FEE INFORMATION FOR COMMONWEALTH SUPPORTED STUDENTS

YOUR e-INVOICE
Your e-Invoice shows your enrolled subjects and the fees for which you are liable. Please check your enrolled subjects via the ‘Subjects’ menu tab in My Student Admin, and make sure they are correct – after the Census date it is too late!

To request your e-Invoice, and to obtain a copy for your records, please login to My Student Admin: https://onestopadmin.uts.edu.au/estudent/
and select the ‘Invoice’ tab. By following the instructions your current e-Invoice and payment options will be emailed to your UTS Email account. Changes to your study plan will be reflected after 24hrs (excluding weekends). Remember, you will be financially liable for any subjects that you are enrolled in as at the Census date.

Please note that if you intend to make any upfront payment this must be done by the relevant due dates. Your e-Invoice may contain multiple payment due dates if you are enrolled in subjects from more than one teaching period. Please note the due dates and census dates applicable to each of your subjects. Please check the due dates of each of your subjects carefully as failure to pay by each of the set due date/s may incur a $150 Late Payment Fee.

Full details regarding payment options and payment channels are attached to your e-Invoice and are also listed online at:

If you have any overdue debt, the appropriate amount may be drawn from any fee payments you make and first credited towards your outstanding debt. The balance will then be allocated to your current tuition fees.

PAYMENT OPTIONS AND HECS HELP
Australian citizens and Permanent residents with a Humanitarian visa may choose to:
- pay their full fees upfront by the due date and gain a 10% discount; or
- pay a minimum of $500 towards subjects with a shared Census date and receive a pro rata discount, and defer the balance to their taxation record through HECS-HELP.

If you are a Permanent Resident you must pay your fees in full by the due date; you are not entitled to a discount and you are not permitted to defer the fees to your taxation record.

If you are a New Zealand Citizen you may be entitled to defer your fees through HELP. Further information to determine your eligibility is available on the UTS website. If you are not entitled to HELP you must pay your fees in full by the due date; you are not entitled to a discount and you are not permitted to defer the fees to your taxation record.

YOUR RESPONSIBILITIES AS A COMMONWEALTH SUPPORTED STUDENT
As a CSP student, your continued enrolment and payment of fees is subject to the regulations imposed by the Higher Education Support Act 2003 (HESA).

All CSP students are required to complete a ‘Request for Commonwealth Assistance and HECS-HELP’ form (CAF) for each course in which they enrol. If you wish to defer your fees to your taxation record, you must declare a valid Tax File Number (TFN) on this form.

Your enrolment will be cancelled if you have not lodged an approved CAF and/or you have not finalised your upfront payments and/or submitted a valid TFN by the Census date.
Every CSP student is obliged to read the booklet ‘Information for Commonwealth Supported Students’ before they submit or sign a CAF. This booklet and other relevant information is available at: http://studyassist.gov.au/sites/StudyAssist/

EXCEPTIONS TO STUDENT CONTRIBUTION AMOUNTS
Pre-2010 students – NURSING and EDUCATION subjects ONLY
Pre-2010 students (Band National Priority) $625 per 6 credit point subject
Commencing 2010 or later students (Band 1) $782 per 6 credit point subject

Further information on the criteria for Pre-2010 can be found at: http://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/domestic-tuition-fees/commonwealth-supported

STUDENT SERVICES AND AMENITIES FEE (SSAF)
SSAF payment due dates are published on the UTS website.

The Student Service and Amenities fee (SSAF) is levied in both Autumn and Spring sessions. The SSAF is used to fund a range of student services and amenities of a non-academic nature. The fee in 2016 will be charged per session at:
- Full-Time Rate (18cp or more) - $145.00
- Part-Time Rate (17 cp or less) - $72.50

If you are an Australian citizen, the holder of a permanent humanitarian visa or an eligible New Zealand citizen, you may be entitled to defer your fees through SA-HELP. To defer the fee, you must submit a ‘Request for SA-HELP assistance’ form via My Student Admin – please note SA-HELP is a separate government loan scheme and the SSAF cannot be covered by HECS-HELP.

If you have previously lodged a ‘Request for SA-HELP assistance’ form you may already be eligible to defer. Please check your invoice to confirm if you are currently eligible - look in the ‘Deferrable’ column for either ‘Yes’ or ‘No’ – if it says ‘Yes’ a new form is not required.

Please note the SSAF is compulsory and exemptions or waivers are not available.

UTS EMAIL REMINDERS
Your UTS email account is an official communication method. If we need to contact you regarding your tuition fees and enrolment we will use your UTS email address. It is essential that you check your email account at least weekly.

FURTHER INFORMATION
Please direct any queries regarding payment of student contribution amounts or HECS-HELP to ‘ask UTS’, via ‘My Student Portal’: https://mystudent.uts.edu.au/

Further information on fee rates, payment methods, due dates and census dates can be found at: https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/understanding-fees