3.20.1 Fees

Policy number: 3.20.1
Contact Officer: CEO, UQ College
Approved by and date: College Management Group - 20 September 2012
Date for Next Review: 12 months from approval for Contact Officer to review policy

Overview

1. UQ College fees and charges are approved by the UQ College Board. Fees are reviewed annually and are subject to change. An approved Fee Rules document sets out the rules for the year that relate to all UQ College fees, charges and refunds.

Student fees will vary depending on the course in which the student is seeking enrolment. UQ College provides accurate, relevant and up-to-date information to prospective students about fees and charges, including refunds, prior to commencement of any enrolment.

Fee information relevant to each individual course or program will be published on the UQ College website.

Description

2. Fee Rules

2.1 The Fee Rules 2012 document details UQ College’s conditions relating to payment of fees and charges for UQ College award courses and non-award programs, including Pathways Programs.

Any materials required for purchase are separately listed in the individual course fees and charges; otherwise materials are provided as part of the course/program or are available for borrowing from the library.

2.2 Refunds

Refund of fees on cancellation of enrolment is set out in the Fee Rules 2012 document.

Fees are not refundable for a withdrawal after the census date.

The General Manager, Education and Training will consider individual cases seeking a refund where the request is in writing and evidence is provided e.g. extreme personal hardship or illness. In some circumstances the General Manager, Education and Training may allow the original payment to be used as credit towards a future enrolment at UQ College.
Should UQ College cancel a course, or part thereof, students will be entitled to a full refund (or pro-rata adjusted refund) or to transfer to another future course. In this event, students will be given their preferred option.

An Application for Refund Form is available from the UQ College Office.

2.3 Safeguards

UQ College has financial and tuition safeguards in place for students should the College cease to be able to provide a course or cease to operate as a higher education institution.

UQ College is also an affiliate member of the Australian Council for Private Education and Training (ACPET).

**Modification History**
Original document prepared by:

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<th>Document Owner(s)</th>
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**Version Control History:**

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<td>20/9/2011</td>
<td>J Du Moulin</td>
<td>CMG approval</td>
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