

The fees and charges incurred by students at CHC are comprised of a number of sources. This information sheet sets out the *unit costs* and *administrative costs* to students for the 2016 academic year, and provides information to enable current and prospective students to calculate the cost of a unit of study or a course of study.

All amounts are given in Australian dollars.

The census dates for 2016 are:

- Semester 1, 2016 - Wednesday, 23 March 2016
- Winter Semester, 2016 - Monday, 20 June 2016
- Semester 2, 2016 - Thursday, 18 August 2016
- Semester 3, 2016 - Monday, 12 December 2016

Unit costs

Unit costs are incurred by students according to whether they are in *full fee places* or *Commonwealth supported places*.

Full fee places

Students who are in full fee places may be **domestic** students or **overseas** students. Domestic students are those students who are citizens or permanent residents of Australia, or citizens of New Zealand, or who hold a permanent humanitarian visa. Overseas students are those students who are studying under the provisions of a temporary visa, such as a student visa, business visa or spousal visa.

All domestic students who are enrolled in courses offered by the School of Business, the Millis Institute, the School of Ministries and the School of Social Sciences, and in the Graduate Certificate in Christian Education and Master of Education offered by the School of Education and Humanities, are in full fee places and pay **tuition fees** as set by CHC. Tuition fees are subject to annual increase. The revised annual fees apply to all domestic students who are currently enrolled at CHC, not to commencing students only.

All overseas students are in full fee places and pay **tuition fees** as set by CHC in accordance with Australian government guidelines. Overseas student tuition fees are subject to annual increase. The revised annual fees apply to all overseas students who are currently enrolled at CHC, not to commencing students only.

Commonwealth supported places

Students who are in Commonwealth supported students are **domestic** students only.

All domestic students who are enrolled in Bachelor of Education courses, the Bachelor of Arts/Bachelor of Education, and the Graduate Diploma in Education (Secondary) offered by the School of Education and Humanities are in Commonwealth supported places and pay **student contribution amounts** as set by CHC in accordance with Australian government guidelines that specify maximum levels for student contribution amounts. Student contribution amounts are subject to annual increase. The revised student contribution amounts apply to all students in Commonwealth supported places who are currently enrolled at CHC, not to commencing students only.

Tuition fees

Domestic students

In 2016, the tuition fees payable by domestic students in full fee places are as follows:

Undergraduate units	Cost
10 credit point undergraduate units	\$1,595
20 credit point undergraduate units	\$3,190
30 credit point undergraduate units	\$4,785
Postgraduate units	Cost
10 credit point postgraduate units (400-level)	\$1,870
10 credit point postgraduate units (500-level; 600-level)	\$2,050
20 credit point postgraduate units (400-level)	\$3,740
20 credit point postgraduate units (500-level; 600-level)	\$4,100
30 credit point postgraduate units (400-level)	\$5,610
30 credit point postgraduate units (500-level; 600-level)	\$6,150

In 2016, the tuition fees payable by domestic students in full fee places who are enrolled in courses offered by the School of Ministries are as follows:

Undergraduate units	Cost
10 credit point undergraduate units	\$1,390
Postgraduate units	Cost
10 credit point postgraduate units (400-level)	\$1,500
10 credit point postgraduate units (500-level; 600-level)	\$1,700

Overseas students ¹

In 2016, the tuition fees payable by overseas students are as follows:

Undergraduate units	Cost
10 credit point undergraduate units	\$2,000
20 credit point undergraduate units	\$4,000
30 credit point undergraduate units	\$6,000
Postgraduate units	Cost
10 credit point postgraduate units (400-level)	\$2,400
10 credit point postgraduate units (500-level; 600-level)	\$2,700
20 credit point postgraduate units (400-level)	\$4,800
20 credit point postgraduate units (500-level; 600-level)	\$5,400
30 credit point postgraduate units (400-level)	\$7,200
30 credit point postgraduate units (500-level; 600-level)	\$8,100

Paying tuition fees

For students who are in full fee places, payment of tuition fees may be made in a number of ways:

- Payment of the full amount to CHC on or before the census date;
- Payment of part of the amount to CHC on or before the census date, and payment of the balance deferred through the Australian government's FEE-HELP scheme (eligible students only); or
- Deferral of the full amount through the Australian government's FEE-HELP scheme (eligible students only).

