Section 4 - Fees and Financial Assistance

Fees
The fees listed in this section of the Handbook are subject to change without notice.

Should CSU have to institute procedures to recover unpaid fees and charges from a student, the cost of those procedures, including the cost of engaging a debt collecting agency and legal fees, will become part of debt to be recovered.

Payment of Fees
Fees may be paid in person at the Cashier’s Office on the Albury-Wodonga, Bathurst and Wagga Wagga Campuses. Fees may also be paid by mail to:

Cashier
Division of Financial Services
Charles Sturt University
Locked Bag 677
Wagga Wagga 2678

Fees and charges may be paid through our secure internet payment website, using either BankCard, MasterCard or VISA.

Fees may also be paid by BPay through participating financial institutions. Instructions on how to use BPay are printed on students’ statements. Fees may also be paid by credit card using CSU’s Xpress Call number 1902 261 566. The cost of a call is $1.05 per minute (GST inclusive).

CSU accepts Bankcard, Master Card, Visa and American Express by fax, mail or over the counter. If payment is made by fax, do not post the original. The fax number is (02) 6933 4099.

Tuition fees
CSU does not charge tuition fees to students who have been admitted to a course as a Higher Education Contribution Scheme (HECS) student.

For a listing of fee-based award courses and current tuition fees, contact info.csu.

info.csu
Charles Sturt University
Panorama Avenue
Bathurst 2795
Telephone: (02) 6933 2121
Facsimile: (02) 6338 6001
Email: inquiry@csu.edu.au

International students enrolled in undergraduate and postgraduate courses are charged tuition fees. Tuition fees are charged per subject. The amount of the fees varies from course to course and they are subject to change. International students should contact the International Office regarding current tuition fees.

International Office
Charles Sturt University
Locked Bag 669
Wagga Wagga 2678
Australia
Telephone: (02) 6933 2666
Facsimile: (02) 6933 2799
Email: intoffice@csu.edu.au

Higher Education Contribution Scheme (HECS)
Australian citizens, permanent residents of Australia and New Zealand citizens who enrol in HECS liable courses are required to meet the partial cost of their course under the HECS. Details of the HECS are contained in a booklet HECS Your Questions Answered published by the Australian Taxation Office and the Department of Education, Science and Training (DEST).

HECS is calculated on a per subject basis. The scheme allows Australian citizens and permanent residents (some conditions apply) to “pay now”, that is to pay each session as the charge falls due and to thereby benefit from a discount offered to “pay now” students. Students may prefer to defer, “pay later”, their HECS which then becomes payable when the student is receiving a particular level of income. The “pay later” option is not available to New Zealand residents or permanent residents who do not meet the prescribed conditions.

Postgraduate Education Loans Scheme (PELS)
Australian citizens or permanent residents of Australia (residing in Australia during their studies) are eligible for a PELS loan for the tuition costs of their course if they enrol in a postgraduate fee-paying non-research course.

Details of the PELS are contained in a booklet, ‘PELS Your Questions Answered’ published by the Australian Taxation Office and the Department of Education, Science and Training (DEST).

Enquiries regarding the HECS may be made to one of the CSU HECS Officers located in the Student Administration Offices:

Albury-Wodonga Campus
Telephone: (02) 6051 6811
Facsimile: (02) 6051 6929

Bathurst Campus
Telephone: (02) 6338 4318
Facsimile: (02) 6338 4176
Student Facilities and Services Fee (SFSF)
The SFSF is payable each session (except Summer session). The SFSF funds the Student Associations that provide facilities and services to students (see Section 3). Commencing 2002 the rate is $32 per 8 credit point subject per session irrespective of the mode of enrolment.

