

UNIT COSTS 2022



This document sets out the unit costs that apply to students who are enrolled in courses at CHC for the 2022 academic year. These consist of *unit fees* and *other costs*. It also includes information regarding HELP and the non-payment of tuition fees and student contribution amounts, refunds and the remittance of HELP debts, and student assistance.

All amounts are given in Australian dollars. All unit fees and other costs are subject to annual review and apply to all students who are enrolled in an academic year, not to commencing students only.

This document should be read in conjunction with the *Units on Offer* and *EFTSL Values for Units of Study* documents on the CHC website.

UNIT FEES

The unit fees payable by students are determined according to whether they are *domestic students* or *international students*, as follows:

TYPE OF STUDENTS	COURSES
Domestic students (pages 1-7)	The fees that apply to domestic students in fee-paying places are listed on pages 2-3. The student contribution amounts that apply to domestic students in Commonwealth supported places are listed on page 5 (for courses commenced after 1 January 2021) and page 6 (grandfathered arrangements for courses commenced before 1 January 2021).
International students (pages 7-8)	The fees that apply to international students in fee-paying places are listed in the table on page 8.

DOMESTIC STUDENTS

Domestic students are those students who belong to the following categories:

- Australian citizens;
- Australian permanent residents;
- current and former Australian permanent humanitarian visa holders; and
- New Zealand citizens.

Domestic students may be in fee-paying places or in Commonwealth supported places.

FEE-PAYING PLACES

Domestic students in fee-paying places pay **tuition fees** as set by CHC. Tuition fees are subject to annual review, with the revised fees applying to all commencing and continuing domestic students in fee-paying places in an academic year.

Tuition fees are charged per unit according to the courses in which students are enrolled. Where units are offered in multiple courses, domestic students pay tuition fees as applicable to their course of study.

The tuition fees payable by domestic students in fee-paying places at CHC in the 2022 academic year are indicated in the table below. The tuition fees displayed are for units with a value of **10 credit points**. Units with credit point values that are multiples of 10 have tuition fees that are multiplied by the same factor: for example, a 20-credit point unit (two times 10 credit points) has tuition fees that are two times the tuition fees of a 10-credit point unit.

COURSE	CODE	TUITION FEES PER UNIT
BUSINESS		
Diploma of Business	BS01	\$ 1,990.00
Bachelor of Business	BS11	\$ 1,990.00
Graduate Certificate of Executive Leadership	BS43	\$ 2,600.00
Graduate Certificate in Management	BS41	\$ 2,600.00
Graduate Diploma in Management	BS42	\$ 2,600.00
Master of Business Administration	BS61	\$ 2,600.00
EDUCATION		
Undergraduate Certificate of Educational Studies	ED03	\$ 2,070.00
Bachelor of Education (Primary)	ED21	\$ 2,070.00
Bachelor of Education (Secondary)	ED23	\$ 2,070.00
Bachelor of Arts/Bachelor of Education (Secondary)	CC23	\$ 2,070.00
Graduate Certificate in School Leadership and Management	ED41	\$ 2,600.00
Graduate Certificate in Christian Education	ED42	\$ 2,600.00
Graduate Certificate in Practice Innovation	ED49	\$ 2,600.00
Master of Education	ED51	\$ 2,600.00
Master of Teaching (Primary)	ED54	\$ 2,600.00
Master of Teaching (Secondary)	ED55	\$ 2,600.00
LIBERAL ARTS		
Diploma of Liberal Arts: Foundations of Wisdom	MI02	\$ 2,070.00
Bachelor of Arts in the Liberal Arts	MI11	\$ 2,070.00
MINISTRIES		
Undergraduate Certificate of Ministry Leadership	MS08	\$ 1,950.00
Undergraduate Certificate in Biblical Studies	MS09	\$ 1,950.00
Diploma of Ministry	MS07	\$ 1,950.00
Bachelor of Ministry	MS11	\$ 1,950.00
Graduate Certificate in Biblical Studies	MS45	\$ 2,100.00
Graduate Certificate in Ministry	MS43	\$ 2,100.00
Graduate Diploma in Ministry	MS44	\$ 2,100.00
Master of Ministry Leadership	MS51	\$ 2,500.00

