



## **2011 Schedule of Fees and Charges**

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# 1 Foreword

The **2011 Schedule of Fees and Charges** outlines all fees that may be charged by RMIT International University Vietnam (RMIT Vietnam) for enrolment or other engagement with RMIT Vietnam during 2011. This document is published annually under the authority of the RMIT Vietnam Board of Management. All fees in this schedule and appendices are subject to alteration by the Board of Management without notice. All approved changes will be recorded in the addendum of this document and posted on the RMIT Vietnam web site.

All fees and charges listed in this schedule and appendices have been approved by the RMIT Vietnam President, and endorsed by the Finance Director. Any questions about this document should be referred to the Academic Registrar (Vietnam).

The following sections provide a list of the fees and conditions that may apply to fees charged to students or persons for enrolment or other engagement with RMIT Vietnam during 2011.

## 2 Application of 2011 Schedule of Fees and Charges

All students or persons who enrol at RMIT Vietnam for studies in the 2011 academic year, or who otherwise engage with RMIT Vietnam in 2011 (e.g. graduation, apply for admission, etc) are subject to the fees and charges detailed in this document.

All students who undertake their studies at RMIT Vietnam in the 2011 calendar year are required to complete an enrolment form, or enrol online if available. Completion of an enrolment form or online enrolment is a declaration that binds a student to the rules and obligations of this approved schedule of fees and charges (inclusive of amendments as approved by the Board of Management).

A student or person is liable for the resulting financial obligation from the point of their enrolment or other action pursuant to this approved schedule of fees and charges. The financial obligation to pay tuition fees will remain unless withdrawal of enrolment is made via the approved process prior to the semester financial deadlines advised.

### 2.1 Creation of Financial Liability

Financial liability for all Tuition and Administrative fees and charges are created at the point of enrolment. For Higher Education students fees are invoiced and must be paid each semester for the courses undertaken in that semester. For English students fees and charges must be paid for each English course undertaken.

### 2.2 Cessation of Financial Liability

Financial liability only ceases upon withdrawal from a subject or course by the appropriate date. Withdrawal from a course by lodgement of an approved *Enrolment Variation*, *Leave of Absence* or *Cancellation of Enrolment* form with RMIT Vietnam, or using Enrolment Online if available, are the only mechanisms to withdraw from a course or program of study. Failure to lodge the appropriate request before the semester financial penalty deadline will result in the tuition fee liability remaining and the appropriate debt recovery actions will be enforced.

## 3 Higher Education Fee Groups

### 3.1 Definition

**Local Fee Paying Students** include:

- Vietnamese nationals;
- Foreign nationals who hold a Vietnam work permit, Category B visa, or residency permit; or,
- Foreign nationals who have a spouse or parent who holds a Vietnam work permit, Category B visa, or residency permit.

To qualify as a Local Fee Paying Student, foreign nationals must provide certified copies of current work or residency permits or work visas prior to the end of week two of the semester as invoices are generated at the beginning of week three. Permits or visas must be current as of the Friday of week two of the current semester. No Fee Group changes will be made after the Friday of week two current semester.

### 3.2 Fee Groups

#### **Fee Group 1 (FG1) and Fee Group 2 (FG2)**

Includes all students who started at the University in 2003 or before. These Fee Groups are no longer in use.

#### **Fee Group 3 (FG3)**

Includes all Local Fee Paying students who started their most recent RMIT English or Higher Education program in the period from 2004 to 2010 inclusive. RMIT International University Vietnam reserves the right to increase the program fees for students in this group by **up to** 10% per annum.

#### **Fee Group 4 (FG4)**

Includes students who started their most recent RMIT English or Higher Education program in the period from 2004 to 2010 inclusive and who do **not** qualify as Local Fee Paying students. RMIT International University Vietnam reserves the right to increase the program fees for students in this group by **up to** 10% per annum.

#### **Fee Group 5 (FG5)**

Includes students with Australian citizenship who started their most recent RMIT English or Higher Education program in the period from 2004 to 2010 inclusive and who have received approval for FEE-HELP in Australia. Fees to be deferred will be calculated based on Fee Group 4, converted to Australian dollars, and reported as the deferred debt to the Australian Taxation Office.

### **Fee Group 6 (FG6)**

Includes all Local Fee Paying students who started their most recent RMIT English or Higher Education program in or after 2011. RMIT International University Vietnam reserves the right to increase the tuition fees on an annual basis.

### **Fee Group 7 (FG7)**

Includes students who started their most recent RMIT English or Higher Education program in or after 2011 and who do **not** qualify as Local Fee Paying students. RMIT International University Vietnam reserves the right to increase the tuition fees on an annual basis.

