

Reference Code	Subcategory	Authority Delegated To:	Tier Level	Authority Description / Power	Conditions/Limits of Delegated Authority	Permitted Sub-delegation
S1	Student Fees and Levies	Vice-Chancellor	1	Establish or modify student administration fees (e.g. credit transfer fees, testamur replacement fee, late enrolment fee, etc but excluding tuition fees and Student Services Levy which are reserved for Council)	In accordance with the Fees and Fines Regulations	Sub-delegation permitted
S2	Student Fees and Levies	Director of Student Operations	4	Approve requests by students (who are <u>not</u> currently enrolled) to pay fees by instalments, including the number of instalments, amounts and payment dates		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S3	Student Fees and Levies	Finance Shared Services Manager	4	Approve requests by students (who are currently enrolled) to pay fees by instalments, including the number of instalments, amounts and payment dates		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S4	Student Fees and Levies	Finance Shared Services Manager	4	Approve allocation of student fee debts to a debt recovery agency and approve recovery any additional costs associated with the debt recovery		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S5	Student Fees and Levies	Director of Student Operations	4	Cancel a student's enrolment in the event of outstanding fees without affecting the student's ability for payment of the outstanding fees		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S6	Student Fees and Levies	Director of Student Operations	4	Refuse to re-activate enrolment or to decline an application for enrolment in a subsequent academic year for a student who has been in default of fees even if the outstanding amount has since been paid		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S7	Student Fees and Levies	Director of Student Operations	4	Decide to accept a late application for fee reconsideration		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S8	Student Fees and Levies	Director of Student Operations	4	Decide the outcome of a fee reconsideration application		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S9	Student Fees and Levies	Director of Student Operations	4	Approve exceptions to the standard refund provisions for international students who withdraw from their programme		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor
S10	Student Fees and Levies	Director of Student Operations	4	Approve continued access to student support services by a student who has withdrawn from study		No sub-delegation permitted, unless authorised in writing by the Vice-Chancellor