COURSE	CODE	TUITION FEES PER UNIT
SOCIAL SCIENCES		
Undergraduate Certificate in Counselling Studies (<i>available to continuing students only</i>)	SS09	\$ 2,070.00
Diploma of Social Science	SS04	\$ 2,070.00
Bachelor of Counselling	SS18	\$ 2,070.00
Bachelor of Counselling – CO367, CO369 ¹		\$ 3,070.00
Bachelor of Human Services	SS19	\$ 2,070.00
Graduate Certificate in Applied Neuroscience	SS32	\$ 2,600.00
Graduate Certificate in Counselling Studies	SS34	\$ 2,600.00
Graduate Certificate in Child and Adolescent Counselling	SS35	\$ 2,600.00
Graduate Certificate in Relationship Counselling	SS36	\$ 2,600.00
Graduate Certificate in Trauma Counselling	SS37	\$ 2,600.00
Master of Counselling	SS51	\$ 2,600.00
Master of Counselling – CO667, CO669 ¹		\$ 3,600.00
Master of Social Science Leadership (<i>available to continuing students only</i>)	SS54	\$ 2,600.00

CALCULATING TUITION FEES

To calculate the total tuition fees payable for a semester, locate the course of enrolment and multiply the tuition fees for a 10-credit point unit by the number of units of enrolment for that semester – Eg:

- for a domestic student enrolled in the Diploma of Business, the total tuition fees payable for a standard full-time enrolment of four 10-credit point units are $4 \times \$2,070.00 = \$8,280.00$;
- for a domestic student enrolled in the Master of Counselling, the total tuition fees payable for a part-time enrolment of two 10-credit point units, including CO667, are $(1 \times \$2,600.00) + (1 \times \$3,600.00) = \$6,200.00$.

Students who include a 20-credit point unit in their enrolment should adjust the calculation of their semester tuition fees accordingly – Eg:

- for a domestic student enrolled in the Master of Education, the total tuition fees payable for an enrolment of one 10-credit point unit and one 20-credit point unit are $(1 \times \$2,600.00) + (2 \times \$2,600.00) = \$7,800.00$.

NOTICE OF TUITION FEES

Domestic students in fee-paying places can view their semester's tuition fees in the *MyCHC* student portal. This displays the units in which a student is enrolled for a semester, the tuition fees payable for each of those units, the total of the tuition fees payable and the due date for payment.

PAYING TUITION FEES

Domestic students in fee-paying places can pay their tuition fees in the following ways:

- payment of the full amount to CHC by the due date; or
- payment of part of the amount to CHC by the due date, and deferral of the balance to a FEE-HELP loan (eligible students only); or
- deferral of the full amount to a FEE-HELP loan (eligible students only).

¹ The units shown for the Bachelor of Counselling and Master of Counselling incur higher fees due to supervision costs.

FEE-HELP is a loan scheme of the Commonwealth government that assists eligible students who are enrolled in fee-paying places to pay their tuition fees. Information regarding FEE-HELP loans, including eligibility requirements, loan limits, repayments and other conditions, is provided later in this document.

Where eligible students have submitted a *Request for FEE-HELP loan* form, CHC is able to accept upfront payments of tuition fees on or before the census date for a semester only. CHC is not able to accept upfront payments after the semester census date as the amount of tuition fees owing after the census date is added to a student's HELP debt. Students who wish to make upfront payments after the census date may make voluntary repayments of their HELP debt directly to the Australian Taxation Office (ATO).

Domestic students in fee-paying places who do not pay their tuition fees by the due date, either upfront or via a FEE-HELP loan, can have their enrolment at CHC cancelled.

COMMONWEALTH SUPPORTED PLACES

To be eligible for a Commonwealth supported place, a student must meet the following requirements:

- be an Australian citizen who will complete some of your course of study in Australia; OR
- be a New Zealand citizen, a permanent visa holder or a current or former permanent humanitarian visa holder who will be in Australia for the duration of your study; AND
- meet the USI (Unique Student Identifier) requirements (for students who commenced their courses on or after 1 January 2021).

In 2022, CHC offers Commonwealth supported places to eligible students in the following courses:

COURSE	CODE
EDUCATION	
Undergraduate Certificate of Educational Studies	ED03
Bachelor of Education (Primary)	ED21
Bachelor of Education (Secondary)	ED23
Bachelor of Arts/Bachelor of Education (Secondary)	CC23
Graduate Certificate of School Leadership and Management	ED41
Master of Teaching (Primary)	ED54
Master of Teaching (Secondary)	ED55
SOCIAL SCIENCES	
Undergraduate Certificate of Counselling Studies (<i>available to continuing students only</i>)	SS09
Graduate Certificate in Counselling Studies	SS34

Students in Commonwealth supported places pay **student contribution amounts** as set by CHC in accordance with Australian government guidelines. Student contribution amounts are subject to annual review, with the revised amounts applying to all commencing and continuing students in Commonwealth supported places in an academic year.

