CANCELLATION OF ENROLMENT FOR NON-PAYMENT OF TUITION FEES AND COMPULSORY SUBSCRIPTIONS

1. PRINCIPLES

This document has been formulated to provide a clear statement of the University's processes for canceling the enrolment of an international student following non-payment of tuition fees.

International students are considered to be enrolled when they have paid, by the prescribed date, all fees owed to the University. International students who have made a part payment, in good faith, by the prescribed date or who have been granted an extension of time to pay, will be considered enrolled, but may be subject to certain sanctions pending receipt of full payment.

2. DEFINITIONS IN THIS DOCUMENT:

Commencing International Student means:
an international student who has commenced study at the University of Sydney in the current academic year.

International Student means:
a student enrolled as an 'international student' at The University of Sydney and/or who is not a citizen or permanent resident of Australia, including Study Abroad and Exchange students.

Prescribed Date means:

1. for international students who have successfully pre-enrolled, the due by date which appears on the "Pre-enrolment Invoice" in respect of the February Semester and the due by date which appears on the "Statement of HECS or Fees Due" in respect of the July Semester.
2. for international students who have failed pre-enrolment or neglected to pre-enrol, the date which appears on the "Post Enrolment Financial Statement – International Students".

3. COVERAGE

This procedure applies to all International Students, other than:

- Commencing International Students;
- International students whose tuition fees are paid by a sponsor or scholarship provider.

4. PAYMENT AND EXTENSIONS

1. All international students must pay their tuition fees by the prescribed date. International students will be advised of the amount of the payment due by mailed invoice. In addition, international students can download a statement of fees through MyUni.
2. International students who are unable to pay their tuition fees by the prescribed date must seek an extension for payment from the Director, International Student Office or approved delegate.
3. The Director, International Student Office or approved delegate may give an extension for the payment of tuition fees up to the commencement of the relevant teaching period.
4. The Director, International Student Office or approved delegate may give an extension for the payment of tuition fees past the commencement of the relevant teaching period.
5. Student's who are awaiting loan funding, in particular US and Canadian loan students will be granted an extension of time beyond 30 April in Semester 1 or 30 September in Semester 2, if there is a delay in their loan funding that is beyond their control.

5. CANCELLATION PROCESS

1. The International Student Office will send a first reminder to an international student who has not paid his or her tuition fees by the prescribed date. The reminder will contain information regarding the consequences of non-payment, including suppression of results and a review of their enrolment. Graduating students may have a restriction placed on their graduation. The International Student Office will allow the international student 14 days from the date of the reminder letter to pay the outstanding amount.
2. The International Student Office will send a second reminder to an international student who has not paid his or her tuition fees by the prescribed date. The International Student Office will give the international student 14 days from the date of the reminder letter to pay the outstanding amount
3. The International Student Office will send a list of all international students who have been issued a second notice to the enrolling Faculty, for permission to cancel enrolment if payment is not received by the 14 days.
4. The International Student Office will then send a Final Notice to an international student who has not paid his or her tuition fees by 14 days from the date of the second reminder letter. The Final Notice will state that as the Faculty has approved the student's cancellation of enrolment, the student has 20 working days to access the University's internal complaints and appeals procedure should the student wish to submit an appeal, in accordance with the procedure below, and cancellation of enrolment may affect the student's student visa. The University of Sydney has a procedure for Student Grievances, Appeals and Applications for Review which can be accessed at: **http://www.usyd.edu.au/su/ab/policies/HESA_Grievance_Procedures.pdf**

5. If you intend to lodge an appeal in relation to cancellation of your enrolment for non-payment of tuition fees, you must address your appeal to the Director of the International Student Office:
   Mr Peter Ball
   Director, International Student Office
   The University of Sydney NSW 2006
6. Where an international student has not accessed the University's internal complaints and appeals procedure within 20 working days after the Final Notice was issued, and has not paid the tuition fees by the end of that period, , the University will:
   a. Email the Student Centre to cancel the international student's enrolment;
   b. Advise the Student Centre to record the cancellation on the University's student enrolment system;
   c. Notify DIAC within 14 days that the international student is not enrolled and is in breach of his or her student visa;
   d. Advise the co-ordinators of all the units of study in which the international student was enrolled that the international student's enrolment has been cancelled, and that the international student is not permitted to continue in those units.
7. However, if the student access the University's internal complaints and appeals process in the 20 working day period after the Final Notice was issued, the suspension or cancellation of the student's enrolment under this procedure cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

6. PARTIAL PAYMENTS

An international student may, by agreement with the International Student Office, make a partial payment of his or her tuition fees. The International Student Office may consider a partial payment made in good faith to be sufficient to avoid cancellation of enrolment.

An international student who has made a partial payment must pay the outstanding amount within a period agreed with and documented by the International Student Office.

The cancellation process set out in Section 5 above will apply to an international student who has not paid the outstanding amount of his or her tuition fees by 14 days from the date for payment agreed with the International Student Office.

7. REINSTATEMENT

1. An international student whose enrolment has been cancelled may apply to the International Student Office for reinstatement within the current semester if payment is received within two weeks of cancellation of his or her enrolment, this is subject to faculty approval.
2. If reinstatement is requested after the two week period and all reinstatement criteria has been satisfied, reinstatement will take place in the following semester without payment of outstanding fees, unless faculty approval is obtained to recommence in the current semester.
3. Reinstatement is not automatic.
4. If reinstatement is granted, it will be subject to payment of a reinstatement charge of $100, and any other fees required pursuant to the application for granting a new visa.