¹ Students enrolling in the *BestSemester* program through the Australia Studies Centre should refer to the ASC website.

Students in full fee places who are *Australian citizens, eligible New Zealand citizens who are SCV holders* (see the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding New Zealand citizens), or who hold *permanent humanitarian visas* are eligible to defer the payment of all or part of their tuition fees through the Australian government's FEE-HELP scheme.

All other students are not eligible to access FEE-HELP and are required to make full payment of their tuition fees to CHC on or before the census date in each semester.

Students in undergraduate courses who access FEE-HELP pay a loan fee of 25%, as levied by the Australian government. No interest is charged on FEE-HELP debt; however, it is indexed annually by the Australian Taxation Office (ATO) to maintain its real value.

Students who make *voluntary* repayments to the Australian Taxation Office (ATO) of \$500 or more towards their HELP debt receive a 5% bonus (that is, their accounts are credited with an additional 5% of the payment made).

For further information please consult the CHC *Student Handbook*, the CHC website (www.chc.edu.au), the *Study Assist* website (www.studyassist.gov.au) or the booklet, *FEE-HELP Information for 2016*.

Commonwealth supported students

The Australian government sets a maximum level for student contribution amounts and higher education providers determine their rates in relation to these amounts. The student contribution amount varies according to the fields of education of the units studied as classified by the Australian government, and the years in which students commenced their courses of study. The fields of education are grouped into eight funding clusters and CHC offers units in five of these clusters, as shown in the table below. For further information regarding EFTSLs, please consult the *EFTSL Values for Units of Study 2016* information sheet.

In 2016, the student contribution amounts payable by students in Commonwealth places are as follows:

Field of Education	Funding Cluster	Student contribution per 1.0 EFTSL	Student contribution per 0.125 EFTSL	Student contribution per 0.1 EFTSL
Law, accounting, commerce, economics, administration	1	\$10,440.00	\$1,305.00	\$1,044.00
Humanities	2	\$6,240.00	\$780.00	\$624.00
Mathematics, statistics, computing ^a	3	\$8,880.00	\$1,110.00	\$888.00
Behavioural science or social studies ^a	3	\$6,240.00	\$780.00	\$624.00
Education	4	\$6,240.00	\$780.00	\$624.00
Visual and performing arts	5	\$6,240.00	\$780.00	\$624.00

^a Funding cluster 3 consists of two parts, with different student contribution amounts applicable.

Paying student contribution amounts

For students who are in Commonwealth supported places, payment of student contribution amounts fees may be made in a number of ways:

- Payment of the full amount to CHC on or before the census date;
- Payment of part of the amount to CHC on or before the census date, and payment of the balance deferred through the Australian government's HECS-HELP scheme (eligible students only); or
- Deferral of the full amount through the Australian government's HECS-HELP scheme (eligible students only).

Students in full fee places who are *Australian citizens, eligible New Zealand citizens who are SCV holders* (see the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding New Zealand citizens), or who hold *permanent humanitarian visas* are eligible to defer the payment of all or part of their tuition fees through the Australian government's HECS-HELP scheme.

All other students are not eligible to access HECS-HELP and are required to make full payment of their student contribution amounts to CHC on or before the census date in each semester.

Eligible students who make *up front* payments of their student contribution amount of \$500 or more to their higher education provider receive a 10% discount, while students who make *voluntary* repayments to the Australian Taxation Office (ATO) of \$500 or more towards their HELP debt receive a 5% bonus (that is, their accounts are credited with an additional 5% of the payment made).

For further information please consult the CHC *Student Handbook*, the CHC website (www.chc.edu.au), the *Study Assist* website (www.studyassist.gov.au) or the booklet, *Information for Commonwealth supported students*.

