

## Fees Information

### International Higher Degree by Research Students

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#### 1.0 Calculation of Tuition Fees

- 1.1 Tuition fees for International Higher Degree by Research students are calculated on a daily basis. Students are invoiced twice annually for Research Term 1 (January 1 to June 30) and Research term 2 (July 1 to December 31).
- 1.2 A brand new student will receive a Letter of Offer issued by the International Office. It is a requirement that the full indicative fee is paid up front for the first Enrolment Period of the course. If the student's enrolment begins after the start of that Enrolment Period, any credit in their student account will be included on the invoice for the next Enrolment Period. This means that by the end of the second Enrolment Period the student will have paid only for the days they have been enrolled. Please note fees may increase each calendar year.
- 1.3 If a student applies for a Leave of Absence their enrolment load is set to zero for the duration of the Leave of Absence and the student will not incur fees during this period. Therefore the fees will automatically recalculate on the student's account to reflect these enrolment changes, and any credit will go towards the invoice for the next Enrolment Period.  
A student wishing to take annual leave (20 working days per year) does not have to apply for this type of leave. When annual leave is taken a student will still incur fees on a daily basis as all fees for each full year are inclusive of the 20 working day annual leave entitlement. Further information on Leave of Absence, Annual Leave and Sick Leave provisions can be found in the "During Candidacy" section of the online Guidelines for Research Students at;  
<http://research.curtin.edu.au/postgraduate/current-students/during-candidacy/>
- 1.4 On the day that a student submits the thesis, their enrolment load is set to zero and fees are no longer applicable. The fees will be recalculated to reflect the student's fees incurred from the start of that Enrolment Period until the date of submission. A new invoice will be issued if there is no credit in the student's account. If fees have already been paid for the Enrolment Period, and there is credit in the student's account, the student will be eligible for a refund for the remainder of the Enrolment Period. To apply for a refund the student should apply online at <http://fees.curtin.edu.au/refunds.cfm>  
*For example, if the thesis is submitted on May 25, the student may request a refund for the fees already paid for the period May 26 to June 30.*
- 1.5 In cases where a student is planning to submit their thesis part way through an Enrolment Period and is experiencing financial difficulties in paying fees for the whole of that Enrolment Period as per their initial invoice, they may wish to speak to the Fees Centre to arrange payment which would approximate the fee from the start of that Enrolment Period until the date of thesis submission. Please note this arrangement applies only under special circumstances. In general, students must pay according to the invoice and apply for a refund after submission of the thesis.

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#### 2.0 Invoicing of Fees

- 2.1 Invoices are generated by the Fees Centre each Enrolment Period. It is a requirement that students pay by the due date specified on the invoice. Students can view their account details through the *My Finances* section of eStudent through OASIS at <http://oasis.curtin.edu.au>.
- 2.2 If students believe that their invoice does not reflect their enrolment they should contact the Graduate Research School immediately. Please note it is the student's responsibility to ensure that their enrolment is correct.
- 2.3 If students have difficulties in paying their fees they must contact the Fees Centre on (08) 9266 3500 or [fees@curtin.edu.au](mailto:fees@curtin.edu.au) to organise alternative payment arrangements. They may also wish to discuss this matter with their supervisor and/or staff in the Graduate Research School.
- 2.4 If payment is not received in full by the due date students will incur a late fee and a sanction will be placed on their student record. This sanction will prevent re-enrolment in future courses, access to

results and Academic Transcript, attendance at a Graduation Ceremony and the issuing of Awards. The sanction will remain on their record until all outstanding fees have been paid. Students also risk cancellation of their enrolment. Students who receive a Notification of Cancellation from the Fees Centre have twenty (20) working days to lodge an appeal. If their appeal is successful, students will be required to pay up front all fees and charges incurred up to, and inclusive of, fees for the current Enrolment Period.

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### 3.0 Outstanding Fees and Cancellation Procedure

- 3.1 The Fees Centre will monitor students' accounts and will notify the Graduate Research School of those students whose fees have not been paid by the due date. Graduate Studies Officers will notify supervisors who should then encourage students to act promptly to remedy the situation. The Fees Centre will send out the following notifications about outstanding fees.
- a) An Overdue Fees Reminder is sent to the student via the OCC 5 working days after the due date.
  - b) A list of HDR students with overdue fees is sent to the Graduate Research School and the International Office for feedback. Additionally, a telephone call will be made to each student.
  - c) A Final Notice is sent to the student via the OCC and a hard copy Final Notice letter is also sent and copied to the Graduate Research School and the student's supervisor.
  - d) If payment is not received the Fees Centre will send a letter to the relevant supervisor for further feedback.
  - e) A Notice of Cancellation of Enrolment is sent to the student via the OCC and a hard copy Cancellation of Enrolment letter is also sent.
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### 4.0 Students Sponsored by Foreign Governments or External Organisations managed by the International Sponsored Student Unit

- 4.1 When a sponsored student enrolls, the International Sponsored Student Unit will email the sponsor name and sponsorship end date according to the effective enrolment date to the student's supervisor and the Graduate Research School. The GRS will place a copy of the email onto the student's file. For details on student sponsorship in relation to fees go to <http://www.fees.curtin.edu.au/sponsorship.cfm>.
- 4.2 It is most important that students know when their sponsorship ceases so they do not unexpectedly begin to incur fees that they must then pay. If a student's sponsorship is due to expire and an extension of sponsorship is required, the student must approach their sponsor direct to seek approval of sponsorship extension - for more information, and to download the Sponsored Student Information Form, go to <http://international.curtin.edu.au/sponsored-students.htm>. In order to assist students and supervisors to monitor the duration of sponsorship, the International Sponsored Student Unit shall email a reminder to the student via their Curtin provided email address, with a copy to the supervisor (and the GRS) before sponsorship ceases. This reminder email will be sent in the student's last year of research.
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### 5.0 Scholarship Holders

- 5.1 Students with scholarships providing tuition fees and/or a stipend should monitor the end date for the scholarship carefully and apply for an extension, if available, in good time. To assist with monitoring, the Manager, Scholarships, routinely sends a letter to scholarship holders each December informing them of the expiry date for their scholarship and reminding them about the possibility of extension.
- 5.2 For additional information visit the Fees and Charges website at <http://www.fees.curtin.edu.au/>.
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### 6.0 Fees Centre

**Mail**  
Fees Centre  
Curtin University of Technology  
GPO Box U1987  
Western Australia 6845

**Email**  
[fees@curtin.edu.au](mailto:fees@curtin.edu.au)

**Telephone**  
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