Student contribution amounts are charged according to the unit field of education as determined by the Commonwealth government, not by the course of study. This means that units within a student's course can have different student contribution amounts if the units are located in different fields of education.

Revised funding clusters and student contribution amounts were introduced in 2021 that apply to students who commence their courses on or after 1 January 2021. For students who commenced their courses before 1 January 2021, grandfathering arrangements are in place. This means that students in Commonwealth supported places will pay different amounts for their units depending upon when they commenced their courses.

The student contribution amounts payable by students in Commonwealth supported places at CHC in the 2022 academic year are indicated in the tables below. Funding clusters that do not apply to CHC courses are not shown. The student contribution amounts displayed are for units with an **EFTSL value of 0.125²** (at CHC, an EFTSL value of 0.125 is equivalent to 10 credit points).

Information regarding the allocation of fields of education to funding clusters for 2022 is available from the [Department of Education, Skills and Employment](#) website. Information regarding the allocation of CHC units to fields of education is available in the *Units on Offer* document on the CHC website.

STUDENTS WHO COMMENCED ON OR AFTER 1 JANUARY 2021

The arrangements displayed in the table below apply to students who commenced their enrolment in a course in a Commonwealth supported place at CHC on or after 1 January 2021.

FUNDING CLUSTER	PART OF FUNDING CLUSTER	STUDENT CONTRIBUTION AMOUNT PER UNIT
FUNDING CLUSTER 1		
Law, Accounting, Administration, Economics, Commerce, Communications, Society and Culture		\$ 1,820.00
FUNDING CLUSTER 2		
Education, Clinical Psychology, English, Mathematics, Statistics, Allied Health, Other Health, Built Environment, Computing, Visual and Performing Arts, Professional Pathway Psychology, Professional Pathway Social Work	2A: Education, Postgraduate Clinical Psychology, English, Mathematics, Statistics	\$ 490.00
	2B: Allied Health, Other Health, Built Environment, Computing, Visual and Performing Arts, Professional Pathway Psychology, Professional Pathway Social Work	\$ 1,000.00
FUNDING CLUSTER 3		
Nursing, Foreign Languages, Engineering, Surveying, Environmental Studies, Science	3B: Engineering, Surveying, Environmental Studies, Science	\$ 1,000.00

² EFTSL: Equivalent Full-Time Student Load. A standard full-time annual study load has an EFTSL value of 1.0. In courses that have a standard full-time annual study load of eight units, a standard unit has an EFTSL value of 0.125 (1.0 / 8 = 0.125). In courses that have a standard full-time semester study load of four units, a standard unit has an EFTSL value of 0.125 (0.5 / 4 = 0.125).

STUDENTS WHO COMMENCED PRIOR TO 1 JANUARY 2021

The arrangements displayed in the table below apply to students who commenced their enrolment in a course in a Commonwealth supported place at CHC prior to 1 January 2021.

GRANDFATHERED FUNDING CLUSTER	PART OF FUNDING CLUSTER	STUDENT CONTRIBUTION AMOUNT PER UNIT
FUNDING CLUSTER 1		
Law, Accounting, Administration, Economics, Commerce, Communications, Society and Culture	1A: Law, Accounting, Administration, Economics, Commerce	\$ 1,430.00
	1B: Any other subpart of the Society and Culture part of the first funding cluster	\$ 850.00
	1C: The Social Studies or Behavioural Science subpart of the Society and Culture part of the new first funding cluster	\$ 850.00
FUNDING CLUSTER 2		
Education, Postgraduate Clinical Psychology, English, Mathematics, Statistics, Allied Health, Other Health, Built Environment, Computing, Visual and Performing Arts, Professional Pathway Psychology, Professional Pathway Social Work	2A: Education, Postgraduate Clinical Psychology, English, Mathematics, Statistics	\$ 490.00
	2C: Visual and Performing Arts	\$ 850.00
FUNDING CLUSTER 3		
Nursing, Foreign Languages, Engineering, Surveying, Environmental Studies, Science	3B: Engineering, Surveying, Environmental Studies, Science	\$ 1,000.00