### **Fee Group 8 (FG8)**

Includes students with Australian citizenship who started their most recent RMIT English or Higher Education program in or after 2011 and who have received approval for FEE-HELP in Australia. Fees to be deferred will be calculated based on Fee Group 7, converted to Australian dollars, and reported as the deferred debt to the Australian Taxation Office.

#### **Important:**

- **Those students who were enrolled in a RMIT English or Higher Education program in 2010 and subsequently enrolled in a Higher Education program in 2011 will be in Fee Group 3 or Fee Group 4.**
- **All students starting a RMIT English or Higher Education program in 2011 who were not enrolled in a RMIT English or Higher Education program in 2010 will be in Fee Group 6 or Fee Group 7.**
- **From 2012, all students starting a Higher Education program will be in Fee Group 6 or Fee group 7, irrespective of prior enrolments at RMIT Vietnam.**

## **3.3 Scholarship Students**

### **Fee Group Code: Snnn e.g. S011**

Scholarship students are exempt part or all of their tuition fees. However, if a scholarship student fails a course, or if a scholarship student withdraws from a course after the Census date and no exceptional circumstances apply (see Section 14), then they must pay to repeat that course. The repeat course will be charged at the same rate as for Local Fee Paying students (the FG3 rate in 2010 and the FG6 rate in 2011 and thereafter).

## 4 Tuition Fees – Fee Group 3 and Fee Group 4

Students who started a RMIT English or Higher Education program from 2004 to 2010 inclusive.

SGS – Saigon South Campus; HN – Hanoi Campus

### 4.1 Academic English Program

Program Name	Duration	Campus		Fee
		SGS	HN	
Pre-intermediate to Upper-intermediate	10 weeks	•	•	₫ 32,362,000
Advanced 1 Advanced 2	10 weeks 5 weeks	•	•	₫ 32,362,000 ₫ 16,181,000
<i>From March 2011</i> Advanced Advanced Plus	10 weeks 10 weeks	•	•	₫ 32,362,000 ₫ 32,362,000

### 4.2 Higher Education Diploma

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Diploma of Commerce	96	4 semesters	•	•	₫ 228,420,000	₫ 296,940,000
Diploma of Design	96	4 semesters	•		₫ 228,420,000	₫ 296,940,000

### 4.3 Undergraduate Degree Programs

(Entry at Semester 1)

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Bachelor of Business (Accountancy)	288	6 semesters (+ optional internship)	•	•	₫ 396,960,000	₫ 516,020,000
Bachelor of Business (Business Information Systems)	384	9 semesters (including internship)	•		₫ 454,040,000	₫ 590,220,000
Bachelor of Business (Economics and Finance)	288	6 semesters (+ optional internship)	•		₫ 396,960,000	₫ 516,020,000
Bachelor of Business (Marketing)	288	6 semesters (+ optional internship)	•		₫ 396,960,000	₫ 516,020,000
Bachelor of Commerce	288	6 semesters (+ optional internship)	•	•	₫ 396,960,000	₫ 516,020,000
Bachelor of Communications (Professional Communication)	288	6 semesters (including internship)	•		₫ 396,960,000	₫ 516,020,000

Bachelor of Design (Multimedia Systems)	384	8 semesters (including internship)	•		₹ 509,330,000	₹ 662,110,000
Bachelor of Information Technology	288	7 semesters (including internship)	•		₹ 418,160,000	₹ 543,600,000

#### 4.4 Undergraduate Degree Programs – Advanced Entry

(For students who have successfully completed the RMIT Higher Education Diploma in the related discipline)

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Bachelor of Business (Accountancy)	192	4 semesters (+ optional internship)	•	•	₹ 264,640,000	₹ 344,020,000
Bachelor of Business (Business Information Systems)	288	7 semesters (including internship)	•		₹ 321,720,000	₹ 418,210,000
Bachelor of Business (Economics and Finance)	192	4 semesters (+ optional internship)	•		₹ 264,640,000	₹ 344,020,000
Bachelor of Business (Marketing)	192	4 semesters (+ optional internship)	•		₹ 264,640,000	₹ 344,020,000
Bachelor of Commerce	192	4 semesters (+ optional internship)	•	•	₹ 264,640,000	₹ 344,020,000
Bachelor of Design (Multimedia Systems)	288	6 semesters (including internship)	•		₹ 377,010,000	₹ 490,100,000

#### 4.5 Postgraduate Degree Programs

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
MBA (Executive)	144	6 semesters (part time)	•	•	₹ 384,600,000	₹ 499,970,000
MBA (Full Time Mode)	144	3 semesters	•		₹ 384,600,000	₹ 499,970,000
Master of Engineering	288	6 semesters (including internship)	•		₹ 641,620,000	₹ 834,110,000