Fees - HECS Students
- New students who cancel their first session enrolment before 5.00pm on the HECS census date - $32
- Late payment of "pay now" HECS liability - $100

Fees - Tuition Fee-paying Students
- Administration fee for continuing students who withdraw from a subject before the census date but after subject material has been despatched (per subject) - $50
- Placement fee for commencing students who withdraw from all subjects in their first session - $200
- Late payment of tuition fees (per subject, per month) - $20
- Deferred payment fee (payable when an extension of time to pay tuition fees is granted) - $50

Late Fees - All Students
- Late re-enrolment - $50
- Late amendment to enrolment after the census date for the session - $100
- Late payment of SFSF - $25
- Late application for a grade pending (GP) or supplementary examination (SX) - $25
- Late acceptance of offer of additional assessment (per subject) - $25
- Late application for a review of grade (per subject) - $25
- Late application for graduation - $25
- Late appeal against exclusion or probation - $50

Fees for Reviews of Decisions
These fees are refundable if the decision is changed.

Review of a passing grade awarded in a subject (per subject) - $25

Note: No fee is payable for an application for a review of a failing grade.

Fees for Documents and Items
Official transcript of academic record from:
- Bathurst Teachers' College - $40
- Goulburn College of Advanced Education - $40
- Wagga Agricultural College - $40
- Wagga Teachers’ College - $40

Official Transcript of Academic Records from:
- Mitchell College of Advanced Education - $25
- Riverina College of Advanced Education - $25
- Riverina-Murray Institute of Higher Education - $25
- CSU for currently enrolled students - $5
- CSU for students who are not currently enrolled - $15
- Replacement of a CSU testamur - $100
- Replacement of an ID card - $25
- Replacement of a badge (nursing, medical imaging, midwifery, pre-hospital care) - $10
- Photocopy of a subject outline (per subject) - $1
- Maximum $20
- Photocopy of examination answer booklets (per subject) - $20
- Replacement of HECS/PELS Liability Statement - $5

Other Fees
- Deferment of enrolment following the acceptance of an offer of admission to a course - $100
- Reinstatement following the cancellation of enrolment - $100
- Establishing, at a student's request, an overseas examination centre (per student per centre) - $60
- Fee for accepting the offer of additional assessment (per subject) - $100
- Graduation fee for a student graduating with a lower level award from an articulated set of courses (see Graduation Regulation 1.1.3.3) - $200
- Maximum fine for proven academic misconduct under the Student Academic Misconduct Rule - $1,000

Freedom of Information (FOI)
These fees are set by the Freedom of Information Act, 1989 (NSW). The fees may be discounted by fifty percent if the applicant is able to demonstrate financial hardship or establish a “public interest” in the information sought.

- Applications made by a person for access to records relating to his or her personal affairs - $30
- Processing charge for applications relating to personal affairs
  - First 30 hours - free
  - Additional time (per hour) - $30
- Application for information not relating to the applicant’s personal affairs - $30
- Processing charge for applications not relating to the applicant's personal affairs (per hour) - $30
- Review by CSU of a CSU FOI determination (refunded if the determination is varied) - $40
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Library Fees

Community Members
- To borrow materials (per annum) - $110
- Photocopies by Intercampus Loan (per article) - $5
- To use library facilities - negotiable
- Replacement library card - $5.50

CSU Members
- Intercampus loans - free
- Interlibrary loans (basic) - $10
- Interlibrary loans (other) - as charged by other library plus costs
- Film loans (commercial) - as charged by supplier
- Database searches (where CSU subscribes to the database) - free
- Database searches (commercial database not held by CSU) - please inquire for charges
- Reciprocal borrowing - free at most Australian universities; some charge fees - $50

Professional Library Staff Rates
- Core functions - free
- Other functions (per hour) - $60

Photocopying/Printing
- Photocopying by user (per page) - 11c
- Photocopying by library staff - negotiable
- Printing from online - as charged by DIT

Fines
- Overdue items (per day overdue) - $0.50
- Overdue special loans (including recalled items; 2 day loan collection (book & video) periodicals) (per day overdue) - $5
- Overdue 2 hour reserve items (per day overdue) - $10.00
- Non-returned or damaged items – replacement cost. (The default replacement cost is $85.00 per item but the Library reserves the right to charge the actual replacement cost +$10.00. Accrued overdue fines (maximum $30 per item) are also payable.)

