

UNIT COSTS 2019



This document sets out the unit costs that apply to students at CHC for the 2019 academic year. These consist of *unit fees* (see pages 2-6) and *other costs* (see pages 6-8). All amounts are given in Australian dollars.

This document also includes information regarding the non-payment of tuition fees and student contribution amounts, refunds and the remittance of HELP debts, and student assistance (see pages 8-9).

Unit fees

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

Place	Courses
Fee-paying (see pages 2-4)	<ul style="list-style-type: none">• Business – undergraduate and postgraduate;• Education – undergraduate initial teacher education (overseas students only), postgraduate initial teacher education (overseas students only), other postgraduate Education courses;• Liberal Arts – undergraduate and postgraduate;• Ministries – undergraduate and postgraduate;• Social Sciences – undergraduate and postgraduate.
Commonwealth supported (see pages 5-6)	<ul style="list-style-type: none">• Education – undergraduate initial teacher education (domestic students only), postgraduate initial teacher education (domestic students only).

Fee-paying places

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

- domestic students:
 - Australian citizens;
 - Australian permanent residents;
 - Australian permanent humanitarian visa holders;
 - New Zealand citizens; and
- overseas students:
 - students who are studying in Australia under the provisions of a temporary visa, such as a student visa, business visa or spousal visa.

Domestic students

Domestic 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 for domestic students are subject to annual review and apply to all commencing and continuing domestic students who are enrolled in fee-paying places, not to commencing students only.

The tuition fees payable by domestic students in fee-paying places are indicated in the following tables, according to the courses in which they are enrolled. Where units of study are offered in multiple courses, students pay tuition fees as applicable to their course of study, not the fee rate that applies to the courses in which the particular units of study are housed.

Business courses	
Undergraduate units	Tuition fees per credit point
100-level units	\$ 185.00
200-level units	\$ 185.00
300-level units	\$ 185.00
Postgraduate units	Tuition fees per credit point
500-level units	\$ 234.50
600-level units	\$ 234.50

Education courses	
Graduate Certificate in Christian Education and Master of Education units	Tuition fees per credit point
500-level units	\$ 232.00
600-level units	\$ 232.00

Liberal Arts courses	
Undergraduate units	Tuition fees per credit point
100-level units	\$ 192.50
200-level units	\$ 192.50
300-level units	\$ 192.50
300-level units (OXF-codes)	\$ 482.50 ¹
Postgraduate units	Tuition fees per credit point
500-level units	\$ 241.50
600-level units	\$ 241.50

Ministries courses	
Undergraduate units	Tuition fees per credit point
100-level units	\$ 170.00
200-level units	\$ 170.00
300-level units	\$ 170.00
Postgraduate units	Tuition fees per credit point
400-level units	\$ 179.00
500-level units	\$ 215.00

Social Sciences courses	
Undergraduate units	Tuition fees per credit point
100-level units	\$ 185.00
200-level units	\$ 185.00
300-level units	\$ 185.00
Counselling Practicum units – CO368, CO369, CO370	\$ 255.00
Postgraduate units	Tuition fees per credit point
500-level units	\$ 232.00
600-level units	\$ 232.00
Counselling Practicum units – CO668, CO669, CO670	\$ 302.00

¹ Tuition fees for units in the Oxford Summer Programme are subject to change based upon currency exchange rates. They will be confirmed prior to the release of Unit Selection Forms for Winter Semester 2019.

To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points.

For example:

- for a domestic student enrolled in an undergraduate Business course, the tuition fees payable for a unit with a weighting of 10 credit points are $\$185.00 \times 10 = \$1,850.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$185.00 \times 20 = \$3,700.00$.
- for a domestic student enrolled in a postgraduate Social Sciences course, the tuition fees payable for a unit (not a Counselling Practicum unit) with a weighting of 10 credit points are $\$232.00 \times 10 = \$2,320.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$232.00 \times 20 = \$4,640.00$.

Overseas students

Overseas students in fee-paying places pay **tuition fees** as set by CHC in accordance with Australian government guidelines.