## 4.6 Calculation Basis for FG3 and FG4 Tuition Fees

Each diploma or degree course offered by RMIT Vietnam is assigned to a Fee Band. All courses in a Fee Band have the same cost. The Fee Bands for 2011 are as follows:

Fee Band	Local Fee (FG3) Cost	International Fee (FG4) Cost
Concurrent English	₫ 12,012,000 per course	₫ 15,616,000 per course
General	₫ 16,540,000 per course	₫ 21,501,000 per course
Technology	₫ 17,718,000 per course	₫ 23,033,000 per course
MBA	₫ 32,050,000 per course	₫ 41,664,000 per course
Master of Engineering	₫ 26,734,000 per course	₫ 34,754,000 per course
Internship – One semester B.Commerce B.Communications B.Business (Acct, Mktg, E&F) B.Information Technology	₫ 33,080,000 per semester	₫ 43,002,000 per semester
Internship – Three semesters B.Business (BIS)	₫ 24,540,000 1 <sup>st</sup> and 3 <sup>rd</sup> semester ₫ 8,000,000 2 <sup>nd</sup> semester	₫ 31,899,000 1 <sup>st</sup> and 3 <sup>rd</sup> semester ₫ 10,398,000 2 <sup>nd</sup> semester
Internship – One semester B.Design	₫ 28,540,000 per semester	₫ 37,098,000 per semester
Internship – One semester B.Commerce (Transition Stream Only)	₫ 25,846,000 per semester	₫ 33,594,000 per semester

**Note 1:** The criterion used to determine whether a student qualifies for the Local Fee rate is contained in Section 3 - Higher Education Fee Groups.

**Note 2:** The tuition fees provided for diploma and degree programs in the tables above are calculated based on the defined program structure plus a typical selection of elective courses. The actual program cost may vary depending on which elective course options are selected. The actual program cost may also be affected by potential course fee increases in the years beyond 2011, should enrolment in the program continue beyond 2011.

**Note 3:** The program durations stated in the tables above assume full time enrolment (4 courses per semester).

**Note 4:** A list of the courses in each Fee Band will be made available on the web site.

## 5 Tuition Fees – Fee Group 6 and Fee Group 7

Students who started a RMIT English or Higher Education program in or after 2011

SGS – Saigon South Campus; HN – Hanoi Campus

### 5.1 Academic English Program

Program Name	Duration	Campus		Fee
		SGS	HN	
Pre-intermediate to Upper-intermediate	10 weeks	•	•	₫ 32,362,000
Advanced 1 Advanced 2	10 weeks 5 weeks	•	•	₫ 32,362,000 ₫ 16,181,000
<i>From March 2011</i> Advanced Advanced Plus	10 weeks 10 weeks	•	•	₫ 32,362,000 ₫ 32,362,000

### 5.2 Higher Education Diploma

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Diploma of Commerce	96	4 semesters	•	•	₫ 249,180,000	₫ 323,930,000
Diploma of Design	96	4 semesters	•		₫ 249,180,000	₫ 323,930,000

### 5.3 Undergraduate Degree Programs

(Entry at Semester 1)

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Bachelor of Business (Accountancy)	288	6 semesters (+ optional internship)	•	•	₫ 433,030,000	₫ 562,940,000
Bachelor of Business (Business Information Systems)	384	9 semesters (including internship)	•		₫ 495,300,000	₫ 643,890,000
Bachelor of Business (Economics and Finance)	288	6 semesters (+ optional internship)	•		₫ 433,030,000	₫ 562,940,000
Bachelor of Business (Marketing)	288	6 semesters (+ optional internship)	•		₫ 433,030,000	₫ 562,940,000
Bachelor of Commerce	288	6 semesters (+ optional internship)	•	•	₫ 433,030,000	₫ 562,940,000
Bachelor of Communications (Professional Communication)	288	6 semesters (including internship)	•		₫ 433,030,000	₫ 562,940,000

Bachelor of Design (Multimedia Systems)	384	8 semesters (including internship)	•		₹ 555,670,000	₹ 722,380,000
Bachelor of Information Technology	288	7 semesters (including internship)	•		₹ 456,230,000	₹ 593,110,000

## 5.4 Undergraduate Degree Programs – Advanced Entry

(For students who have successfully completed the RMIT Higher Education Diploma in the related discipline)

