

This document sets out the unit costs that apply to students at CHC for the 2018 academic year. All amounts are given in Australian dollars. These consist of *unit fees* and *other costs*.

## Unit fees

The unit fees payable by students are determined according to whether they are in *fee-paying places* or *Commonwealth supported places*.

### **Fee-paying places**

Students who are in fee-paying places belong to the following categories:

- Australian citizens;
- Australian permanent residents;
- Australian permanent humanitarian visa holders;
- New Zealand citizens; and
- overseas students<sup>1</sup>.

Students in fee-paying places who are *Australian citizens, Australian permanent residents, Australian permanent humanitarian visa holders* or *New Zealand citizens* pay **tuition fees** as set by CHC. Tuition fees are subject to annual review and apply to all students who are currently enrolled in fee-paying places, not to commencing students only.

The tuition fees payable by students in fee-paying places who are *Australian citizens, Australian permanent residents, Australian permanent humanitarian visa holders* or *New Zealand citizens* and who are enrolled in courses in the areas of Business, the Liberal Arts and the Social Sciences, and in the Graduate Certificate in Christian Education and Master of Education, are:

Undergraduate units	Tuition fees per credit point <sup>2</sup>
100-level units	\$ 179.50
200-level units	\$ 179.50
300-level units	\$ 179.50
300-level units (OXF-codes only – see below)	\$ 450.00
400-level units	\$ 179.50
Postgraduate units	Tuition fees per credit point
500-level units	\$ 225.00
600-level units	\$ 225.00

Units that are coded 'OXF' are available only to students who are enrolled in the Bachelor of Arts in the Liberal Arts and elect to undertake studies in the Oxford Summer Programme through CHC's agreement with the Council for Christian College and Universities. Further information regarding the Oxford Summer Programme is available from the Millis Institute.

<sup>1</sup> Overseas students are those students who are studying in Australia under the provisions of a temporary visa, such as a student visa, business visa or spousal visa.

<sup>2</sup> To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points: for example, the tuition fees payable by a domestic student for an undergraduate unit with a weighting of 10 credit points (*except* Ministries courses) are \$179.50 x 10 = \$1,795.00.

The tuition fees payable by students in fee-paying places who are *Australian citizens, Australian permanent residents, Australian permanent humanitarian visa holders or New Zealand citizens* and who are enrolled in Ministries courses are:

Undergraduate units	Tuition fees per credit point <sup>3</sup>
100-level units	\$ 156.50
200-level units	\$ 156.50
300-level units	\$ 156.50
Postgraduate units	Tuition fees per credit point
400-level units	\$ 165.00
500-level units	\$ 189.50

The fees for Ministries courses shown in the table above apply only to students who are enrolled in Ministries courses. Students who undertake Ministries units as part of their enrolment in other courses pay fees as relevant to those courses.

Students in fee-paying places who are *overseas students* pay **tuition fees** as set by CHC in accordance with Australian government guidelines<sup>4</sup>. Overseas student tuition fees are subject to annual review and apply to all overseas students who are currently enrolled in fee-paying places, not to commencing overseas students only.

The tuition fees payable by students in fee-paying places who are *overseas students* are:

Undergraduate units	Tuition fees per credit point <sup>5</sup>
100-level units	\$ 225.00
200-level units	\$ 225.00
300-level units	\$ 225.00
400-level units (applies to initial teacher education courses only)	\$ 225.00
Postgraduate units	Tuition fees per credit point
400-level units (applies to Ministries courses only)	\$ 249.00
500-level units	\$ 279.50
600-level units	\$ 279.50

### Notice of tuition fees

Students are issued with a tax invoice at the beginning of each semester that lists the units in which they are enrolled for the semester and the tuition fees that are payable.

### Paying tuition fees

Payment of tuition fees may be made in the following ways:

- payment of the full amount to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner; or
- payment of part of the amount to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner, 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).

<sup>3</sup> To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points: for example, the tuition fees payable by a domestic student for an undergraduate unit with a weighting of 10 credit points (Ministries courses) are  $\$156.50 \times 10 = \$1,565.00$ .

<sup>4</sup> Students enrolling in the *BestSemester* program through the Australia Studies Centre should refer to the ASC website.

<sup>5</sup> To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points: for example, the tuition fees payable by an overseas student for an undergraduate unit with a weighting of 10 credit points (all courses) are  $\$225.00 \times 10 = \$2,250.00$ .