Accommodation Fees and Charges

General Fees
- Application fee (payable when submitting an application for on campus accommodation) - $100
- Services fee (payable in addition to the Application fee and Acceptance fee) - $100
- Delayed payment application fee (payable when a student wishes to pay his or her accommodation fees by instalments) - $100
- Late payment of instalment fee (per late instalment) - $30
- Late payment of rent fee - $60
- Casual booking fee (payable when making a casual accommodation booking) (per booking) - $15
- International Student Arrival Package - $95

Accommodation Fees
For the purpose of charging accommodation fees, the on campus residences are classified as follows:

Catered Premium
- Cottages, Bathurst
- Cottages, Wagga Wagga

Catered A
- Cottrell House, Bathurst
- Heath House, Bathurst
- Stewards Hall, Wagga Wagga

Catered B
- Butler Hall, Wagga Wagga
- John Oxley Village, Bathurst
- East Hall, Wagga Wagga
- West Hall, Wagga Wagga

Catered C
- Doman Hall, Wagga Wagga

Self-catered A
- The Rothwells, Albury
- The Diggings, Bathurst
- Windradyne, Bathurst
- Hargraves (large), Bathurst
- Karana Village, Wagga Wagga
- Brewongle Village, Wagga Wagga

Self-catered B
- Mitchell/Truskett/Gordon Houses (single rooms), Bathurst
- Hargraves (small), Bathurst
- Gobba Village, Wagga Wagga
- South Campus with bus pass, Wagga Wagga

Self-catered C
- South Campus, Wagga Wagga

Self-Catered D
- Twin rooms, Bathurst
- Twin rooms, Wagga Wagga

Apartments
- Units, Bathurst
- South Campus Flats, Wagga Wagga

Package One will provide you with accommodation for the teaching and exam weeks of the academic year. You will be required to clear and vacate your room for all non-class periods.

Package Two will provide you with accommodation for teaching weeks, exam weeks and three sets of non-class periods (April, July and September). Students will nominate the Package Two option so as they can remain on/return to campus to attend to University commitments during non-class periods.
### Accommodation Fees Schedule

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Package One</th>
<th>Package Two</th>
<th>Early Bird Rate*</th>
<th>Normal Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catered Premium</td>
<td>$6,558.60</td>
<td>$8,345.70</td>
<td>$215</td>
<td>$225</td>
</tr>
<tr>
<td>Catered A</td>
<td>$5,253.00</td>
<td>$6,292.70</td>
<td>$170</td>
<td>$180</td>
</tr>
<tr>
<td>Catered B</td>
<td>$4,926.60</td>
<td>$5,892.30</td>
<td>$160</td>
<td>$170</td>
</tr>
<tr>
<td>Catered C</td>
<td>$4,865.40</td>
<td>$5,820.00</td>
<td>$155</td>
<td>$165</td>
</tr>
<tr>
<td>Self-catered A</td>
<td>$3,202.80</td>
<td>$3,868.80</td>
<td>$100</td>
<td>$110</td>
</tr>
<tr>
<td>Self-catered B</td>
<td>$2,784.60</td>
<td>$3,321.10</td>
<td>$85</td>
<td>$95</td>
</tr>
<tr>
<td>Self-catered C</td>
<td>$2,488.80</td>
<td>$2,899.50</td>
<td>$75</td>
<td>$85</td>
</tr>
<tr>
<td>Self-catered D</td>
<td>$2,213.40</td>
<td>$2,572.30</td>
<td>$65</td>
<td>$75</td>
</tr>
<tr>
<td>Apartments</td>
<td>$3,519.00</td>
<td>$4,148.00</td>
<td>$110</td>
<td>$120</td>
</tr>
</tbody>
</table>

* The normal holiday rate applies for bookings of all holiday accommodation. Where holiday bookings are received prior to a certain due date, students are charged the Early Bird Rate - a discounted holiday rate.

