

## Higher Education Tuition Fees, Payments, HELP, Refund and Review Policy

**Approved by:** Chief Product & Quality Officer

**Content Management Number:** PROJ20/83

**Approval Date:** 7 December 2023

**Review Date:** 7 December 2026

### 1. Introduction

TAFE NSW Higher Education students are charged a per subject tuition fee for the subjects they enrol in each semester. Tuition fees for domestic and international students are published annually on the TAFE NSW internet.

### 2. Purpose

This policy governs the processes in relation to charging TAFE NSW Higher Education tuition fees, access to Commonwealth student loans schemes, and refund and review procedures in accordance with the provisions of relevant Commonwealth legislation, specifically the Higher Education Support Act (HESA) 2003.

### 3. Scope

This policy applies to all TAFE NSW Higher Education students enrolled in any TAFE NSW Higher Education course or subjects.

### 4. Policy

TAFE NSW Higher Education's tuition fees are governed by the following principles.

- Courses are offered on a full fee paying basis.
- The tuition fee is levied only for subjects the student is enrolled in each semester.
- Tuition fee liability is incurred after the census date for each semester.
- Domestic students who meet eligibility requirements may use a Commonwealth student loan to pay their tuition fees.
- Domestic students who pay their tuition fees using a Commonwealth student loan may incur a loan fee.
- Students may also incur incidental tuition fees, such as the cost of learning materials, in accordance with the provisions of the HESA Act.
- Domestic students who withdraw from a course or subject may be eligible for a refund or loan remittance, in accordance with the provisions of the HESA Act.

## 5. Responsibilities

Position	Responsibility
Higher Education Academic Council	The Higher Education Academic Council is the approver of this policy.
Executive Director Course Development and Quality	The Accountable Officer of this policy.
Senior Manager Higher Education Quality	The Senior Manager Higher Education Quality is the contact for this policy and has overall responsibility for the effective administration and implementation of this policy.
Manager, TAFE NSW Student Loans	The Manager, TAFE NSW Student Loans and Regional Student Admin Managers have responsibility for overseeing the local implementation of this policy.
Regional Student Admin Managers	

## 6. Definitions

Definitions applying to this policy are listed in the associated TAFE NSW Higher Education procedure available on the [TAFE NSW internet](#).

## 7. Related documents

This policy should be read in conjunction with the following related documents:

- [TAFE NSW Higher Education Tuition Fees, Payments, HELP, Refund and Review Procedure](#).

## 8. Contacts

Accountable Officer	Executive Director Course Development and Quality
Responsible Officer	Senior Manager Higher Education

## 9. Document information and review

This policy document will be reviewed at least every three years.

Record No. PROJ20/83

Review Due: 7 DECEMBER 2026

### Approval History

No	Effective	Approved by	Amendment
1	28 September 2010	TAFE NSW Higher Education Governing Council	Initial approval of policy statement.
2	21 June 2012	TAFE NSW Higher Education Academic Board	Revised policy statement approved.
3	5 November 2020	Head of Higher Education Standards	Policy statement updated into new Written Directions format. Minor content changes to reflect current version of related guideline.
4	7 December 2023	Chief Product & Quality Officer	Reviewed and updated policy statement.

*Note: (17 March 2026) Accountable and Responsible Officer roles have been updated since publication, as part of an automated update associated with recent operating model changes. These updates reflect position title or organisational alignment changes only and will be captured in the version history when the document is next reviewed and published.*