FEES POLICY

Current version in effect from:	15 Oct 2026
Approved by Council:	23 Nov 2016
Revised by Council:	7 Oct 2020, 14 Sep 2022, 14 Jun 2023, 13 Mar 2024, 13 Aug 2025, 14 Oct 2026

Related documents

Higher Education Support Act 2003 division 19 sections 90, 95, 100, 102 and 105; and division 104 sections 25, 27, 30, 35, 40 and 42

Higher Education Standards Framework – Standard 6.2 Corporate Monitoring & Accountability, section (i).

Academic Documents Policy

Appeals Policy

Bursary Policy

Enrolment Policy

1. Scope

1.1 This policy applies to the setting of fees by the University, in particular the administration, communication and refund of student tuition fees compliant with government requirements and in support of strategic and financial imperatives of the University. It applies to the University's Colleges and to prospective, current, and former students of the University who will pay fees, who have paid fees, who have had fees paid on their behalf, or who have accessed FEE-HELP to pay for a course of study at the University.

2. Tuition fees: Definition and Setting

2.1 The University defines tuition fees in accordance with the *Higher Education Standards Act 2003* division 19 section 105.

2.2 The University maintains a schedule of tuition fees applicable to all students, whether domestic or international, and applicable to all Colleges of the University.

2.3 The Council sets the schedule of tuition fees for an academic year no later than the main census date in Semester 2 of the previous year.

2.4 The Council may set tuition fees for an entire award for a specific cohort of students undertaking a program of study on an agreed schedule for a fixed period of time of up to three years and must document any such arrangement in the schedule of tuition fees.

2.5 The Council may set tuition fees for awards or units in a currency other than Australian dollars where such awards or units are delivered outside Australia and must document any such arrangement in an agreement with the delivery partner or partners.

2.6 In setting the tuition fees, the Council considers:

a) commercial, budgetary and strategic issues including the need to steward and grow the University's resources

b) financial indicators such as tuition fees charged by peer theological education providers and the Higher Education Component of the Consumer Price Index

c) the impact on current and prospective students of the University

d) the impact on partners of the University identified in a Collegiate Agreement or Compact

e) legislative requirements or limits, if any.

3. Tuition Fees: Administration and distribution

3.1 The University publishes details of tuition fees consistent with Commonwealth requirements.

3.2 The University charges tuition fees per unit enrolment according to the published schedule for each unit level.

3.3 Tuition fees are invoiced and collected by the Office of the Vice Chancellor, including the receipt and application of Commonwealth-funded FEE-HELP loans and research training grants.

3.4 The Office of the Vice Chancellor makes tuition fee distributions directly to Colleges and Libraries in accordance with Schedule 1. Schedule 1 may only be amended by the Council after consultation with the University Executive and after a period of not less than six months' notice to the Colleges.

3.5 Library distributions may only be made to the library or libraries listed on Schedule 3 of the applicable Collegiate Agreement or in the case of units delivered directly by the University, to the library nominated by the Vice-Chancellor.

3.6 College distributions for coursework units are made to the College at which the unit is being delivered.

3.7 College distributions for research units are made to the College through which the student is enrolled.

3.8 Distributions are made in accordance with Schedule 2 which may be amended by the Vice-Chancellor. Distributions are based on the estimated data in the University's Budget and Business Plan and on actual data in the student record system.

4. Tuition fees: Student liability

4.1 Each student must pay the full tuition fees prior to the commencement of a unit of study by:

a) payment of fees upfront

b) certification from an institution that it assumes responsibility for the fees, or

c) application for FEE-HELP assistance.

4.2 Failure to pay tuition fees, to provide certification from an institution that it assumes responsibility for the fees, or to apply for FEE-HELP assistance by the census date (or the commencement date in the case of a student on an Overseas Student Visa for that unit of study results in discontinuation of the student's enrolment in that unit, unless it is demonstrated that special circumstances exist in accordance with section 5 of this Policy.

4.3 In the event that a student elects to pay tuition fees upfront and that student is discontinued from a unit of study after the census date and has not paid their tuition fees, the student is not permitted to re-enrol or continue studies at the University until the tuition fees for the discontinued unit are paid.

