



Trim Location:	N/A
Document Category*:	Policy
Purpose*:	To record the statute
Scope and Application:	Whole of the University
Responsible Officer*:	University Secretary

University Of Southern Queensland Act 1998
**UNIVERSITY OF SOUTHERN QUEENSLAND
(FEES) STATUTE 2010**

TABLE OF PROVISIONS

1. Short title
2. Repeal
3. Definitions
4. Fees to be paid to university
5. Consequence of non-payment
6. Appeal to academic registrar
7. Appeal of decision of academic registrar

1. Short title

This university statute may be cited as the *University of Southern Queensland (Fees) Statute 2010*.

2. Repeal

University of Southern Queensland Statute No. 4 (Fees) 1999 is repealed.

3. Definitions

In this university statute-

“**academic registrar**” means the person authorised by the council to perform the functions of the academic registrar.

“**appeals committee**” means the committee authorised by the council to hear appeals against decisions of the academic registrar.

4. Fees to be paid to the university

Council may make university rules about the fees to be paid for -

- (a) examinations; and
- (b) attendance at lectures and classes of the university; and
- (c) the use of university facilities.

5. Consequence of non-payment

(1) A student who fails to pay all fees and charges specified in university rules by the due date incurs a debt to the university.

(2) The academic registrar may decide to cancel a student's enrolment for failure to pay all fees and charges specified in university rules by the due date.

(3) Before deciding to cancel a student's enrolment, the academic registrar must give the student a show cause notice stating –

- (a) that it is proposed to cancel the student's enrolment;
- (b) the reasons for the proposing to cancel the student's enrolment; and
- (c) inviting the student to give a written submission to the academic registrar within 5 days of the date of the show cause notice as to why the enrolment should not be cancelled.

6. Appeal to the academic registrar

(1) This section applies if a student receives a show cause notice under section 5(3).

(2) A written submission as to why the student's enrolment should not be cancelled must state the reasons for the student's failure to pay the fees and charges. Such reasons may include demonstrated adverse personal circumstances or financial hardship.

(3) The academic registrar must have regard to any written submission received from the student before deciding to –

- (a) cancel the student's enrolment; or
- (b) allow the student's enrolment to continue.

(4) If a decision is made to allow the student's enrolment to continue, the academic registrar may –

- (a) waive the fees and charges payable by the student;
- (b) reduce the fees and charges payable by the student;
- (c) permit the fees and charges to be deferred for a period of time.

(5) The academic registrar must, within ten days of receipt of any written submission, give the student notice in writing of:

- (a) the decision
- (b) the reasons for the decision; and
- (c) the right of the student to appeal the decision under section 7.

7. Appeal of decision of academic registrar

(1) A student may appeal the decision of the academic registrar to cancel the student's enrolment to the appeals committee.

(2) An appeal to the appeals committee must be made within twenty business days of the date of notification of the academic registrar's decision under section 6. The appeal shall state the reasons for the failure to pay the fees and charges. Such reasons may include demonstrated adverse personal circumstances or financial hardship.

(3) The appeals committee shall consider the appeal within twenty business days of receipt of the appeal.

(4) The appeals committee must have regard to any written submissions before deciding to -

- (a) affirm the decision to cancel the student's enrolment; or
- (b) if the student has demonstrated financial hardship, set aside the decision to cancel the student's enrolment.

(5) If a decision is made to set aside the decision to cancel the student's enrolment, the appeals committee may –

- (a) waive the fees and charges payable by the student;
- (b) reduce the fees and charges payable by the student;
- (c) permit the fees and charges to be deferred for a period of time.

(6) The appeals committee must notify the student in writing of the decision and the reasons for the decision within 10 business days of the decision.

(7) The decision of the appeals committee shall be final.

ENDNOTES

1. Made by the Council of the University of Southern Queensland on 28 June 2010.
2. Published in the Gazette on 27 August 2010.
3. Laid before the Legislative Assembly
4. The administering agency is the Department of Education and Training.

Peak Approval Authority:	Queensland Government
Committee Owner*:	University Council /Governance and Legislation
Division/Department/Office*:	University Secretary
Development Pathway:	University Council Governance and Legislation Committee
Approval Pathway:	University Council Governance and Legislation Committee
Procedural Delegation:	N/A
Related Legislation / guidelines:	University of Southern Queensland Act (1998)
Strategic Plan/Goal & Objectives:	N/A
Supporting documents, forms:	
Associated USQ policies:	University of Southern Queensland (Making and Notifying University Rules) Statute 2009 University of Southern Queensland (Conduct of Council Elections) Statute 2010
Policy Category**:	Governance
Effective Date*:	2010-08-27
Approval Date:	2010-08-27
Next Review Date*:	2014-08-27
Expiry Date of Policy:	
Audience:	Public
Keywords:	Governance, rule, rules, university calendar
Location:	
Document Status**:	Approved
Sunset Requirement:	
Service Delivery:	
Policy Impact:	
Consultation and Agreement:	