Students in fee-paying places who are *Australian citizens, Australian permanent humanitarian visa holders or eligible New Zealand Special Category Visa holders*<sup>6</sup> are eligible to access the Australian government's FEE-HELP scheme to defer the payment of all or part of their tuition fees.

In addition to the above, you must meet the following requirement to remain eligible for a FEE-HELP loan:

- If you undertake 8 or more units as part of a bachelor or above level qualification, or 4 or more units as part of a diploma or associate degree, you must pass **at least 50%** of these units to remain eligible for a FEE-HELP loan for your course at CHC. If you do not maintain this pass rate, you will need to pay your tuition fees upfront to continue in your course unless you are able to demonstrate to CHC that special circumstances apply.

Students in undergraduate courses who access FEE-HELP pay a loan fee of 25% levied by the Australian government. The loan fee does not apply to postgraduate courses.

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 in fee-paying places who are *Australian permanent residents, other New Zealand citizens or overseas students* are not eligible to access FEE-HELP and are required to make full payment of their tuition fees to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner.

For further information, please consult the *CHC Student Handbook*, the CHC website ([www.chc.edu.au](http://www.chc.edu.au)), the *Study Assist* website ([www.studyassist.gov.au](http://www.studyassist.gov.au)) or the booklet, [FEE-HELP Information](#).

### ***Commonwealth supported places***

Students who are in Commonwealth supported places belong to the following categories:

- Australian citizens;
- Australian permanent residents;
- Australian permanent humanitarian visa holders; and
- New Zealand citizens.

CHC offers Commonwealth supported places to such students in its Bachelor- and Masters-level initial teacher education courses only.

Students in Commonwealth supported places pay **student contribution amounts** as set by CHC in accordance with Australian government guidelines. Student contribution amounts are subject to annual review and apply to all students in Commonwealth supported places who are currently enrolled at CHC, not to commencing students only.

The Australian government sets maximum levels for student contribution amounts against which higher education providers determine their amounts. Student contribution amounts vary according to the **funding clusters** into which units are classified according to their field of education, as determined by Australian government guidelines. The fields of education in which CHC offers units are shown in the table below.

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<sup>6</sup> See the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding NZSCV holders.

The student contribution amounts payable by students in Commonwealth supported places are:

Field of Education	Funding Cluster	Student contribution amount	
		1.0 EFTSL	0.125 EFTSL
Law, accounting, administration, economics, commerce	1	\$ 10,754	\$ 1,344.25
Humanities	2	\$ 6,444	\$ 805.50
Mathematics, statistics, computing <sup>7</sup>	3a	\$ 9,184	\$ 1,148.00
Behavioural science or social studies <sup>7</sup>	3b	\$ 6,444	\$ 805.50
Education	4	\$ 6,444	\$ 805.50
Foreign languages, visual and performing arts <sup>7</sup>	5a	\$ 6,444	\$ 805.50
Science	7	\$ 9,184	\$ 1,148.00

### *Notice of student contribution amounts*

Students are issued with a tax invoice at the beginning of each semester that lists the units in which they are enrolled for that semester and the student contribution amounts that are payable.

### *Paying student contribution amounts*

Payment of student contribution amounts may be made in the following ways:

- payment of the full amount to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner; or
- payment of part of the amount to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner, 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 Commonwealth supported places who are *Australian citizens, Australian permanent humanitarian visa holders or eligible New Zealand Special Category Visa holders*<sup>8</sup> are eligible to access the Australian government's HECS-HELP scheme to defer the payment of all or part of their student contribution amounts.

Students in Commonwealth supported places who are *Australian permanent residents, other New Zealand citizens or overseas students* are not eligible to access HECS-HELP and are required to make full payment of their tuition fees to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner.

For further information please consult the CHC *Student Handbook*, the CHC website ([www.chc.edu.au](http://www.chc.edu.au)), the *Study Assist* website ([www.studyassist.gov.au](http://www.studyassist.gov.au)) or the booklet, [Commonwealth supported places and HECS-HELP information](#).

### **Other costs**

Some units may involve other costs that 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 that are part of core units.

Other costs that are associated with units are payable in the semesters in which the unit enrolments occur, and are non-refundable.