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
Bachelor of Business (Accountancy)	192	4 semesters (+ optional internship)	•	•	₹ 288,690,000	₹ 375,300,000
Bachelor of Business (Business Information Systems)	288	7 semesters (including internship)	•		₹ 350,950,000	₹ 456,240,000
Bachelor of Business (Economics and Finance)	192	4 semesters (+ optional internship)	•		₹ 288,690,000	₹ 375,300,000
Bachelor of Business (Marketing)	192	4 semesters (+ optional internship)	•		₹ 288,690,000	₹ 375,300,000
Bachelor of Commerce	192	4 semesters (+ optional internship)	•	•	₹ 288,690,000	₹ 375,300,000
Bachelor of Design (Multimedia Systems)	288	6 semesters (including internship)	•		₹ 411,330,000	₹ 534,730,000

## 5.5 Postgraduate Degree Programs

Program Name	Credit Points	Duration	Campus		FG3 - Local	FG4 - Intl
			SGS	HN		
MBA (Executive)	144	6 semesters (part time)	•	•	₹ 419,560,000	₹ 545,420,000
MBA (Full Time Mode)	144	3 semesters	•		₹ 419,560,000	₹ 545,420,000
Master of Engineering	288	6 semesters (including internship)	•		₹ 641,620,000	₹ 834,110,000

## 5.6 Calculation Basis for FG6 and FG7 Tuition Fees

Each diploma or degree course offered by RMIT Vietnam is assigned to a Fee Band. All courses in a Fee Band have the same cost. The Fee Bands for 2011 are as follows:

Fee Band	Local Fee (FG6) Cost	International Fee (FG7) Cost
Concurrent English	₫ 13,104,000 per course	₫ 17,035,000 per course
General	₫ 18,043,000 per course	₫ 23,456,000 per course
Technology	₫ 19,332,000 per course	₫ 25,132,000 per course
MBA	₫ 34,963,000 per course	₫ 45,452,000 per course
Master of Engineering	₫ 26,734,000 per course	₫ 34,754,000 per course
Internship – One semester B.Commerce B.Communications B.Business (Acct, Mktg, E&F) B.Information Technology	₫ 36,086,000 per semester	₫ 46,912,000 per semester
Internship – Three semesters B.Business (BIS)	₫ 26,769,000 1 <sup>st</sup> and 3 <sup>rd</sup> semester ₫ 8,726,000 2 <sup>nd</sup> semester	₫ 34,800,000 1 <sup>st</sup> and 3 <sup>rd</sup> semester ₫ 11,344,000 2 <sup>nd</sup> semester
Internship – One semester B.Design	₫ 31,132,000 per semester	₫ 40,472,000 per semester

**Note 1: The criterion used to determine whether a student qualifies for the Local Fee rate is contained in Section 3 - Higher Education Fee Groups.**

**Note 2: The tuition fees provided for diploma and degree programs in the tables above are calculated based on the defined program structure plus a typical selection of elective courses. The actual program cost may vary depending on which elective course options are selected. The actual program cost may also be affected by potential course fee increases in the years beyond 2011, should enrolment in the program continue beyond 2011.**

**Note 3: The program durations stated in the tables above assume full time enrolment (4 courses per semester).**

**Note 4: A list of the courses in each Fee Band will be made available on the web site.**

## 6 Compulsory Non-academic Fees

### 6.1 University Facilities Fee

The University Facilities Fee is a contribution towards the overall University facilities including development, maintenance, and operation of open access sport and recreation facilities and activities. The University Facilities Fee for 2011 will be as follows:

**Saigon South English students per 10 week course: ₫470,000**

**Saigon South Higher Education Students per semester: ₫620,000**

**Hanoi English students per 10 week course: ₫110,000**

**Hanoi Higher Education Students per semester: ₫150,000**

### 6.2 Medical Services Fee

Students attending courses delivered during the day will pay the **Medical Services Fee**. The medical and health services provided include international standard emergency, first aid, and primary health care consultations with a qualified doctor, in addition to general health advice and education.

**English Students per 10 week course: ₫290,000**

**Higher Education Students per semester: ₫390,000**

### 6.3 Medical Insurance Fee

A new decree (62/2009/ND-CP) effective from 2010 establishes a compulsory medical insurance scheme for Vietnamese university students. It requires universities to collect the Medical Insurance Fee from Vietnamese students and pass that fee on to the Social Insurance Unit of the city in which the campus is located. More information is available at [www.bhxhtphcm.gov.vn](http://www.bhxhtphcm.gov.vn) or [www.bhxhvn.com.vn](http://www.bhxhvn.com.vn)

**Higher Education Students (for one year of coverage): ₫209,160**

## 7 Administrative Fees and Charges

### 7.1 Printing Charges

#### Black and White

A4 Single-sided page: **₫400**

A4 Double-sided page: **₫600**

#### Colour

A4 Single-sided page: **₫2,000**

A4 Double-sided page: **₫3,000**

A3 Single-sided page: **₫3,000**

A3 Double-sided page: **₫4,500**

All newly enrolled students are provided an initial **₫50,000** printing credit. Once students have used up their initial credit, **₫100,000** top-ups can be purchased at the Student Services Helpdesk.