CALCULATING STUDENT CONTRIBUTION AMOUNTS

To calculate the total student contribution amount payable for a semester, locate the funding cluster for each unit of enrolment and add together the applicable student contribution amounts – Eg:

- for a student who is commencing enrolment in the Bachelor of Education (Primary) in 2022, the total student contribution amount payable for a standard full-time enrolment of four 0.125 EFTSL units, with all units in Education (Funding Cluster 2a), is $4 \times \$490.00 = \$1,960.00$;
- for a student who commenced enrolment in the Bachelor of Education (Secondary) prior to 1 January 2021, the total student contribution amount payable for a standard full-time enrolment of four 0.125 EFTSL units, with one Business unit (Grandfathered Funding Cluster 1a), two Education units (Grandfathered Funding Cluster 2a) and one Drama unit (Grandfathered Funding Cluster 2c), the total student contribution amount payable is $(1 \times \$1,430.00) + (2 \times \$490.00) + (1 \times \$850.00) = \$3,260.00$.

NOTICE OF STUDENT CONTRIBUTION AMOUNTS

Students in Commonwealth supported places can view their semester's student contribution amounts in the *MyCHC* student portal. This displays the units in which a student is enrolled for a semester, the student contribution amount payable for each of those units, the total of the student contribution amounts payable and the due date for payment.

PAYING STUDENT CONTRIBUTION AMOUNTS

Payment of student contribution amounts may be made in the following ways:

- payment of the full amount to CHC by the due date; or
- payment of part of the amount to CHC by the due date, and deferral of the balance to a HECS-HELP loan (eligible students only); or
- deferral of the full amount to a HECS-HELP loan (eligible students only).

HECS-HELP is a loan scheme of the Commonwealth government that assists eligible students who are enrolled in Commonwealth supported places to pay their student contribution amounts. Information regarding HECS-HELP loans, including eligibility requirements, loan limits, repayments and other conditions, is provided later in this document.

Where eligible students have submitted a *Request for Commonwealth support and HECS-HELP* form, CHC is able to accept upfront payments of student contribution amounts on or before the census date for a semester only. CHC is not able to accept upfront payments after the semester census date as the student contribution amount owing after the census date is added to a student's HELP debt. Students who wish to make upfront payments after the census date may make voluntary repayments of their HELP debt directly to the Australian Taxation Office (ATO).

Students in Commonwealth supported places who do not pay their student contribution amounts by the due date, either upfront or via a HECS-HELP loan, **will have their enrolment at CHC cancelled.**

HECS-HELP DISCOUNT

Students in Commonwealth supported places who are eligible for HECS-HELP assistance will receive a 10% discount if they make **full upfront payment** of their student contribution amount, or **upfront payments of \$500 or more** towards their student contribution amount.

Upfront payments are payments that are made to CHC on or before the census date of the unit to which the payment applies.

INTERNATIONAL STUDENTS

International students are those students who are studying in Australia under the provisions of a temporary visa, such as a student visa, business visa or spousal visa (onshore) as issued by the Department of Home Affairs, or those students who are studying in their home countries via external/online enrolment (offshore).

Onshore international students who hold a student visa are able to enrol in those CHC courses that are listed on CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) while onshore international students who hold different types of temporary visas and offshore international students may enrol in any CHC course, the latter only in courses that are delivered entirely by external/online mode.

International students pay **tuition fees** as set by CHC in accordance with Commonwealth government guidelines. These fees apply to all types of international students at CHC. Tuition fees for international students are subject to annual review, with the revised fees applying to all commencing and continuing international students in an academic year.

The tuition fees payable by international students at CHC in 2022 are indicated below. The tuition fees displayed are for units with a value of **10 credit points**. Units with credit point values that are multiples of 10 have tuition fees that are multiplied by the same factor: for example, a 20-credit point unit (two times 10 credit points) has tuition fees that are two times the tuition fees of a 10-credit point unit.

