

Student Fees

1. Purpose

- 1) This policy establishes the principles and governance framework for the setting, approval, publication, and administration of student fees at UQ College.

2. Scope

- 2) It applies to
 - a. All students enrolled in, or applying to, a UQ College course or program.
 - b. UQ College staff involved in academic and student administration.

3. Policy statement

- 3) UQ College will set, charge, and administer student in a manner that is:
 - a. Transparent and clearly communicated.
 - b. Consistent and equitable across comparable cohorts.
 - c. Compliant with applicable legislation and regulatory requirements.
 - d. Financially sustainable and aligned with institutional strategy.

4. Principles

4.1 Transparency

- 4) All fees and associated charges will be:
 - a. Published in accessible formats (e.g. website, offer documentation).
 - b. Clearly explained prior to enrolment.

4.2 Compliance

- 5) Fee setting and administration will comply with:
 - a. The [Education Services for Overseas Students Act 2000 \(Cth\)](#) (ESOS Act).
 - b. [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)
- 6) Reference to this policy is made in our Letter of Offer/Written Agreement and the policy is also available on our [website](#).

DOCUMENT NAME	Student Fees Policy		
CONTENT OWNER	Chief Executive Officer	DOCUMENT AUTHOR	Associate Director, Student and Corporate Services
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4.3 Consistency and Equity

- 7) Fees will be applied consistently within defined student cohorts.
- 8) Any variations (e.g. scholarships, discounts) will be approved and documented.

4.4 Governance

- 9) All fees must be formally approved through UQ College governance processes.
- 10) Fee schedules will be reviewed regularly (at least annually).

4.5 Financial integrity

- 11) Fees will:
 - a. Reflect program delivery costs and market positioning.
 - b. Support the financial sustainability of UQ College.

5. Fee categories

- 12) UQ College may charge:
 - a. Tuition fees, and
 - b. Non-tuition fees (e.g. enrolment, materials, administrative fees).
- 13) Detailed definitions and application are outlined in the Student Fees Procedure.

6. Publication of fees

- 14) Approved fees must be:
 - a. Published on the UQ College [website](#).
 - b. Included in student agreements and offer documentation.
 - c. Available prior to student acceptance.

7. 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.

Term	Definition
	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.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students. Database of every course and institution that enrolls overseas students.
Enrolment	Overseas students: Commences once we issue an Acceptance Letter/CoE and includes any scheduled breaks between semesters. Domestic students: Commences once acceptance has been received by us and we confirm enrolment in the relevant program or course.
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	The official document issued to offer a student admission in a course or program. The Letter of Offer/Written Agreement: • 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.

Term	Definition
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.
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 .

8. 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

- [The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#)

Documents

- [Admissions Policy and Procedure](#)
- [Complaints and Appeals Policy](#)
- Student Fees Procedure
- Student Refund Procedure

9. Document history

Version	Summary of changes	Author	Action date
1.0	New policy created	Kellie Brady	8 October 2025

1.1	Final review before publication	Kellie Brady	19 February 2026
1.2	Policy updated to reflect feedback from UQ International Compliance	Kellie Brady	17 March 2026
1.3	Updated to section 4 to clarify collection of fees process	Kellie Brady	5 May 2026
2.0	Major rewrite due to creation of Student Fees Procedure	Kellie Brady	3 June 2026