## 7.2 Library Charges

Library users who do not return items by the due date will be charged a fine based on how many days the item was overdue. Users with items one month overdue or damaged will be charged for replacement of the item. Users are not permitted to borrow from the Library until past fines have been paid.

**Fine for each day an item is overdue: ₫5,000**

**Replacement Fee = Cost of the item + Freight (₫150,000) + Administration fee (₫50,000)**

## 7.3 Transcripts

An official Statement of Completion, including a transcript of results and GPA's achieved, is provided to all graduates at the time of graduation. Prior to graduation, Official Transcripts must be ordered from RMIT Melbourne. Instructions and fees are available on the RMIT Melbourne web site:

[http://www.rmit.edu.au/browse/Current students/Administration/Awards/Transcripts/Obtain your transcript/](http://www.rmit.edu.au/browse/Current%20students/Administration/Awards/Transcripts/Obtain%20your%20transcript/)

An unofficial Statement of Results produced by RMIT Vietnam may be ordered from the Student Services Helpdesk. An Interim Statement of Completion may also be requested on completion of a program.

**Statement of Results: ₫50,000**

## 7.4 Student ID Cards

All students are provided a Student ID card at the beginning of their first semester. Replacement Student ID cards can be ordered from the Student Services Helpdesk. Should a student not have their Student ID Card with them and require temporary identification, for example to be able to enter an exam, a Temporary Student ID Certificate may be requested from the Student Services Helpdesk.

**Replacement Student ID Card: ₫200,000**

**Temporary Student ID Certificate: ₫50,000**

## 7.5 Graduation Ceremony Fees

The Graduation Ceremony Fee covers attendance at the graduation ceremony, and includes tickets for three additional guests. The fee is non-refundable except in exceptional circumstances (See Section 14).

**Graduation Ceremony Fee: ₫1,000,000**

**Academic Gown Rental: ₫400,000**

**Academic Gown Refundable Deposit: ₫1,000,000**

**Additional Guest Tickets (if available): ₫100,000**

## 7.6 External Examination Invigilation

RMIT Vietnam is able to provide invigilation services to offshore universities who have a student who needs to do an exam in Vietnam. The fee covers the courier charges for returning the exam documents back to the host university.

**External Exam Invigilation Fee: ₫2,000,000**

## 7.7 Late Fees and Admin Charges

- **Late Enrolment Fee: ₫2,000,000** Payable if enrolment formalities are not completed by the deadline specified in the Academic Calendar.
- **Late Enrolment Variation Fee: ₫2,000,000** Payable if a student wishes to withdraw from a course in week three or week four of the semester.
- **English Course Withdrawal Admin Charge: ₫1,000,000** Payable if a student wishes to withdraw from an English course prior to the course beginning, or in the first three days of the course.
- **Overdue payments:** Students whose fee payments are not made by the Census date will be required to pay late payment charges incorporating a **₫200,000** administration charge and **₫100,000** per day that the fees remain outstanding.

## 7.8 Audio-Visual (AV) Equipment Loans and Studios

- **Late Return of Loaned AV Equipment: ₫100,000** for each two hours late up to a maximum of **₫1,000,000**.
- **Loss or Damage to Loaned AV Equipment or Studios:** The borrower will be responsible for the full replacement cost of the equipment lost or damaged.
- **Abuse of AV Studios:** Food and drink are not to be taken into the AV Studios. Failure to comply may result in a fine of **₫100,000**.
- **Booking Cancellations:** Bookings for AV Equipment or Studios may be cancelled up to 30 minutes before the start of the booking without penalty. Those who book equipment or studios and then don't honor their booking are disadvantaging other students by limiting their access. Those who do not cancel their booking at least 30 minutes before the scheduled start of the booking may be fined **₫100,000**.

## 7.9 Textbook Rental

Textbook rental fees are included in the Tuition Fees. The deadline for returning textbooks is close of business on the Friday of the last week of exams. Students having textbooks overdue for more than one week, or textbooks that are damaged, will be charged for replacement of the textbook. Students will not be issued new textbooks until past fines and replacement fees have been paid.

**Fine for each day a textbook is overdue: ₫5,000**

**Replacement Fee = Cost of the item + Freight (₫150.000) + Administration fee (₫50.000)**

## 8 Payment Methods

### 8.1 Saigon South Campus

#### 8.1.1 Cash Deposit

At the Cashier (adjacent to Student Recruitment), 702 Nguyen Van Linh Blvd., District 7, HCMC

Cashier hours: Monday to Friday, from 8:00 to 12:00 & from 13:00 to 17:00.