4.4 If a student who has paid fees upfront withdraws from a unit of study on or before the census date for that unit of study, the fee for that unit of study is refunded to the student by the University.

4.5 If a student who has paid fees upfront withdraws or is discontinued from a unit of study after the census date for that unit of study the fee for that unit of study is not refundable. Where a student is discontinued from a unit of study after the census date and has not made payment of upfront fees they are not permitted to re-enrol or continue studies until amounts are paid.

4.6 If a student whose fees are to be paid by an institution withdraws from a unit of study on or before the census date for that unit of study the institution does not incur a debt for that unit of study. If fees have already been paid, they are to be refunded to the institution by the University.

4.7 If a student whose fees are being paid by an institution withdraws from a unit of study after the census date for that unit of study the institution remains liable for those fees.

4.8 If a student who has requested FEE-HELP assistance withdraws from a unit of study on or before the census date for that unit of study the student does not incur a FEE-HELP debt for that unit of study.

4.9 If a student who has requested FEE-HELP assistance withdraws from a unit of study after the census date for that unit of study the student incurs a FEE-HELP debt for that unit of study.

4.10 The University recognises that students may face financial difficulty during their studies. The Office of the Vice Chancellor does not provide discounts or enter into repayment plans directly with students. Students may apply for assistance with tuition fees in advance of study under the Bursary Policy, or may be eligible to apply for assistance from their home College.

4.11 If, at the time of their enrolment in a unit of study, a student is an employee of the University, or an employee of a College who is a member of the University under Regulation 8.2 Categories 4, 6 or 7, the student is entitled to a 30% discount on the tuition fee for that unit of study.

5. Tuition Fees: Refund of fees or recrediting FEE-HELP balances

5.1 Notwithstanding anything in section 4 of this policy, a student who is not a student on an Overseas Student Visa may apply after the census date for a unit of study for a refund of fees or recredit of a FEE-HELP balance if:

a) the student has been unable to complete the requirements of the unit of study; and

b) the student believes that this was due to special circumstances; and

c) the application is lodged in writing within 12 months of the date of withdrawal from the unit of study, or (if the student has not withdrawn) within 12 months of the end of the period of study in which the unit of study was or was to be undertaken.

5.2 To be satisfied that special circumstances existed it must be demonstrated that circumstances:

a) were beyond the student's control; and

b) did not make a full impact on the student until on or after the census date; and

c) made it impracticable for the student to complete the requirements for the unit during the period in which the person undertook, or was to undertake the unit.

5.3 A person seeking refund of fees or recredit of a FEE-HELP balance must apply in writing to Dean of Academic Programs (for coursework units) or to the Dean of the School of Graduate Research (for higher degrees by research, the Minor Thesis or a Research Methods unit).

This application may be submitted through the student's home College. The endorsement of the home College is not, however, a requirement for an application to be made.

5.4 The applicant is responsible for providing independent supporting documentation to support the claim that special circumstances applied. A letter of support from the student's home College may be considered as independent supporting documentation.

5.5 The Dean of Academic Programs or the Dean of the School of Graduate Research may request further information from the applicant or the applicant's College in relation to the application.

5.6 The decision to approve or reject an application for refund of fees in special circumstances may be made by the Dean of Academic Programs or the Dean of the School of Graduate Research.

5.7 The outcome of an application for refund of fees or recredit of a FEE-HELP balance must be notified to the applicant and the applicant's home College within 20 working days of receipt of the written application.

5.8 A person may appeal a decision made under this policy within 30 days from receiving written notice of the decision. Application for review must be made in writing in accordance with the Appeals Policy.

5.9 If a refund of tuition fees after the census date for a unit is approved and part or all of the tuition fees have already been distributed to a College or Library or retained by the

Office of the Vice-Chancellor, then the parties who have received the distributions are liable for the refunded fees in accordance with the proportion distributed.

