amounts reflect a reasonable estimate of costs incurred.

112) Further information on refunds is available in the [Student Refund Procedure](#).

15. Consumer rights

113) Nothing in this policy limits a student's rights under Australian Consumer Law.

114) We will inform students of their consumer rights, in accordance with state/territory laws.

115) We will notify students of any changes that may affect the offering of our programs and courses, including but not limited to:

- a. a change in ownership, and/or
- b. any changes to, or new third-party arrangements for the delivery of services.

16. Records and Compliance

116) UQ College will maintain:

- a. Accurate records of all approved fees.
- b. Student invoices and payment histories.
- c. Documentation relating to fee approvals and adjustments.

117) Records must be:

- a. Retained in accordance with institutional requirements.
- b. Available for audit and regulatory review.

17. Definitions

Term	Definition
Acceptance Letter	A document issued by UQ College to students not requiring a student visa, confirming a student's enrolment in a course or program. It includes details about the course, and study duration.
Census date	Applies TPP only. The last date to drop a course or withdraw from the TPP without academic penalty. It is also the date by which enrolment must be finalised for a study period in the TPP.
Confirmation of Enrolment (CoE)	A CoE is an official document issued by a CRICOS-registered provider, confirming a student's eligibility to enrol in a course. It includes details about the provider, course, and study duration. This document is required for the Department of Home Affairs to issue a student visa.

Term	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students. Database of every course and institution that enrolls overseas students.
Enrolment	<p>Overseas students: Commences once we issue an Acceptance Letter/CoE and includes any scheduled breaks between semesters.</p> <p>Domestic students: Commences once acceptance has been received by us and we confirm enrolment in the relevant program or course.</p>
Enrolment cancellation	Initiated by us due to the provision of incomplete or incorrect information in an application for admission, or under a provision of our Student Misconduct Policy.
Enrolment withdrawal	Student initiated withdrawal of enrolment. Can occur after offer acceptance or after the program has commenced.
ESOS Act	The <u>Education Services for Overseas Students Act 2000</u> regulates the delivery of education services to international students.
Letter of Offer/Written Agreement	<p>The official document issued to offer a student admission in a course or program.</p> <p>The Letter of Offer/Written Agreement:</p> <ul style="list-style-type: none"> • identifies the program and/or course(s) the student is enrolling in • outlines any prerequisites, including English requirements • outlines any conditions of enrolment • itemises the course costs the student must pay (and the periods to which those tuition fees relate) • itemises any non-tuition fees the student may need to pay, including fees for re-assessment of assignments or exams, late payment fees, and deferral fees • sets out our complaints and appeals processes • sets out our refund policy and the process for claiming a refund • explains what will happen if we do not deliver the course • includes a statement about the student's right to act under Australian consumer protection laws.
Overseas student	The National Code defines an overseas student as someone who holds a student (subclass 500) visa to study in Australia. For this document, overseas students are referred to as students.
Payment period	Where fees are payable in two instalments, the first is payable upon acceptance of offer, and the second is payable by the due date stated on the student's letter of offer.

Term	Definition
Prospective student	Any person who intends to become or who has taken steps towards becoming a student with UQ College.
Student	Someone enrolled in a UQ College program and/or course.
Student visa	An authorisation permitting someone who is not an Australian citizen or permanent resident to come to Australia for the primary purpose of studying in Australia as defined by the Migration Act 1958 .

18. Associated information

Legislation

- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students Legislation Amendment \(Tuition Protection Service and Other Measures\) Act 2012](#)

Standards

- [Federal Register of Legislation - Higher Education Support \(Other Grants\) Guidelines 2022](#)
- [Higher Education Support \(Other Grants\) Guidelines 2022](#)
- [Overseas Student Health Cover](#)
- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

Documents

- [Complaints and Appeals Policy](#)
- [Admissions Policy and Procedure](#)
- [Student Integrity and Misconduct Policy](#)
- [Student Integrity and Misconduct Procedure](#)
- [Student Integrity and Misconduct Guideline](#)

19. Relevant contacts

UQ College Admissions

Phone	+61 7 3346 6770
Email	admissions@uqcollege.uq.edu.au

Office location	Sir Llew Edwards Building (#14), The University of Queensland, St Lucia QLD 4072
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Australian Government Department of Home Affairs

Street address	299 Adelaide Street, Brisbane QLD 4000
Postal address	GPO Box 9984, Brisbane QLD 4001

20. Document history

Version	Summary of changes	Author	Action date
1.0	New procedure created	Kellie Brady	3 June 2026