Administrative costs

All students

All students will incur the following administrative costs:

***Student services and amenities fee*²**

Students are charged a fee for services and amenities of a non-academic nature. This fee is charged **per unit** in each semester (Semesters 1 and 2 only) according to credit point value and regardless of mode of study, to a maximum annual amount set by the Australian government. The amount of the student services and amenities fee in 2016 is as follows:

Unit credit point value	Cost
10 credit points	\$36.00
20 credit points	\$72.00
30 credit points	\$108.00

Paying the student services and amenities fee

The student services and amenities fee is calculated according to your enrolment at the census date of Semesters 1 and 2, and is payable on or before the census date in each semester. This fee is non-refundable and is not eligible for HELP debt remittance upon withdrawal from a unit.

Payment of the student services and amenities fee may be made in a number of ways:

- Payment of the full amount to CHC on or before the census date;
- Payment of part of the amount to CHC on or before the census date, and payment of the balance deferred through the Australian government's SA-HELP scheme (eligible students only); or
- Deferral of the full amount through the Australian government's SA-HELP scheme (eligible students only).

Students who are *Australian citizens, eligible New Zealand citizens who are SCV holders* (see the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding New Zealand citizens), or who hold *permanent humanitarian visas* are eligible to access the Australian government's SA-HELP scheme to defer the payment of their student services and amenities fee. Please note that CHC must receive a completed *Request for SA-HELP Assistance* form from eligible students in order for the fee to be deferred.

All other students are not eligible to access SA-HELP and are required to make full payment of their student contribution amounts to CHC on or before the census date in each semester.

Eligible students are able to access SA-HELP regardless of whether or not they access either FEE-HELP and/or HECS-HELP.

² The student services and amenities fee does not apply to overseas students who are enrolled in the *BestSemester* program through the Australia Studies Centre in 2016.

Following the census date, you will receive a record of your student services and amenities fee liability. If you did not pay your student services and amenities fee amount prior to the census date and have previously submitted a *Request for SA-HELP Assistance* form, payment of the student services and amenities fee amount is to be made to the Australian Taxation Office (ATO). CHC cannot accept payments after census date.

For further information please consult the *CHC Student Handbook*, the CHC website (www.chc.edu.au), the *Study Assist* website (www.studyassist.gov.au) or the booklet, *SA-HELP Information 2016*.

Student ID card

Students are issued with a Student ID card at the beginning of their course. If a replacement card is required, a fee will apply. Requests for replacement Student ID cards must be made using the 'Request for Replacement Student ID Card' form available on the CHC website.

Replacement of Student ID card	Cost
Student ID card	\$20.00

Transcript

Students are provided with an official academic transcript upon their graduation from a CHC course. ASC students are provided with a transcript on the completion of the *BestSemester* program. Students who require a transcript prior to graduation or who request a replacement transcript will incur a fee. Requests for academic transcripts must be made using the 'Request for Academic Transcript' form available on the CHC website.

Replacement or additional academic transcript	Cost
Transcript	\$20.00
Postage (where the transcript is to be mailed)	\$6.00

Testamur

Students are provided with an official testamur upon their graduation from a CHC course. Students who require a replacement testamur in the event that the original document is lost or damaged will incur a fee. Please note that CHC will not provide duplicate testamurs. Requests for replacement testamurs must be made using the 'Request for Replacement Testamur' form available on the CHC website.

Replacement testamur	Cost
Testamur	\$50.00
Postage (where the testamur is to be mailed)	\$6.00

Library fines for overdue resources

Category of resource	Cost
General loans	\$1.00 per resource per day
Closed reserve	\$1.00 per resource per day
Library use only	\$1.00 per resource per day

Miscellaneous costs

Some courses may involve miscellaneous costs which are to be met by students. Many are associated with elective units and will be incurred only if students choose to enrol in those units; however, some costs are associated with activities which are part of core units.

The following information regarding miscellaneous costs is given according to the CHC Schools that offer the units in which costs may arise. This represents the full list of units in which miscellaneous costs may be incurred. Please refer to the document, *Units on Offer*, for the units to be offered in any given semester.