(Note: If paying cash at the Cashier a cash handling fee of **₫360,000** will be charged for all Tuition Fee payments)

#### 8.1.2 Bank Transfer

Account Name: RMIT INTERNATIONAL UNIVERSITY VIETNAM

Account No. (VND Account): 310179-9

Address: ANZ Bank (Vietnam) Ltd, 39 Le Duan Street, District 1, HCMC

SWIFT Code: ANZBVNVX472

#### 8.1.3 Deposit at ANZ Bank

Pay at one of the ANZ Branches:

1. ANZ Kumho Branch  
Ground Floor – Kumho Asiana Plaza, 39 Le Duan Street, District 1, HCMC
2. Ground Floor - Me Linh Point Tower, 2 Ngo Duc Ke, District 1, HCMC
3. 047 My Hung, Nguyen Van Linh Street, District 7, HCMC
4. 86 Tan Da Street, Ward 11, District 5, HCMC
5. 65 Pham Ngoc Thach Street, Ward 7, District 3, HCMC

ANZ opening hours: Monday to Friday, from 8:00 to 17:00.

Please provide the following details on Deposit slip or the Telegraphic Transfer (TT) Application

1. Student name
2. Student ID
3. Program Code or Name of Program

#### 8.1.4 Visa or Mastercard

Pay using a Visa or Mastercard at the Saigon South Campus Cashier, or at the ANZ Bank. Bank fees will be payable in addition to the invoiced amount.

## 8.2 Hanoi Campus

### 8.2.1 Cash Deposit

Pay by cash at HABUBANK or Vietcombank Ba Dinh

1. Habubank - Van Phuc Branch, 302 Kim Ma Street, Ba Dinh District, Hanoi  
Account Name: RMIT INTERNATIONAL UNIVERSITY VIETNAM – HANOI BRANCH  
Account No. (VND Account): 120.431100.000.002086
2. Vietcombank Ba Dinh – Handi Resco Building, 521 Kim Ma Street, Ba Dinh District, Hanoi  
Account Name: CHI NHANH DAI HOC QUOC TE RMIT VIET NAM  
Account No. (VND Account): 0611001778878

### 8.2.2 Bank Transfer

Account Name: RMIT INTERNATIONAL UNIVERSITY VIETNAM-HANOI BRANCH

Account No. (VND Account): 3429695

Address: ANZ Bank Hanoi, 14 Le Thai To Street, Hanoi

### 8.2.3 Deposit at ANZ Bank

Pay at one of the ANZ Branches:

1. 14 Le Thai To Street, Hanoi
2. VIMECO Building, E9 Pham Hung Road, Trung Hoa Ward, Cau Giay Dist., Hanoi
3. 102 Lot C, D5 Nguyen Phong Sac, Dich Vong Ward, Cau Giay Dist., Hanoi

ANZ opening hours: Monday to Friday, from 8:00 to 17:00.

Please provide the following details on Deposit slip or the Telegraphic Transfer (TT) Application

1. Student name
2. Student ID
3. Program Code or Name of Program

### 8.2.4 Visa or Mastercard

Pay using a Visa or Mastercard at the ANZ Bank. Bank fees will be payable in addition to the invoiced amount.

## 8.3 Foreign Currency Transfers

Foreign currency transfers from within Vietnam will be converted to Vietnam Dong at the Buying exchange rate.

Foreign currency transfers from outside Vietnam can be made to RMIT Vietnam's US\$ account. Please email [RMITFinanceDepartment@rmit.edu.vn](mailto:RMITFinanceDepartment@rmit.edu.vn) for the account details. The Selling exchange rate should be used when converting the Vietnam Dong fees to US\$.

## 9 Higher Education Program Application Fees and Deposit

Prospective students applying for a Higher Education program (with or without English study at RMIT Vietnam) must pay a non-refundable Application Fee of **₫450,000**.

Following approval of an application for entry into a Higher Education program, and prior to actual enrolment into that program, prospective students must pay a **₫10,000,000 non-refundable deposit** on or prior to Enrolment Day, normally four (4) weeks before the beginning of the semester. Payment of the deposit will reserve a place in the selected diploma or degree program, as long as the program is being offered at the time the prospective student enrolls, and that academic and English entry conditions are met.

The deposit will only be refunded if a prospective student is given a Conditional Offer but fails to meet the conditions of that offer, or if the University cancels the intake into the program.

