

**REGULATION 10.1.R1**  
**Directions Regarding Details of Fees**  
**MADE BY COUNCIL UNDER STATUTE 10.1**

**1 Academic Transcripts**

**1.1 Students whose records are stored electronically**

An academic transcript is issued to students at the time they complete their course at no charge. For any student whose entire academic record is stored electronically, the fee for a replacement academic transcript is \$15 each.

**1.2 Students whose records are not stored electronically**

For any student whose entire academic record is not stored electronically, the fee for a replacement academic transcript, or for a statement of enrolment or statement of qualification is \$30 each. Additional copies are \$15 each if ordered in the same request.

**2. Academic Statements**

**2.1 Verification of qualifications or enrolment**

For a third party requiring a student's academic statement, the fee payable is \$30 (permission of the student is also required).

**2.2 Evidence of qualification**

For any student who has completed a course, evidence of qualification outlining the course completed and relevant dates is available for a fee of \$20.

**2.3 Evidence of enrolment**

For any student who has been enrolled, evidence of enrolment outlining the course enrolled in and relevant dates is available for a fee of \$20.

**2.4 Academic conduct reports**

For students seeking Admission to Practice in the Supreme Court of Victoria, a report on any disciplinary matters arising in the period of enrolment at the University is available for a fee of \$50.

**2.5 Other forms**

Other forms requiring access to a student's academic records and verification by an authorised representative of the Academic Registrar are available for a fee of \$20.

**3. Replacement AHEGS**

An AHEGS (Australian Higher Education Graduation Statement) is issued to students at the time they complete their course at no charge. The fee for a replacement AHEGS is \$15 per statement.

4. **Replacement Student Cards**

A student card is issued to students at the time they enrol at no further charge. If the card is subsequently damaged, lost or stolen, the replacement card fee is \$30. The replacement student card fee is waived where a police report is submitted confirming that the card was stolen.

5. **Reinstatement of Enrolment following cancellation**

A fee of \$100 is payable by the student for reinstatement of enrolment following cancellation for administrative purposes (non-payment of fees or incomplete enrolment). It does not apply in the case of reinstatement following cancellation for academic or student discipline reasons.

6. **Late Re-Enrolment Fee**

A fee of \$250 is payable by students who re-enrol or are re-instated after the closing date following failure to re-enrol.

7. **Late Payment Fee**

The late payment fee of \$100 is payable by the student when the fee due date has passed with no fee received and where there has been no request to extend the due date. It does not apply to late payment of the mandatory student contribution by Commonwealth supported students.

8. **Replacement Testamurs**

A testamur is issued to students at the time they graduate from their course at no charge. The fee for replacing a lost or destroyed testamur is \$100. The fee for the reissue of a testamur in a new name is \$150.

9. **Fee Statement Charge**

A \$20 fee is payable by the student for a fee statement which details the history of all fees charged, paid, refunded or otherwise for a student in a nominated course.

10. **Fee Extension Charge**

A \$50 fee is payable by the student each time an extension of time to pay tuition fees is approved. No extension of time is possible for Commonwealth supported students or those on FEE-HELP as the deadlines are set by the Commonwealth.

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