<sup>7</sup> Funding clusters 3 and 5 each consist of two parts (3a, 3b; 5a, 5b), with different student contribution amounts applicable.

<sup>8</sup> See the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding NZSCV holders.

The information below represents all units in which other costs may be incurred. Please refer to the document, *Units on Offer*, for the units to be offered in the current or subsequent semester.

### *Business*

Capstone internship unit:

Students who enrol in the Bachelor of Business undertake an internship in the area of their major: *BZ319 Accounting Internship/Project*, *BZ339 Management Internship/Project*, *BZ359 Marketing Internship/Project* or *BZ379 Business Administration Internship/Project*.

Enrolment in an internship unit may incur transport costs to and from the organization at which the internship is undertaken, for the duration of the internship. Depending upon the location of the organization, additional accommodation costs may also be incurred.

### *Christian Studies*

Elective units:

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

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

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

### *Education and Humanities*

Professional Experience Program (PEP):

Students in initial teacher education courses complete a series of core 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 may have access to additional income support through Centrelink when engaging in 'away' PEP units, and should contact Centrelink for further information.

LANTITE:

The *Literacy and Numeracy Test for Initial Teacher Education* (LANTITE) was introduced by the Australian government to ensure that teachers are well equipped to meet the demands of teaching and provide increased confidence in the skills of graduating teachers.

CHC requires that students in initial teacher education courses successfully complete LANTITE by a particular stage of their enrolment in a course in order, either, to progress to a subsequent stage of their course or to graduate from their course (as applicable). Students are informed of the requirement that applies to their particular course at the commencement of their enrolment. Information regarding LANTITE, including costs, the locations of testing centres, the dates of the various testing windows and the registration process, can be found at <https://teacheredtest.acer.edu.au/>.

Major/minor/elective units:

Students who enrol in Drama, English, History, Science and other units (as applicable) may be required to attend excursions, performances, films, exhibitions, etc. Such activities may include transport, entry fee and other costs.

## Millis Institute

### Major/minor/elective units:

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

### Study at Oxford:

Students in the Bachelor of Arts in the Liberal Arts who undertake studies in the Oxford Summer Programme through CHC's agreement with the Council for Christian College and Universities (CCCU) will incur costs such as application fees, airfares, travel insurance, vaccinations, visas, etc.

In 2018, the application fee for the Oxford Summer Programme is USD 250.00 per unit that is paid directly by the student to the CCCU.

## Ministries

### Placement units:

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

## Social Sciences

### Elective units:

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

### Placement units:

A number of Social Sciences courses require students to complete a specified number of practicum and/or internship hours. Costs may be incurred in the fulfilment of these requirements.

Students who enrol in the Bachelor of Counselling and Master of Counselling undertake the following activities that involve other costs:

- Pre-practicum preparation costs

Students are required to complete 55 hours of pre-practicum preparations prior to enrolling in the first counselling practicum unit, as follows:

Item	Cost
Up to 20 hours of personal counselling at CHC	Nil
At least 10 hours of personal counselling with an approved counsellor	Up to \$100 per hour
15 hours of external professional development	\$200-\$500 depending on sessions chosen
10 hours of site visits	Nil

- Clinical supervision:

Students are required to complete 50 hours of clinical supervision prior to graduation, in association with the four practicum units in the course, as follows:

Item	Cost
20 hours of clinical group supervision hours	Nil
30 hours of clinical supervision with an approved clinical supervisor	\$60-\$100 per hour

The 30 hours of clinical supervision are associated with the practicum units as follows:

*Bachelor of Counselling*

Unit	Number of paid supervision hours required
CO367 Reflective Practice: Consolidating Foundations	5
CO368 Reflective Practice: The Therapeutic Relationship	5
CO369 Reflective Practice: External Contexts	10
CO370 Reflective Practice: Personal Practice Framework	10
<b>Total</b>	<b>30</b>

*Master of Counselling*

Unit	Number of paid supervision hours required
CO667 Reflective Practice: Consolidating Foundations	5
CO668 Reflective Practice: The Therapeutic Relationship	5
CO669 Reflective Practice: External Contexts	10
CO670 Reflective Practice: Personal Practice Framework	10
<b>Total</b>	<b>30</b>

These costs are payable in the same semester as students' enrolment in the associated practicum unit.

Although students are expected to see payment for clinical supervision as part of their professional development, CHC will assist students by paying part of the costs towards the clinical supervision requirements. The amounts of this part-payment, and the arrangements that pertain to them, will be explained to students at the commencement of their first practicum unit.