- Orientation week accommodation fee (payable by all new students living in any of the residences in orientation week in February) - $140
- Fee for late payment of rent - $60
- Students who remain in residence all year receive a bonus cheque in the last week of Spring Session - $250
- Distance education students attending residential schools (full board; per day) - $52
- English Language Centre students and Study Skills for University Success (SSUS) students (per course):
  - Catered - $728
  - Self-catered - $435

Further information on fees payable in 2002 can be obtained by contacting the accommodation office:

Telephone: (02) 6933 4900
Financial Assistance

Commonwealth Government Assistance

Austudy and the Youth Allowance

Austudy and the Youth Allowance are available to eligible students enrolled in CSU courses.

The Youth Allowance is available to eligible:
• full-time students aged 16 to 24 years;
• full-time students aged 25 years or older who were receiving the Youth Allowance before they turned 25 and are continuing in the same course; and
• students up to 21 years of age who are combining part-time job search and part-time study.

Austudy is available to eligible full-time students aged 25 years or older.

A student is regarded as a full-time student if studying 75% or more of a normal full-time load. A normal full-time load at CSU is 32 points per session.

Austudy and the Youth Allowance are both subject to an income and assets test which, in the case of the Youth Allowance, is applied to parental income and assets unless the student qualifies as an independent student.

Payments are made fortnightly from the date of lodgement of the claim form or the day the course starts whichever is later. Late claims will not receive back pay. Other benefits include:
• a fares allowance for students travelling between their home and CSU;
• a pharmaceutical allowance to help with the cost of certain prescriptions;
• a remote area allowance for students living in remote areas of Australia;
• an interest-free advance payment of up to $500;
• access to the Student Financial Supplement Loan Scheme (see below); and
• for students 16-24 years of age, rent assistance if they have to live away from home.

Some students in receipt of a social security or veterans’ affairs income support payment (for example sole parents, widows, students with a disability) may also be eligible for the Pensioner Education Supplement to assist with expenses associated with study. For information telephone Centrelink on 132 316.

Information and claim forms for Austudy and the Youth Allowance are available from Centrelink offices or by telephoning Centrelink on 132 490.

Abstudy

Abstudy provides financial assistance to Australian Aboriginal and Torres Strait Islander students enrolled either full-time or part-time in CSU courses. Abstudy provides a means-tested living allowance which is paid fortnightly and other allowances for expenses associated with study.

Students living in the CSU residences or in a hostel can chose to receive a reduced living allowance and have their residential fees paid by Abstudy.

Students receiving Abstudy have access to the Student Financial Supplement Loan Scheme (see below).

Information and claim forms can be obtained from any Centrelink Office or by calling the Abstudy inquiries line on 132 317.

Student Financial Supplement Loan Scheme

Some students eligible for Austudy, Abstudy, the Youth Allowance or the Pension Education Supplement may obtain a loan through the Student Financial Supplement Loan Scheme. The loan can be used to meet expenses such as accommodation, transport, food and books.

Under the Scheme, a student can elect to trade-in part of their payment under Austudy, Abstudy, the Youth Allowance or the Pension Education Supplement for a loan for double that amount. For example, trade in $3,500 of the Youth Allowance for a Student Financial Supplement Loan of $7,000 a year. However, loan amounts are repayable.

For further information on the Student Financial Supplement Loan Scheme telephone Centrelink on 132 490.

CSU Assistance

Special Assistance Loan Scheme

See section 3 of this Handbook.

CSU Foundation Scholarships

CSU, through the CSU Foundation, offers a range of scholarships to Australian undergraduate students and prospective undergraduate students who are or intend studying full-time at one of CSU’s main campuses. Some Scholarships are dedicated to particular courses, modes of study, campuses or are for students from particular geographical regions.

The selection of scholars is normally based on the following criteria:
• Leadership and motivation as demonstrated by your contribution to the community, university life, or school (in the case of school leavers).
• Academic performance (as a general rule approximately 80% of successful first year
applicants have had a UAI greater than 92, and of successful continuing students approximately 80% have had a grade point average greater than 5.0).

- Evidence of motivation as shown by an ability to set and achieve personal and career goals.