## 10 Payment of Higher Education Tuition Fees

### 10.1 Determining Tuition Fees Payable

A Higher Education program is defined as the Higher Education Diploma (HED) OR any undergraduate OR postgraduate degree program offered by RMIT Vietnam.

Tuition fees for individual programs are published in program brochures, on the RMIT Vietnam website ([www.rmit.edu.vn](http://www.rmit.edu.vn)), and in detail in Sections 4 and 5 of this document.

RMIT Vietnam reserves the right to increase program fees. For students who began their RMIT English or Higher Education program prior to 2011, program fees will increase by not more than 10% per calendar year.

Students, who must repeat courses as a result of failing assessment requirements or because of a student discipline penalty, are liable for the fees applicable for the calendar year in which they are repeating, on a per course basis. Students who take Leave of Absence during a program with the intention of resuming studies later are liable for the fees applicable in the calendar year they resume studies.

Higher Education students in any Fee Group who cancel their studies at RMIT Vietnam, or who are excluded due to lack of academic progress, then apply for re-entry in a later semester, will be re-assigned to an appropriate Fee Group and charged the fees applicable at the time they resume studies, irrespective of the Fee Group they were in prior to canceling their studies.

## 10.2 Advance Payments

Students may elect to make an advance payment of fees for future semesters, for example to pay for the full program cost up front. Each semester an invoice will be generated for the enrolled courses and additional charges, decreasing the total held in advance. These invoices will use the Schedule of Fees and Charges applicable at the time the invoices are generated.

## 10.3 Payment Deadlines

New or continuing students who do not complete enrolment formalities on or prior to the designated Enrolment Day will be charged a Late Enrolment Fee unless special approval for late enrolment has been obtained from the Academic Registrar (Vietnam) on or prior to Enrolment Day. The Late Enrolment Fee is specified in Section 7.7 – Late Fees and Admin Charges.

Pro forma invoices will be emailed to all students in the first week of each semester. These pro forma invoices will indicate the courses in which the student is enrolled, the fees associated with those courses, and other charges that are applicable. **The pro forma invoices are for information purposes only and are not an official request for payment.**

Invoices for tuition fees and charges will be sent to all students, new and continuing, at the beginning of week 3 of the semester, by mail and by email. The deadline for payment of these invoices is Friday of week four of the semester, termed the Census Date. **All tuition fee payments by bank deposit or bank transfer need to be dated on or before the Census date.** Students whose fee payments are not made by the Census date will be required to pay late payment charges as detailed in Section 7.7 – Late Fees and Admin Charges.

**Failure to pay all fees and charges by the Census date may result in enrolment being cancelled unless special consideration for late payment is approved by the Academic Registrar (Vietnam). Even if special consideration for late payment is approved, any fees, charges, or fines still outstanding at the end of the semester will result in withholding of results and blocking of further enrolments.**

## 10.4 Issuance of a Tax Invoice

An official tax invoice will be issued in week 5 of the semester if the payment was made by the Census date. Students must notify the Finance and Accounting Department if they require the Tax Invoice to be made out to a specific company and tax code. Failure to provide alternative details for the Tax Invoice by the Census date will result in the student's name and address being used. The Tax Invoice will specify the semester duration from the beginning date to the ending date (including the semester break duration).

## 10.5 Conditional Enrolments

Students whose enrolments are conditional upon meeting entrance requirements, confirmation of results, or meeting academic progression rules, must still complete enrolment formalities and pay fees by the published dates. Refunds will be issued as appropriate if students do not meet the conditions to continue in a program or must vary the number of courses studied as a condition for continued enrolment.

## 10.6 Special Consideration for Payment Deadlines

Students who cannot pay the tuition fee on time due to special circumstances such as ill health or a family crisis should notify the Academic Registrar (Vietnam) **prior to the Census Date**. Such cases will be considered and if special consideration is justified an extended payment deadline may be approved.

# 11 Higher Education Refunds Policy

The policy is in compliance with the Australian Vice-Chancellors' Committee Guidelines for Fee Refunds published in February 2002 and to which RMIT University is a signatory.

There is no automatic right to a refund of fees if a student changes her/his mind about studying at RMIT Vietnam.

All applications for refunds must be on the Application for Refund form. Enrolled students must also submit an authorised Enrolment Variation, Leave of Absence, Cancellation, or Remittance of Debt form, whichever is applicable. All forms are available on Blackboard, or can be obtained from Student Services.

## 11.1 Total Refunds

In the event that an offer of a place is withdrawn by the University or the University is unable to provide the course/s or program, all tuition fees paid are fully refundable unless the offer was made on the basis of incorrect information being supplied by the applicant/student. In such cases the University reserves the right to retain the tuition fee deposit as well as any cost incurred by the University's agent in recruiting the student.