6. Tuition Fees: Refund of fees to a student on an Overseas Student Visa

6.1 For a student on an Overseas Student Visa the University must offer a refund of tuition fees paid in advance, without deduction, if any of the following circumstances applies:

a) A coursework student gives notice of inability to undertake the unit or course at least 4 weeks prior to the commencement date of teaching

b) A higher degree by research student gives notice of inability to undertake the prescribed program of research at least 4 weeks prior to the commencement date of the program

c) The University withdraws the offer of a place

d) The student is refused a visa by the Australian Government

e) The University is unable to provide the course or award offered to the student, in which case the University offers a refund of tuition fees for all units paid in advance but not completed. This refund is paid within two weeks of the day on which the course or award ceased to be provided. The University may offer the student enrolment in an alternative course at no extra cost in which case the student has the right to choose between a full refund of tuition fees or acceptance of a place in the alternate course

f) The student was subject to special circumstances as defined in section 5.2.

6.2 The University must offer a refund of tuition fees paid in advance for units of study but may elect to deduct an administrative fee of up to $500 if any of the following circumstances applies:

a) a coursework student gives notice of inability to undertake the unit or course less than 4 weeks prior to the commencement date of teaching, but not after the census date

b) a higher degree by research student gives notice of inability to undertake the prescribed program of research less than 4 weeks prior to the commencement date of the program, but not after the census date

c) the University withdraws the offer of a place due to evidence that the offer was made on the basis of fraudulent documentation.

6.3 Application for a refund of tuition fees must be made within twelve months of withdrawal from a unit or course of study using the process set out in sections 5.3 to 5.6 of this Policy.

6.4 Before a refund is paid:

a) the University must have received the money that is to be refunded and must have entered this money into its accounts, that is, cheques have been cleared, telegraphic transfers have been received, and all similar processes completed; and

b) any debts owing to the University or its Colleges have been settled, such as library fees; and

c) the student's withdrawal from the unit or course has been approved by the University.

6.5 A refund may only be paid:

a) to the person or organisation which originally paid the tuition fees

b) by cheque or electronic funds transfer, except where the original payment was by credit card

c) to a credit card where the original payment was by credit card and the original credit card is still valid, and where the original credit card is not valid, the refund paid by cheque, overseas bank draft or bank transfer with the refund reduced by any fee charged on the original credit card transaction

d) in the currency of the student's country of permanent residence.

6.6 A refund must be paid within 30 working days of receipt of an application that is approved.

7. Other student fees and charges

7.1 The University may charge students additional fees for provision of academic documents and administrative services. These fees may only be approved by the Council as Schedule 3 to this Policy and must be published on the University website.

7.2 Further charges may be levied for the delivery of units that do not meet the definition of fees under the *Higher Education Support Act*. Such charges are limited to:

a) the costs of any residential requirements directly related to the delivery of the unit; and

b) the costs of providing student amenities directly related to the delivery of the unit.

7.3 Any additional charge for the delivery of a unit under section 7.2 of this Policy:

a) must be advertised as being part of the requirements of the unit

b) must be advised to students when enrolling for the unit

c) is collected by the College delivering the unit

d) may not be charged to a FEE-HELP loan or covered by a research training grant.

7.4 The University charges an application fee for international students as specified in Schedule 3 to this Policy. This fee:

a) is non-refundable

b) is payable upon receipt of a formal letter of offer from the University

c) is not applicable to a student who is already enrolled in an award at the University of Divinity and is proceeding immediately to a further award

d) may be waived in exceptional circumstances by the Dean of Academic Programs.

8. College Annual Fees

8.1 The University charges an Annual Fee to each College, in accordance with the Collegiate Agreement between the University and the College. The purpose of the Annual Fee is to ensure a minimum, consistent level of financial sustainability for the University's operations regardless of the level of enrolments at each College.

8.2 The Annual Fee:

a) is set annually by the University Council, on the advice of the Finance and Risk Committee, and recorded in Schedule 3

b) may be raised by an amount not greater than annual CPI

c) is invoiced in two parts, with 50% invoiced following the primary census date of each semester.

9. Date of next review

This policy must be reviewed no later than 31 December 2030.

SCHEDULE 1

Approved by the Council: 13 Mar 2024
Revised by the Council 10 Sep 2025

TUITION FEE DISTRIBUTION RATIOS

Study Type	College	Library	OVC	SGR
MPT (Ministry, Philosophy, Theology): all College-based coursework awards	76%	-	24%	-
SGR: Minor Thesis, MPhil, PhD	40%	10%	-	50%
SGR: Research Methodologies	-	-	-	100%
SGR: Doctor of Professional Practice	$1,500	-	-	Remainder of fee

*One-off recruitment incentive distributed to student's home College (where applicable) upon candidate's initial enrolment.