Scholarships range in value from $1,000 to $6,000 for one year, to $18,000 over the duration of a three year course. The majority of scholarships are funded by the Foundation while others are supported on an annual basis from other sources.

CSU Foundation Scholarships are awarded on the basis of: academic achievement; the setting and achievement of career goals; and demonstrated leadership and motivation through involvement in community, high school or University life.

Application forms are available from the Foundations Office:
Telephone: (02) 6338 4832
Facsimile: (02) 6338 4833
www.csu.edu.au/student/scholarships

The Foundation scholarships closing dates are:
Continuing students: contact the Foundations Office
First year students: Monday, 24 February 2003

**Scholarships at the Albury-Wodonga Campus**

Scholarships for students studying at the Albury-Wodonga Campus range in value from $1,000 - $4,000 depending on the availability of funds and the quality of the applicant. Scholarships are available for students in any undergraduate year of study and in all disciplines. They are awarded in the names of:
- Albury City Council
- Dr Henry Nowik
- Hume Building Society
- Indyamara
- Kwik-Kopy Printing Centre - Albury
- Mark Smyth Memorial Scholarship Fund
- Norske Skog Albury
- Rotary Club of Albury
- Rotary International Rotary Club of Tallangatta
- Rural and Ageing Lifestyle Group
- St George Bank Limited
- Tumut Shire Council

**Scholarships at the Bathurst Campus**

Scholarships for students at the Bathurst Campus range in value from $1,000 - $18,000, depending on the availability of funds and the quality of the applicant. Scholarships are available for students in all years of study including Honours. They are awarded in the names of:
- Alan Morse & Co
- Allens Arthur Robinson
- AMP
- Austereo Limited
- Australian Association of Regional Radio Broadcasters
- Australian Radio Network
- AXA Australia
- Bathurst City Council
- Bathurst Doctors for Education
- Bathurst Panthers
- BOC Gases Australia
- Caltex Australia
- Cannings
- Charles Sturt University Printery
- Charles Sturt University Students’ Association
- Bathurst Country Energy
- Coca-Cola Amatil
- Cox Inall Communications
- D’Arcy Australia
- Delta Electricity
- DMG Radio Australia
- Douglas Schneider Memorial
- Dr Henry Nowik
- EDI Rail
- Esso
- Federation of Australian Radio Broadcasters
- George Patterson Bates
- Gerry and Helen Baber
- Getronics (Aust) Pty Ltd
- Gordon Bullock Memorial
- Human Movement Studies Unit
- Indyamara
- International Advertising Association
- James Hardie Australia
- James N Kirby
- Kenny Spring Solicitors
- KPMG
- Lattice Davis
- Leighton Holdings
- Lindsay Smith Memorial
- Lumley Corporation
- Macquarie Radio Network
- Matron Hertzog
- McIntosh McPhillamy & Co
- Mitchell Emeritus Club
- Mitchell Graduates Association
- Mitchellsearch
- National Australia Bank
- Newcrest Mining
- Nine Network ($15,000 over three years)
- Nurse Elvy Brown Scholarship Fund
- Nursing Network
- Omya Southern
- Pioneer Construction Materials
- Prime TV
- RACI Australian National Chemistry Quiz
- Radio 2BS
- Returned Services
- RG Capital
- Ron Camplin ($18,000 over three years)
These scholarships are available in all disciplines.

**Scholarships at the Dubbo Campus**
Scholarships for students studying at the Dubbo Campus range in value from $1,000 - $4,000, depending on the availability of funds and the quality of the applicant. Scholarships are available for students in any discipline and in any year of their study. They are awarded in the names of:
- Country Energy
- Baraamielinga
- Darcy Kennedy
- Indyamara
- Nursing Network
- Orana Education Centre
- Orana Regional Development Board
- Ramiens Timber
- Rotary Club of Dubbo
- Rotary Club of Dubbo South
- School of Nursing and Health Science Distance Education