Tuition fees for overseas students are subject to annual review and apply to all commencing and continuing overseas students who are enrolled in fee-paying places, not to commencing overseas students only.

The tuition fees payable by overseas students in fee-paying places are indicated in the following table. Overseas students who enrol at CHC as part of the *BestSemester* program through the Australia Studies Centre should refer to the ASC website for information regarding the tuition fees payable.

All courses	
Undergraduate units	Tuition fees per credit point
100-level units	\$ 239.50
200-level units	\$ 239.50
300-level units	\$ 239.50
Counselling Practicum units – CO368, CO369, CO370	\$ 309.50
400-level units (applies to initial teacher education courses only)	\$ 239.50
Postgraduate units	Tuition fees per credit point
400-level units (applies to Ministries courses only)	\$ 265.00
500-level units	\$ 297.50
600-level units	\$ 297.50
Counselling Practicum units – CO668, CO669, CO670	\$ 367.50

To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points.

For example:

- for an overseas student enrolled in an undergraduate unit (not a Counselling Practicum unit) in any course, the tuition fees payable for a unit with a weighting of 10 credit points are $\$239.50 \times 10 = \$2,395.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$185.00 \times 20 = \$4,790.00$.
- for an overseas student enrolled in a postgraduate unit (not a Counselling Practicum unit) in any course (not a Ministries course), the tuition fees payable for a unit with a weighting of 10 credit points are $\$297.50 \times 10 = \$2,975.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$297.50 \times 20 = \$5,950.00$.

Notice of tuition fees

Students who are in fee-paying places are issued with an 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 by the due date specified on the invoice; or
- payment of part of the amount to CHC by the due date specified on the invoice, and deferral of the balance to FEE-HELP (eligible students only)²; or
- deferral of the full amount to FEE-HELP (eligible students only).

Students in fee-paying places who are *Australian citizens, Australian permanent humanitarian visa holders or eligible New Zealand Special Category Visa holders*³ 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 who are enrolled in undergraduate courses and access FEE-HELP incur a loan fee of 25% of the amount of their deferred fees. This fee is levied by the Australian government and is in addition to the amount of the deferred fees. 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 value in real terms.

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 by the due date specified on the invoice.

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

² FEE-HELP is a loan scheme of the Australian government that assists eligible students enrolled in fee-paying places to pay their tuition fees.

³ See the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding NZSCV holders.

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 commencing and continuing students who are enrolled in Commonwealth supported places, 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 and are not determined by a student's course of study. This means that it is possible for units within a student's course to have different student contribution amounts if these units are located in different funding clusters.

The student contribution amounts payable by students in Commonwealth supported places are indicated in the following table.

Field of Education	Funding Cluster	Student contribution amount	
		1.0 EFTSL	0.125 EFTSL
Law, accounting, administration, economics, commerce	1	\$ 10,952	\$ 1,369
Humanities	2	\$ 6,560	\$ 820
Mathematics, statistics, computing ⁴	3a	\$ 9,352	\$ 1,169
Behavioural science or social studies ⁴	3b	\$ 6,560	\$ 820
Education	4	\$ 6,560	\$ 820
Foreign languages, visual and performing arts ⁴	5a	\$ 6,560	\$ 820
Science	7	\$ 9,352	\$ 1,169

To calculate the student contribution amount for a unit, locate the funding cluster to which the unit has been categorised and the applicable student contribution amount in the '0.125 EFTSL' column. If a unit has an EFTSL value that is a multiple of 0.125, multiply the student contribution amount by the same factor.

For example:

- for a student enrolled in a unit in Funding Cluster 4, the student contribution amount payable for a unit with an EFTSL value of 0.125 is \$820.00, and for a unit in the same funding cluster with an EFTSL value of 0.25 (2 x 0.125), the student contribution amount payable is \$1,640.00 (2 x \$820).
- for a student enrolled in a unit in Funding Cluster 1, the student contribution amount payable for a unit with an EFTSL value of 0.125 is \$1,369.00, and for a unit in the same funding cluster with an EFTSL value of 0.25 (2 x 0.125), the student contribution amount payable is \$2,738.00 (2 x \$1,369.00).