COURSE	TUITION FEES PER 10-CREDIT POINT UNIT
Undergraduate Certificate, Diploma courses and Bachelor courses (see <i>Exceptions</i> below)	\$ 2,500.00
Graduate Certificate and Graduate Diploma courses (see <i>Exceptions</i> below)	\$ 3,050.00
Masters courses (see <i>Exceptions</i> below)	\$ 3,050.00
EXCEPTIONS	
Bachelor of Counselling – CO367, CO369 ³	\$ 3,500.00
Graduate Certificate in Biblical Studies, Graduate Certificate in Ministry and Graduate Diploma in Ministry	\$ 2,800.00
Master of Counselling – CO667, CO669 ⁶	\$ 4,050.00

CALCULATING TUITION FEES

To calculate the total tuition fees payable for a semester, locate the course of enrolment and multiply the tuition fees for a 10-credit point unit by the number of units of enrolment for that semester – Eg:

- for an international student enrolled in the Bachelor of Counselling, the total tuition fees payable for a standard full-time enrolment of four 10-credit point units, including CO369, are $(3 \times \$2,500.00) + (1 \times \$3,500.00) = \$11,000.00$.

Students who include a 20-credit point unit in their enrolment should adjust the calculation of their semester tuition fees accordingly – Eg:

- for an international student enrolled in the Bachelor of Human Services, the total tuition fees payable for a standard full-time enrolment of two 10-credit point units and one 20-credit point unit are $(2 \times \$2,500.00) + (2 \times \$2,500.00) = \$10,000.00$.

NOTICE OF TUITION FEES

International students can view their semester's tuition fees in the *MyCHC* student portal. This displays the units in which a student is enrolled for a semester, the tuition fees payable for each of those units, the total of the tuition fees payable and the due date for payment.

PAYING TUITION FEES

International students must pay the full amount of their tuition fees to CHC by the due date.

International students who are studying in Australia under the provisions of a student visa and who do not pay their tuition fees by the due date can be issued with a notice of intent to report them to the Department of Education, Skills and Employment, which can result in the cancellation of their enrolment at CHC and their student visa. In the event that this occurs, students are advised to contact the Department of Home Affairs with regard to the impact upon their student visa.

All other international students who do not pay their tuition fees by the due date can have their enrolment at CHC cancelled.

³ The units shown for the Bachelor of Counselling and Master of Counselling incur higher fees due to supervision costs.

OTHER COSTS

Some units involve other costs, separate to tuition fees and student contribution amounts, that are to be met by students. Many are associated with elective units and will be incurred only if students choose to enrol in those units; however, some costs are associated with activities that are part of core units. These costs are payable in the semesters in which the unit enrolments occur and must be paid according to the arrangements that are provided to students at the beginning of those semesters. They are not able to be deferred to FEE-HELP or HECS-HELP and are non-refundable.

The information below represents all units in which other costs may be incurred. Please refer to the document, *Units on Offer*, for the units to be offered in the current or subsequent semester.

BUSINESS

Students who enrol in the Bachelor of Business undertake work-integrated learning in the area of their major by enrolling in *BZ309 Work Integrated Learning*. Travel, accommodation and other costs may be incurred in the fulfilment of this requirement.

EDUCATION

Students may be required to attend activities such as excursions, performances, films and exhibitions. Costs such as travel, accommodation and entry fees may be incurred in fulfilling these requirements.

Students in initial teacher education courses complete a series of core units within the Professional Experience Program (PEP) as applicable to their courses. Costs associated with the completion of PEP units may include travel, accommodation and living expenses. Eligible students may have access to additional income support through Centrelink when engaging in 'away' PEP units and should contact Centrelink for further information.

The *Literacy and Numeracy Test for Initial Teacher Education* (LANTITE) has been introduced by the Commonwealth government to ensure that teachers are equipped to meet the demands of teaching and to provide increased confidence in the skills of graduating teachers. CHC requires that students in initial teacher education courses successfully complete LANTITE by a defined stage of their enrolment in order, either, to progress to a subsequent stage of their course or to graduate from their course. Students are informed of the requirement that applies to their course at the commencement of their enrolment. Information regarding LANTITE, including costs, the locations of testing centres, the dates of the various testing windows and the registration process, can be found at <https://teacheredtest.acer.edu.au/>.

HUMANITIES

Students may be required to attend activities such as excursions, performances, films and exhibitions. Costs such as travel, accommodation and entry fees may be incurred in fulfilling these requirements.

MINISTRIES

Several Ministries units require students to complete specified numbers of practicum hours. Costs such as travel and accommodation may be incurred in fulfilling these requirements.

