

FEE INFORMATION FOR DOMESTIC FEE-PAYING COURSEWORK STUDENTS May session 2015

KEY DATES

Due date for payment of May session tuition fees	30 April 2015
Census date for May session	05 May 2015

(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 e-Invoice shows your unpaid May 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!

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/>

click on the 'Financial' tab and select the 'Invoice' menu link. 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.

If you intend to make any upfront payment, it must be done by the relevant due date listed above. 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 will incur a **\$150 Late Payment Fee**.

Full payment options and payment channel details are emailed with your e-invoice and are online at:

<http://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/payment-information/payment-methods>

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 2015, 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 FEE-HELP information booklet. Copies are available from any UTS Student Centre or from:

<http://studyassist.gov.au/sites/StudyAssist/>

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 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 \$97,728) via the myUniAssist link on the <http://studyassist.gov.au/sites/StudyAssist/> website. You will need your Commonwealth Higher Education 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 applicable to each of your subject/s 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 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.

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.uts.edu.au/current-students/managing-your-course/fees-and-payment/payment-information#einvoice-nbsp->