



University Procedure

Higher Education Division

Domestic undergraduate students at third party provider locations

1. Purpose

The purpose of these guidelines is to specify:

- (a) circumstances where domestic undergraduate students can be enrolled as University of Ballarat students at third party provider locations;
- (b) circumstances where domestic undergraduate fee-paying students must be transferred to Commonwealth supported places;
- (c) process to be undertaken when an overseas fee-paying student changes citizenship status;
- (d) funding distributions for domestic undergraduate students;
- (e) HESA training commitment;
- (f) the University's requirements for third party providers to identify the visa status of applicants for undergraduate degree courses.

2. Scope

This guideline applies to domestic undergraduate student enrolments at third party provider locations, both onshore and offshore.

3. Definitions

A&AS:	Administrative & Academic Support.
CAN:	Commonwealth Assistance Notice.
Commonwealth supported student:	a student who occupies a Commonwealth supported place.
Domestic student:	a student who is an Australian citizen, a New Zealand citizen or the holder of a permanent resident visa.
Fee-paying student:	a domestic student who is not Commonwealth supported for a unit of study. Fee-paying students pay tuition fees.
HESA:	<i>Higher Education Support Act 2003.</i>
Home School:	the higher education academic School which administers the course of study.

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International student:	any student who is not a domestic student.
OnShore:	activity takes place within Australia
Offshore:	activity takes place outside of Australia
Overseas student:	a term used interchangeably with International student
The University:	the University of Ballarat.
Third Party Provider:	where the University has entered into an arrangement with another entity to deliver all or part of a course to students.

4.1 Enrolment of domestic undergraduate fee-paying students at third party providers.

Third party providers must obtain written approval from the DVC (Academic & Research) before offering, on behalf of the University, a fee-paying place to an undergraduate applicant who is a domestic student.

5.1 Transfer of a domestic fee-paying undergraduate student to a Commonwealth supported place.

The University must convert a domestic undergraduate fee-paying student to a Commonwealth supported place when:

- (a) the University has not filled its allocated Commonwealth supported places in the funding cluster in which the proposed unit/s enrolment/s are classified [HESA – s36-30(1)]; or,
- (b) the number of domestic fee-paying places in a course in a year is greater than 35% of the total domestic load for the course [HESA – s36-35(1)].

Two weeks prior to unit census dates staff from the University's A&AS Portfolio will advise third party providers of undergraduate students who must be transferred from a fee-paying place to a Commonwealth supported place prior to the unit census date.

5.1.1 For each undergraduate student transferred to a Commonwealth supported place staff from the A&AS Portfolio must :

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- (a) provide each student with a letter of explanation; and,
- (b) provide each student with a new *Request for Commonwealth support and HECS-HELP* form to complete on or before the census date for the first unit of study for the course of study [HESA – s36-40(1)].

5.1.2 For each undergraduate student transferred to a Commonwealth Supported place the University must:

- (a) issue an amended invoice prior to the earliest census date on the invoice, and;
- (b) issue a Commonwealth Assistance Notice no later than 28 days after the earliest census date indicated on the CAN.

6.1 Change in an overseas fee-paying students' citizenship status

It is possible that an International student could obtain Australian permanent residency during the course of study. In these cases a student cannot remain enrolled as an overseas fee-paying student. Students must be treated as domestic students for all census dates that occur after the date permanent residency was granted.

6.1.1 Circumstances in which a permanent resident undergraduate student can be offered a domestic fee-paying place.

If :

- (a) the University has filled its allocated Commonwealth supported places in the funding cluster in which the proposed unit/s enrolment/s are classified [HESA – s36-30(1)]; or,
- (b) the number of domestic fee-paying places in a course in a year does not exceed 35% of the total domestic load for the course [HESA – s36-35(1)].

6.1.1.1 For each student transferred to a domestic undergraduate fee-paying place staff from the A&AS Portfolio must :

- (a) provide each student with a letter of explanation; and,
- (b) if they are eligible for FEE-HELP, provide each student with a *Request for FEE-HELP assistance* form to complete on or

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before the census date for the first unit of study for the course of study [HESA – s36-40(1)].

6.1.1.2 For each student transferred to a domestic fee-paying place the University must:

- (a) issue an amended invoice prior to the earliest census date on the enrolment: and,
- (c) issue a Commonwealth Assistance Notice no later than 28 days after the earliest census date indicated on the CAN for students who have requested assistance under the Higher Education Loan Programme (HELP).

6.1.2 Circumstances in which a permanent resident undergraduate student can be offered a Commonwealth Supported place.

Students can only be transferred to a Commonwealth supported place if the University has not meet the eligibility criteria (section 6.1.1) to offer domestic undergraduate fee-paying places.

6.1.2.1 For each student transferred to an undergraduate Commonwealth supported place staff from the A&AS Portfolio must:

- (a) provide each student with a letter of explanation; and,
- (b) provide each student with a *Request for Commonwealth support and HECS-HELP* form to complete on or before the census date for the first unit of study for the course of study [HESA – s36-40(1)].

6.1.2.2 For each student transferred to an undergraduate Commonwealth supported place the University must:

- (a) issue an amended invoice prior to the earliest census date on the invoice; and,
- (b) issue a Commonwealth Assistance Notice no later than 28 days after the earliest census date indicated on the CAN.

7.1 Funding amendments as a consequence of enrolling or transferring students to a domestic status

7.1.1 Distribution of collected domestic tuition fees to third party providers will be

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at the same percentage splits (between third party provider and the University) as those specified for overseas fee-paying students in the relevant third party provider contract.

7.1.2 Payment to third party providers for Commonwealth supported places will be at the profile WEFTSL \$ for the School which administers the course of study for the year in which the enrolment occurs.

7.1.3 Internal distribution of any funds received from domestic students studying at third party provider locations will be distributed in the same way as income received from Overseas students with the same provider.

8.1 Training

Staff from the A&AS portfolio will provide annual training regarding HESA Administrative Guidelines to the Administrative staff of third party providers.

9.1 System Requirements

Third party providers must clearly identify the citizenship status of applicants prior to offering the applicant a place on behalf of the University.

10.1 Responsibilities

11.1 Policy Base

Higher Education Support Act, 2003

12.1 Associated Documents

Individual third party provider contracts.

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