SCHEDULE 2

Approved by the Vice-Chancellor: 13 Mar 2024

TUITION FEE DISTRIBUTION CALENDAR

Month End	**Description of Distribution**
Feb	College distribution – 70% of estimated semester 1 FEE-HELP coursework fees
Apr	College distribution – 70% of semester 1 upfront and sponsor coursework fees
May	College distribution – 100% of semester 1 research fees
Jun	College distribution – reconciliation of semester 1 fees
Jun	Library distribution for semester 1
Aug	College distribution – 70% of estimated semester 2 FEE-HELP coursework fees
Oct	College distribution – 70% of semester 2 upfront and sponsor coursework fees
Nov	College distribution – 100% of semester 2 research fees
Dec	College distribution – reconciliation of semester 2 fees
Dec	Library distribution for semester 2

SCHEDULE 3

Schedule of Other Fees and Payments
Current Version in effect from: 15 Oct 2026
Approved by Council: 14 Sep 2022
Revised by Council: 14 Jun 2023, 8 Nov 2023, 16 Jul 2024, 9 Oct 2024, 13 Nov 2024, 15 Oct 2025, 14 Oct 2026

1. College Annual Fees

Reference: Collegiate Agreements
Year last updated: 2026
Responsible Officer: Vice-Chancellor

Detail	Year 2026 (+2.9% vs CPI +3.8%)	Year 2027 (+3.6% vs CPI +3.8%)
College Annual Fee (Standard)	$36,000	$37,300

2. Academic Document Fees*

Reference: Academic Documents Policy (Schedule 1)
Year last updated: 2026
Responsible Officer: Dean of Learning and Teaching

Detail	Amount ($)
Academic Transcript (3 copies)	$70
Australian Higher Education Graduation Statement (1 copy)	$50
Combination (2 transcripts and 1 AHEGS)	$70
Replacement Testamur [conditions apply]	$230

*Additional charges may apply for international postage

3. Application Fee for International Students

Year last updated: 2026
Responsible Officer: Vice-Chancellor

Detail	Amount ($)
Overseas Student Visa Holders (500 subclass)	$300
Australian Temporary Residents (including 407 and 408 subclasses)	$300
Offshore Students	$300

4. Unit Audit Fees

Reference: N/A
Year last updated: 2024
Responsible Officer: Vice-Chancellor

Detail	Amount ($)
UD Unit Audit Fee	$500
College Unit Audit – University Distribution	$50
Approved Coursework Unit for HDR Candidates –	$0

University Distribution	

5. Regalia Hire Fees

Reference: Benchmarked against external graduation suppliers
Year last updated: 2026
Responsible Officer: Vice-Chancellor

Detail	Amount ($)
Undergraduate set	$50
Postgraduate set	$65
Doctoral set	$80

PAYMENTS

1. External Examiner Payments

Reference: Universities Australia Fee for External Examiners
Year last updated: 2025
Responsible Officer: Dean SGR

Detail	Current Amount ($)	2026 Amount ($)
Readers for Confirmation Panel	$205	$220
Minor Thesis	$205	$220
Masters Theses	$330	$350
Doctoral Theses	$590	$620

2. Chair and Deputy Chairs of Examiners (annual payment)

Reference: Position Description, Chair and Deputy Chair of Examiners
Year last updated: 2025
Responsible Officer: Vice-Chancellor

Detail	Amount ($)
Chair of Examiners	$7,000
Deputy Chairs of Examiners	$3,500

3. Supervisor Payment (indicative hourly rate)

Reference: University Employment Policy, Schedule A
Year last updated: 2026
Responsible Officer: Vice-Chancellor

Detail	2026 Amount ($)	2027 Amount ($)
Thesis Supervision or HDR Supervision	$146.78 / hr	$151.70/hr

4. Course Review Panel – External Member Payment

Reference: Course Review Procedures
Year last updated: 2025
Responsible Officer: Vice-Chancellor

Detail	Amount ($)
External member payment	$1,500