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 the 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, MasterCard, 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: 1800 334 733
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. These fees vary from course to course and 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).

Inquiries 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

Wagga Wagga Campus
Telephone: (02) 6933 2240
Facsimile: (02) 6933 2922
2 - Fees and Financial Assistance

**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 2004 the rate is $34 per 8 credit point subject per session irrespective of the mode of delivery.

**Fees - HECS Students**
- New students who cancel their first session enrolment before 5.00pm on the HECS census date - $34

**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 - $50 (per subject)
- Placement fee for commencing students who withdraw from all subjects in their first session - $200
- Late payment of tuition fees - $20 (per subject, per month)
- 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 - $25 (per subject)
- Late application for a review of grade - $25 (per subject)
- 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 - $25 (per subject).

**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 20 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 - $30 per hour
- Review by CSU of a CSU FOI determination (refunded if the determination is varied) - $40
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 and video) (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 per item but the Library reserves the right to charge the actual replacement cost + $10. 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) - $15 (per booking)
- 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
- John Oxley Village, Bathurst (reduced tariff applies)
- 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 (some rooms reduced tariff)
- 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

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>
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<tr>
<td>Catered B</td>
<td>$4,926.60</td>
<td>$5,892.30</td>
<td>$160</td>
<td>$170</td>
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<tr>
<td>Catered C</td>
<td>$4,865.40</td>
<td>$5,820.00</td>
<td>$155</td>
<td>$165</td>
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<tr>
<td>Self-catered A</td>
<td>$3,202.80</td>
<td>$3,868.80</td>
<td>$100</td>
<td>$110</td>
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<tr>
<td>Self-catered B</td>
<td>$2,784.60</td>
<td>$3,321.10</td>
<td>$85</td>
<td>$95</td>
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<tr>
<td>Self-catered C</td>
<td>$2,488.80</td>
<td>$2,899.50</td>
<td>$75</td>
<td>$85</td>
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<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) - $150
- 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 - $200
- Distance education students attending residential schools (full board per day) - $57.50
- English Language Centre students and Study Skills for University Success (SSUS) students (per course):
  - Catered - $777.75
  - Self-catered - $466.65
- Study Skills for University Success (SSUS) students (per course):
  - Catered - $833.30
  - Self-catered - $499.98

Further information on fees payable in 2004 can be obtained by contacting the Accommodation Office:

Telephone: (02) 6933 4900