Business

Students who are completing the Bachelor of Business undertake an internship relating to their major, usually in their final year of study. Enrolment in the internship will incur costs for transport to and from the business or organization at which the internship is undertaken, for the duration of the internship. If students choose an organization out of Brisbane, additional transport and accommodation costs will be incurred.

Christian Studies

A number of Christian Studies units may require students to engage with others at a community, organisational or individual level. Travel costs may be incurred in the fulfilment of this requirement.

Students who enrol in the unit *CS254 Australian Indigenous Worldviews* undertake a community excursion for which travel and associated costs may be incurred.

Students who enrol in the unit *CS255 Cross Cultural Engagement* may undertake an overseas trip which may involve costs such as airfares, travel insurance, vaccinations, visas, etc.

Education and Humanities

Wider Field Experience (WFE)

Students may undertake Wider Field Experience (WFE) activities as part of their initial teacher education courses. Some of these activities may incur costs such as transport, entry fee and other costs. WFE may also include Community Directed and Mission Directed components that are not attached to units.

Students who are enrolled in the Graduate Diploma in Education (Secondary) may also undertake professional development days as part of their WFE requirements.

Professional Experience Program (PEP)

Students complete a series of units within the Professional Experience Program (PEP) as applicable to their courses. Costs associated with the completion of PEP units may include travel, accommodation and other living expenses. Eligible students have access to additional income support through Centrelink when engaging in 'away' PEP units.

Students who are enrolled in the Graduate Diploma in Education (Secondary) may also undertake Supervised Professional Experience (SPE) days in association with their Professional Experience Program (PEP) requirements. Costs may be incurred in the fulfilment of these requirements.

Other costs

Students who enrol in the elective unit *CR273 Environmental Education for the Middle Years* may undertake an excursion to an environmental camp. This involves payment for accommodation, food, transport and other costs.

Students who enrol in Drama, English and History units may be required to attend live performances, view films, visit exhibitions, etc. Such activities may include transport, entry fee and other costs.

Students who are enrolled in initial teacher education courses may be required to undertake various certifications, such as Senior First Aid (eg St John, Red Cross, QAS), Cardio-Pulmonary Resuscitation (CPR) and swimming/lifesaving (eg Royal Life Saving Society's Swim and Survive Level 5 or equivalent). All costs associated with fulfilling these requirements are to be met by students.

Millis Institute

Students in the Bachelor of Arts in the Liberal Arts who elect to undertake intensive units at Oxford University may incur costs such as airfares, travel insurance, vaccinations, visas, etc.

Students who enrol in English and History units may be required to attend live performances, view films, visit exhibitions, etc. Such activities may include transport, entry fee and other costs.

Ministries

A number of courses offered by the School of Ministries require students to complete a specified number of practicum hours. Costs may be incurred in the fulfilment of these requirements.

Social Sciences

A number of courses offered by the School of Social Sciences may require students to complete a specified number of practicum and/or internship hours, depending upon the fields of study which constitute students' majors. Costs may be incurred in the fulfilment of these requirements.

Students who enrol in the Bachelor of Social Science (Counselling) (SS12) and Master of Counselling (SS51) must fulfil a required number of hours of observations, which includes obtaining their own counselling, and to engage in a minimum number of supervision sessions. Costs may be incurred in the fulfilment of these requirements.

A number of elective units offered by the School of Social Sciences require students to engage with others at a community, organisational or individual level. Costs may be incurred in the fulfilment of this requirement.

Overseas Students

Overseas students will incur the following administrative costs:

- Application for Admission - \$300 (waived for eligible applicants³ who apply through QTAC)
- Transfer of Credit Application Fee - \$100
- Credit Transfer Fee - \$6 per credit point
- Withdrawal Fee - \$1000
Overseas students who withdraw from their course on or before the census date of a semester will incur the Withdrawal fee. Overseas students who withdraw from their course on a date after the census date of a semester do not incur the Withdrawal fee but are liable for their full tuition fees for that semester.

Overseas students who are enrolled in the *BestSemester* program through the Australia Studies Centre are to refer to their Written Agreements for information regarding the administrative fees that are payable.

³ Eligible applicants are those who undertake Year 12 studies in Australia in the year of, or prior to, their application to CHC.