⁴ Funding clusters 3 and 5 each consist of two parts (3a, 3b; 5a, 5b), with different student contribution amounts applicable.

Notice of student contribution amounts

Students who are in Commonwealth supported places are issued with an 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 by the due date specified on the invoice; or
- payment of part of the amount to CHC by the due date specified on the invoice, and deferral of the balance to HECS-HELP (eligible students only)⁵; or
- deferral of the full amount to HECS-HELP (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*⁶ 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 by the due date specified on the invoice.

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

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. These costs are payable in the semesters in which the unit enrolments occur and must be paid according to the arrangements that are provided to students at the beginning of those semesters. They are not able to be deferred to FEE-HELP or HECS-HELP and are non-refundable.

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

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*. Travel, accommodation and other costs may be incurred in the fulfilment of this requirement.

Christian Studies

Christian Studies units may require students to engage with others at an individual, community or organisational level, or to undertake community or regional excursions. Travel, accommodation and other costs may be incurred in the fulfilment of these requirements.

⁵ HECS-HELP is a loan scheme of the Australian government that assists eligible students enrolled in Commonwealth supported places to pay their student contribution amounts.

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

Education and Humanities

Core/major/minor/elective units:

Students may be required to attend activities such as excursions, performances, films, exhibitions and so on that may include transport, entry fee and other costs.

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/>.

Millis Institute

Core/major/minor/elective units:

Students may be required to attend activities such as excursions, performances, films, exhibitions and so on that 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 (OSP) 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 2019, the application fee for the OSP is USD \$50.00. A confirmation deposit of USD \$500.00 is also payable upon students' acceptance into the program. These amounts are in addition to the unit tuition fees and must be paid upfront by students as directed by the CCCU. They are not able to be deferred to FEE-HELP.

Ministries

A number of Ministries units require students to complete specified numbers of practicum hours. Travel, accommodation and other costs may be incurred in the fulfilment of these requirements.

Social Sciences

Core/major/minor/elective units:

A number of Social Sciences units require students to engage with others at individual, community or organisational levels. Travel, accommodation and other costs may be incurred in the fulfilment of these requirements.

Placement units:

A number of Social Sciences units require students to complete specified numbers of practicum or internship hours. Travel, accommodation and other costs may be incurred in the fulfilment of these requirements.

Students who enrol in the Bachelor of Counselling and Master of Counselling are required to complete 55 hours of pre-practicum preparations before enrolling in the first counselling practicum unit, as indicated in the following table. These amounts are in addition to the unit tuition fees and must be paid upfront by students to the relevant individual/organisation. They are not able to be deferred to FEE-HELP.

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

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 by the due date specified on the invoice for 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 by the due date specified on the invoice for the relevant semester, and deferral of the balance to FEE-HELP or HECS-HELP (as applicable); or
- For eligible students, deferral of the full amount of their tuition fees or student contribution amounts (as applicable) to FEE-HELP or HECS-HELP (as applicable).

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*⁷ are eligible to access FEE-HELP and HECS-HELP (as applicable).
- Students who are *Australian permanent residents, other New Zealand citizens or overseas students* are not eligible to access FEE-HELP or HECS-HELP.

⁷ See the [Financial Information](#) page for domestic students on the CHC website for eligibility requirements regarding NZSCV holders.

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 FEE-HELP or HECS-HELP, students must complete the relevant form as provided to them by the Department of Education and Training.

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 must submit new HELP forms as applicable 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.

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, and the processes that apply to requests for refunds or the remittance of HELP debt, are described in the following CHC policy statements, which are available on the [Policies](#) page of the CHC website:

- *Grievance Policy and Procedures for Domestic Students – Re crediting 'HELP' Debt and Review of Decisions;* and
- *Refunds for Overseas Students.*

Student assistance

Students who wish to receive assistance with these matters are able to access the services of the CHC Student Advocacy Officer (studentadvocacy@chc.edu.au) or CHC Student Services.