**Non-payment of tuition fees and student contribution amounts**

Students who do not meet their financial obligations regarding tuition fees and student contribution amounts (as applicable) may have their enrolment at CHC cancelled, and will not be eligible to graduate from their courses until such time as these obligations are met.

Students can ensure that they meet their financial obligations by:

- Payment of the full amount of their tuition fees or student contribution amounts (as applicable) to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner, of the relevant semester; or

- For eligible students, payment of part of the amount of their tuition fees or student contribution amounts (as applicable) to CHC within two weeks of the date of issue of the tax invoice or on the census date, whichever is sooner, of the relevant semester, and deferral of the balance through the appropriate HELP scheme of the Australian government<sup>9</sup>; or
- For eligible students, deferral of the full amount of their tuition fees or student contribution amounts (as applicable) through the appropriate HELP scheme of the Australian government.

Eligibility to access the Australian government's HELP schemes is according to students' citizenship:

- Students who are *Australian citizens, Australian permanent humanitarian visa holders or eligible New Zealand Special Category Visa holders*<sup>10</sup> are eligible to access FEE-HELP and HECS-HELP.
- Students who are *Australian permanent residents, other New Zealand citizens or overseas students* are not eligible to access FEE-HELP or HECS-HELP.

In addition to the above, students who access FEE-HELP must meet the following requirement:

- Students who undertake 8 or more units as part of a bachelor or above level qualification, or 4 or more units as part of a diploma or associate degree, must pass **at least 50%** of these units to remain eligible for a FEE-HELP loan for their course at CHC. Students who do not maintain this pass rate will need to pay their tuition fees upfront to continue in their course unless they are able to demonstrate to CHC that special circumstances apply.

To access the applicable HELP scheme, students must complete the relevant form, as available on the [Forms](#) page of the CHC website.

Please note the following:

- To access the Australian government's HELP schemes, the relevant forms must be submitted: that is, to access FEE-HELP to defer tuition fees, or HECS-HELP to defer student contribution amounts. Where a student wishes to access both FEE-HELP and HECS-HELP, *both* forms must be submitted.
- HELP forms need be submitted only once for a student's enrolment in a course: that is, once submitted the forms apply to all remaining semesters of a student's course enrolment and do not need to be submitted again for subsequent semesters.
- Students who change courses at the same provider or who change providers are required to submit new HELP forms (as appropriate) to apply to their new course enrolment.
- HECS-HELP forms are required to be submitted at the beginning of a student's enrolment in a course in a Commonwealth supported place. Students who do not submit a HECS-HELP form by the census date of their first semester of enrolment in a course in a Commonwealth supported place will have their enrolment in that course cancelled.
- FEE-HELP forms are required only if a student wishes to access the FEE-HELP scheme. Students who do not wish to access FEE-HELP are not required to submit a FEE-HELP form. If students wish to access FEE-HELP in a later semester in their course, they must submit a FEE-HELP form prior to the census date of that semester. Please note that FEE-HELP forms are not able to be applied retrospectively: that is, if a FEE-HELP form is not submitted at the beginning of a student's enrolment in a course, any tuition fees that are accrued prior to the submission of a FEE-HELP form are not able to be deferred but must be paid directly to CHC.

<sup>9</sup> For eligible students, tuition fees can be deferred through the FEE-HELP scheme, and student contribution amounts can be deferred through the HECS-HELP scheme.

<sup>10</sup> See the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding NZSCV holders.

## **Refunds and remittance of HELP debts**

Circumstances may arise in which students are eligible to claim a refund of unit costs that have been paid upfront to CHC, or to have their HELP debt remitted where unit costs have been deferred through the Australian governments HELP schemes.

The conditions that must be met for eligibility are described in the following CHC Policy statements:

- [Grievance Policy and Procedures for Domestic Students – Re crediting ‘HELP’ Debt and Review of Decisions](#)
- [Refunds for Overseas Students](#)

The processes that apply to requests for refunds or the remittance of HELP debt are also described in these policy statements.

## **Student assistance**

Students who wish to receive assistance are able to access the services of the CHC Student Advocacy Officer ([studentadvocacy@chc.edu.au](mailto:studentadvocacy@chc.edu.au)) or CHC Student Services.