SOCIAL SCIENCES

Several Social Sciences units require students to engage with others at individual, community or organisational levels. Costs such as travel and accommodation may be incurred in fulfilling this requirement.

Several Social Sciences units require students to complete specified numbers of practicum or internship hours. Costs such as travel and accommodation may be incurred in fulfilling this requirement.

Students who enrol in the Bachelor of Counselling and Master of Counselling must complete the following requirements as part of their studies. The amounts associated with these activities must be paid upfront by students to the relevant individual/organisation.

ITEM	COST
10 hours of personal counselling at CHC	Nil
At least 10 hours of personal counselling with an approved counsellor	Up to \$120 per hour
15 hours of external professional development	\$200-\$600 depending on sessions chosen
5 site visits	Nil

Students must complete the 10 hours of personal counselling at CHC, at least 10 hours of external professional development and the five site visits before enrolling in the first practicum unit. The remaining requirements are to be completed prior to graduation.

'HELP' INFORMATION

The Commonwealth government makes available the Higher Education Loan Program (HELP) to assist eligible students to defer all or part of their unit fees. This scheme includes FEE-HELP for students in fee-paying places and HECS-HELP for students in Commonwealth supported places.

Further information regarding HELP is available in the CHC *Student Handbook* and on the CHC website (www.chc.edu.au) and Study Assist website (www.studyassist.gov.au).

FEE-HELP

Students in fee-paying places who are *Australian citizens*, current or former *Australian permanent humanitarian visa holders* or *eligible New Zealand Special Category Visa holders*⁴ and who meet the residency requirements, are eligible to access FEE-HELP loans to defer the costs of all or part of their tuition fees.

Students in fee-paying places who are *Australian permanent residents*, other *New Zealand citizens* or *international students* are not eligible to access FEE-HELP loans and are required to make full payment of their tuition fees to CHC.

LOAN FEE

Subject to the passage of legislation (as at the time of writing), the FEE-HELP loan exemption that was granted in 2020 and 2021 will be extended to 31 December 2022. The loan fee is normally applied to undergraduate courses only; it is not applied to postgraduate courses.

⁴ See the [Financial Information](#) page on the CHC website for eligibility requirements for NZSCV holders.

CONTINUED ELIGIBILITY

In order to remain eligible for a FEE-HELP loan, students who commenced their course after 1 January 2018 and who have undertaken four or more units in a diploma course, or eight or more units in a bachelor or higher course, must pass **at least 50%** of their total attempted units. Students who do not maintain this pass rate will need to pay their tuition fees upfront to continue in their course of study unless they are able to demonstrate that special circumstances apply.

HECS-HELP

Students in Commonwealth supported places who are *Australian citizens*, current or former *Australian permanent humanitarian visa holders* or *eligible New Zealand Special Category Visa holders*⁵ and who meet the residency requirements, are eligible to access HECS-HELP loans to defer the costs of all or part of their student contribution amounts.

Students in Commonwealth supported places who are *Australian permanent residents*, other *New Zealand citizens* or *international students* are not eligible to access HECS-HELP loans and are required to make full payment of their student contribution amounts to CHC.

LOAN FEE

Students who access HECS-HELP do not incur a loan fee.

CONTINUED ELIGIBILITY

In order to remain eligible for a HECS-HELP loan, students who commence their course after 1 January 2022 and who have undertaken four or more units in a diploma course, or eight or more units in a bachelor or higher course, must pass **at least 50%** of their total attempted units. Students who do not maintain this pass rate will need to pay their student contribution amounts upfront to continue in their course of study unless they are able to demonstrate that special circumstances apply.

ACCESSING HELP

Students who are eligible to access HELP loans will be sent an email by the Department of Education, Skills and Employment that includes a link to the relevant HELP form. To access a HELP loan, students must complete and submit this form prior to the census date in their first semester of enrolment (HECS-HELP) or the first semester in which they wish to access a HELP loan (FEE-HELP).

Please note the following:

- FEE-HELP forms are required to be submitted only if a student wishes to access FEE-HELP. Students who do not submit a FEE-HELP form are required to pay the full amount of their semester tuition fees upfront to CHC. If students wish to access FEE-HELP at a point during their course of study, they must submit a FEE-HELP form prior to the census date of the semester in which they wish to access FEE-HELP. FEE-HELP forms are not able to be applied retrospectively: that is, any tuition fees that are accrued prior to the submission of a FEE-HELP form are not able to be deferred.
- HECS-HELP forms are required to be submitted by the census date of a student's first semester of enrolment in a course of study in a Commonwealth supported place. Students who do not submit a HECS-HELP form by this date will have their enrolment at CHC cancelled.