**Scholarships at the Wagga Wagga Campus**
Scholarships for students studying at the Wagga Wagga Campus range in value from $1,000 - $6,000, depending on the availability of funds and the quality of the applicant. Scholarships are available for students in any discipline and in any year of their study. They are awarded in the names of:
- Adams Kenneally White & Co
- Amtech Australia
- Area News and Murrumbidgee Irrigator
- Australian Hotels Association Wagga Wagga Sub Branch
- Ballarat UFS Dispensaries Limited
- Bland Shire Council
- Capital Chemist
- Country Women's Association of NSW Riverina Group
- Dubbo Nuclear Medicine & Ultrasound
- Faculty of Science and Agriculture (Mathematics)
- Gissing's Pharmacy
- Goulburn College of Advanced Education Alumni
- Grain Growers Association Limited
- Gundagai and Tumut Shire Council
- Hitachi Kokusai Electric
- Indyamara
- Institute of Chartered Accountants in Australia (ICAA) – Riverina Group
- Investment Taxation Specialists Ltd
- J Brockhouse and Associates
- Junee Shire Council
- JVC Professional
- Kevin Dickson Memorial
- Magna Systems and Engineering
- Regional Imaging Limited
- Rotary Club of Wagga Wagga Sunrise
- St John of God Hospital
- Temora Shire Council/Izumizaki
- Tumut Shire Council
- Viten Broadcast Limited
- Waerawi Farming Co.
- Wagga Wagga City Council
- Wagga Wagga Teacher's College Alumni

**Scholarships for distance education students**
Although the majority of the Foundation Scholarships are available only to full-time students studying on campus there is a limited number of scholarships available to undergraduate students studying by distance education. Contact the Foundations Office on (02) 6338 4832 for further information on any additional scholarships that might become available through the Charles Sturt University Foundation.

Scholarships for distance education students range in value from $1,000 - $3,000, depending on the availability of funds and the quality of the applicant. Scholarships are available for students in any year of their study. They are awarded in the names of:
- Nursing Network
- RACI Australian National Chemistry Quiz
- Rivcoll Union Inc.
- School of Nursing and Health Science Distance Education
- Tumut Shire Council
**CSU Residential Awards**
CSU Residential Awards are awarded to students on the Albury-Wodonga, Bathurst and Wagga Wagga Campuses who live in the student residences as residential staff. The awards are based on academic performance, demonstrated leadership ability, motivation to succeed and contribution to life at CSU.

Residential Awards comprise a living allowance paid fortnightly. Application forms and information are available from the Residential Support Manager, telephone: (02) 6933 3800.

**Policing Scholarships**
Students who apply for admission to the Diploma of Policing Practice course are invited to apply for a Policing Scholarship. Four types of scholarships are available.

- **Basic Scholarship**: a $12,000 scholarship for trimesters 1 to 3, awarded on merit to students who meet the professional and academic criteria for admission to the Diploma of Policing Practice course and demonstrate financial need.

- **Higher Value Scholarship**: an $18,000 scholarship for Trimesters 1 to 3, awarded on merit to students who meet the professional and academic criteria for admission to the Diploma of Policing Practice course and who demonstrate that they would otherwise not be able to do the course without the support of a scholarship.

- **Graduate Scholarship**: a $4,000 scholarship for Trimester 3, awarded on merit to students who meet the professional and academic criteria for admission to the Diploma of Policing Practice course with credit for trimesters 1 and 2 of the course.

- **Distance Education Scholarship**: for students who commenced the Diploma of Policing Practice course via the distance education stream - a scholarship up to $6,000 awarded on merit to students who demonstrate financial need, are enrolled in Trimester 3 and who continue to meet the professional and academic criteria for admission into the course.

Students awarded a scholarship will have the scholarship paid into their bank or credit union account fortnightly. Students living on campus at Goulburn can have their accommodation costs paid directly from their scholarship. Scholarship payments commence on the Thursday after the course commences. A scholarship may be withdrawn if the student fails to meet the professional and academic criteria of the course.

Application forms are available from:
Admissions Office
Charles Sturt University
Locked Bag 676
Wagga Wagga 2678
Telephone: (02) 6933 2121
Facsimile: (02) 6933 2063
Email: admissions@csu.edu.au