FEE INFORMATION FOR DOMESTIC FEE-PAYING COURSEWORK STUDENTS
Autumn semester & March session 2014

KEY DATES
Due date for payment of Autumn semester tuition fees ................................................................. 17 March 2014
Due date for payment of March session tuition fees ................................................................. 26 March 2014
Census date for both teaching periods ......................................................................................... 31 March 2014

(Last day to withdraw, apply for leave of absence, delete subjects without penalty, apply for FEE-HELP
Assistance, and lodge evidence of citizenship)

YOUR e-INVOICE
Your invoice shows your unpaid Autumn semester and/or March session subjects and the tuition 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!

If you make any changes to your study plan, or to keep a copy of your tax invoice for your records, please request
an e-Invoice to be emailed to your UTS email account, via ‘My Student Admin’. Please log in at:
https://onestopadmin.uts.edu.au/estudent/
and follow the prompts under the ‘Financial Details’ tab. Changes to your study plan will be reflected after 24hrs
(excluding weekends). You will be financially liable for any subjects that you are enrolled in as at the Census date.

If you intend to make any upfront payment, it must be done by the due date listed above. Please take note of
the relevant due date as failure to pay on time will incur a $150 Late Payment Fee.

Full details of payment options and payment channels are attached to your e-Invoice and are 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.

COURSE FEES
All fees are charged at the rates set for 2014, unless you have been specifically advised in writing that different
rates apply. This also applies to students transferring between courses.

COMMONWEALTH ASSISTANCE (FEE-HELP)
You may be eligible to access a loan through FEE-HELP to assist in paying your tuition fees; this will be paid by the
government directly to UTS. Further information can be found in the booklet ‘FEE-HELP information 2014’. Copies
are available from any UTS Student Centre or from:

Read this booklet prior to completing and submitting your application form which is available electronically
through ‘My Student Admin’.

After lodging your ‘Request for FEE-HELP assistance’ form you need to ensure that it has been received and
approved. If you have lodged an e-CAF online (via ‘My Student Admin’) and it is accepted it will automatically say it
has been approved. You MUST check the status of your application. Remember that this is a loan application;
information provided must be correct and complete when submitted.

You are responsible for tracking your FEE-HELP balance (current lifetime limit is $96,000) via the myUniAssist link
Student Support Number (CHESSN). The website will indicate the date up to which the information is current. You
will be required to pay back to UTS any monies you borrow over the limit.

You can check your e-Invoice to determine if you are currently entitled to defer your tuition fees to FEE-HELP. Look
in the ‘Deferrable’ column for either ‘Yes’ or ‘No’.

Note: FEE-HELP applications are course specific. You must lodge a new FEE-HELP application when transferring to
another course (Internal Course Transfer) or starting a new course.
LATE PAYMENT FEES AND PENALTIES
You may pay your fees in instalments provided the final instalment is received by the standard due date. You must pay in full no later than the due date in order to avoid incurring a $150 Late Payment Fee.

Further delays will result in restricted access to UTS online facilities such as email and ‘My Student Admin’, subject results and other documentation. Graduation is not permitted unless all outstanding fees are paid. A further $250 late payment penalty may be charged and you risk cancellation of your enrolment.

Please note that in extenuating circumstances, and with prior approval in writing from this office, a short extension of time to pay may be available - the late payment fee will still apply.

Alternatively you may apply for FEE-HELP assistance if you are eligible (see above).

THIRD PARTY PAYERS AND EMPLOYER PAYMENTS
Timely payment of fees always remains the student's responsibility. If you have a private arrangement for someone other than you to pay your fees (e.g. your employer or a scholarship provider) you must ensure that payment is made by the date indicated on the tax invoice. You remain individually responsible for the payment and for any penalty incurred due to late or non-payment of fees.

CANCELLATION OF ENROLMENT
Students who do not pay their fees in full (and who have not applied for and been accepted for FEE-HELP) by the designated due date, risk having their enrolment cancelled. Cancellation of enrolment means the complete withdrawal from the Award Course and from subject/s in the relevant teaching period/s.

For continuation of enrolment at the University, students are required to apply for re-admission in a later semester. Re-admission is not automatic, and in all cases requires students to complete a new application for admission and compete for a place in the relevant course.

STUDENT SERVICES AND AMENITIES FEE
In 2014, all domestic students are liable for the Student Service and Amenities fee (SSAF) levied in both Autumn and Spring semesters. The SSAF is used to fund a range of student services and amenities of a non-academic nature. The fee will be charged per semester at:

- Full-Time Rate (18 cp or more) - $140.50
- Part-Time Rate (17 cp or less) - $70.25

If you are an Australian citizen or the holder of a permanent humanitarian visa, you will be eligible to defer the fee through SA-HELP. To defer the fee, you simply need to 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 FEE-HELP.

If you are not eligible for HELP, or if you prefer to make an upfront payment the due date is 14 April 2014. e-Invoices will be available to enable you to make your payment from mid March 2014. However if you wish to make a single payment for both your tuition fees and SSAF, you can add the applicable amount (above) to your payment on your tuition fee invoice.

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

For more information on the SSAF and how it will be used to enhance the UTS experience, please read the message from the Vice-Chancellor at: http://www.sau.uts.edu.au/fees/other/service.html

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 UTS email account on a regular basis.

FURTHER INFORMATION
Please direct any queries regarding payment of tuition fees or FEE-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: http://www.sau.uts.edu.au/fees/