- HELP forms need be submitted only once for a student's enrolment in a course of study: that is, once submitted the forms apply to all remaining semesters of a student's course enrolment and do not need to be submitted again for subsequent semesters.
- Students who change courses of study at the same provider or who change providers must submit new HELP forms as applicable to their new course enrolment.

HELP LOAN LIMIT

The *HELP loan limit* is the maximum amount that students can borrow with respect to tuition fees and student contribution amounts. It is a combined limit that includes FEE-HELP, VET FEE-HELP and VET Student Loans (VSL). It also includes HECS-HELP debt with a census date of 1 January 2020 onwards. HECS-HELP debt that was accrued prior to 1 January 2020 is not included in the HELP loan limit.

In 2022, the HELP loan limit that applies to courses in the fields of education offered by CHC is \$109,206.00.

HELP BALANCE

A student's HELP balance is their available borrowing capacity for HECS-HELP, FEE-HELP, VET FEE-HELP and VET Student Loans (VSL). It is calculated by subtracting the amount of current HELP debt from the HELP loan limit in a given year: for example, a student with a current HELP debt of \$43,500.00 will have an available HELP balance of \$109,206.00 – \$43,500.00 = \$65,706.00.

Taking out a further HELP loan will reduce the available HELP balance, while making a repayment will increase the available HELP balance.

HELP balances are renewable. Students who reach the limit can make repayments on their HELP debt and access HELP until they reach the applicable HELP loan limit again.

No interest is charged on HELP debt; however, indexation is added on 1 June annually to maintain its real value by adjusting it in line with changes in the cost of living. Information on current and past indexation rates is available on the [ATO website](#).

Students can get information about their HELP balances via the following means:

- **myHELpbalance** – Students can check their HELP balances the [myHELpbalance](#) portal.
- **myGov** – Students' myGov accounts that are linked to the Australian Taxation Office (ATO) will show how much HELP debt they owe and any repayments they have made.

REPAYING HELP DEBT

HELP debt is repaid through the tax system once students earn above the compulsory repayment threshold. For the 2021-22 income year, this is \$47,014.00. A student's compulsory repayment amount is calculated by the Australia Taxation Office (ATO) as part of their annual tax assessment.

You can make a [voluntary repayment](#) to the Australian Taxation Office (ATO) at any time.

Further information regarding [repayment of HELP debt](#) is available on the Study Assist website.

NON-PAYMENT OF TUITION FEES AND STUDENT CONTRIBUTION AMOUNTS

Students who do not meet their financial obligations regarding tuition fees and student contribution amounts (as applicable) may have sanctions applied to their enrolment until such time as these obligations are met. Such sanctions may include:

- cancellation of enrolment;
- withholding of academic results;
- inability to enrol in subsequent semesters or study periods (as applicable);
- ineligibility to graduate.

Students can ensure that they meet their financial obligations by:

- Payment of the full amount of their tuition fees or student contribution amounts (as applicable) to CHC by the due date specified on the invoice for the relevant semester; or
- For eligible students, payment of part of the amount of their tuition fees or student contribution amounts (as applicable) to CHC by the due date specified on the invoice for the relevant semester, and deferral of the balance to a FEE-HELP loan or a HECS-HELP loan (as applicable); or
- For eligible students, deferral of the full amount of their tuition fees or student contribution amounts (as applicable) to a FEE-HELP loan or a HECS-HELP loan (as applicable).

REFUNDS AND REMITTANCE OF HELP DEBTS

Circumstances may arise in which students are eligible to claim a refund of unit fees that have been paid upfront to CHC, or to have their HELP debt remitted where unit fees have been deferred through HELP.

The conditions that must be met for eligibility, and the processes that apply to requests for refunds or the remittance of HELP debt, are described in the following CHC policy statements (as applicable), which are available on the [Policies](#) page of the CHC website:

- *Re-crediting 'HELP' Debt and Review of Decisions*; and
- *Refunds for Overseas Students*.

STUDENT ASSISTANCE

Students are able to receive assistance with the matters described in this document via the services of the CHC Student Advocacy Officer (studentadvocacy@chc.edu.au) and CHC Student Services.