A student who does not meet the conditions of the letter of offer for a place in a program will be eligible for a full refund if the fees were paid prior to the student knowing whether or not he/she met the conditions of offer.

A student who pays fees before exemptions for courses are granted by the University is entitled to a full refund for courses for which the student is exempt, or a transfer of the fees to another course or to the following semester.

A student who fails to meet progression rules for Higher Education programs, or cannot progress due to a penalty imposed under Regulation 6.1.1 – Student Discipline, and who is thus not permitted to re-enrol, will be eligible for a refund of fees if paid in advance of notification of exclusion.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a total refund of tuition fees paid. (See Section 14 - Refunds for Exceptional Circumstances).

## **11.2 Partial refunds**

(Note: The policy for partial refunds applies equally to commencing and continuing Higher Education students.)

Where a student withdraws from a course or courses, or a program, prior to close of business on the Friday of the second week of the semester, a full refund for the course or courses will be given if the tuition fees have been pre-paid.

Where a student withdraws from a course or courses, or a program, in the third or fourth week of the semester, a Late Enrolment Variation Fee will be charged. (See Section 7.7 – Late Fees and Admin Charges).

## **11.3 No Refunds**

A student who withdraws from a course or courses, or a program, after week 4 of the semester shall not be eligible for a refund except in the case of the University approving a refund for exceptional circumstances. (See Section 14 - Refunds for Exceptional Circumstances).

## **12 Payment of English Program Tuition Fees**

### **12.1 Determining Tuition Fees Payable**

An English program is defined as a sequence of one or more English courses (Levels 1 through 7).

Tuition fees for individual programs are published in program brochures, on the RMIT Vietnam website ([www.rmit.edu.vn](http://www.rmit.edu.vn)), and in detail in Sections 4 and 5 of this document.

RMIT Vietnam reserves the right to increase program fees. For students who began their English program prior to 2011, English program fees will increase by not more than 10% per calendar year.

Students who must repeat a course as a result of failing assessment requirements or because of a student discipline penalty, are liable for the fees applicable for the calendar year in which they are repeating, on a per course basis.

### **12.2 English Program Payment Deadlines**

Course fees for students new to the English program are due at least one week prior to the start of the first English course undertaken. The payment deadline for subsequent English courses is on the Friday prior to the beginning of the new course.

Students whose enrolments are conditional upon meeting entrance requirements, confirmation of results, or meeting academic progression rules, must still complete enrolment formalities and pay fees by the published dates. Refunds will be issued as appropriate if students are either not able to continue in a program or must vary the number of courses studied because they do not meet the necessary entrance requirements.

### **12.3 Issuance of a Tax Invoice**

An official tax invoice will be issued in week 3 of each English term. Students must notify the Finance and Accounting Department if they require the Tax Invoice to be made out to a specific company and tax code. Failure to provide alternative details for the Tax Invoice prior to the beginning of the English course will result in the student's name and address being used. The Tax Invoice will specify the term duration from the beginning date to the ending date.

## **12.4 Special Consideration for Payment Deadlines**

Students who cannot pay the tuition fee on time due to special circumstances such as ill health or a family crisis should notify the Academic Registrar (Vietnam) prior to the start of the course. Such cases will be considered and if special consideration is justified an extended payment deadline may be approved.

## **13 English Program Refunds Policy**

### **13.1 Total Refunds**

A student will receive a full refund if RMIT Vietnam is unable to proceed with the course on the date/s promised.

A student will receive a full refund less an administration fee (see Section 7.7 - Late Fees and Admin Charges) if the student notifies the University of his/her inability to attend on the nearest working day prior to the course starting.

### **13.2 Partial Refunds**

A student who wishes to withdraw in the first three (3) days of a course will be offered a 50% refund, less an administration fee (see Section 7.7 - Late Fees and Admin Charges) OR he/she can take up a place in the next available course.

### **13.3 No Refunds**

After the first three days of a course, only in exceptional circumstances will the University consider paying a refund or applying the fees to a subsequent term. (See Section 14 – Refunds for Exceptional Circumstances).

## 14 Refunds for Exceptional Circumstances

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for either a total or partial refund of fees, or transfer of fees to enrolments in a subsequent semester or term, subject to the provision of acceptable documentary evidence in support of the application.

Exceptional circumstances may include:

- serious illness or disability;
- death of the student or a close family member (parent, sibling, spouse or child); or
- political, civil or natural event which prevents full payment of fees.

Students who wish to have exceptional circumstances considered should write to the Academic Registrar (Vietnam) stating what the circumstances are and providing documentary evidence to support their case.

## 15 Appeals Process

A student has the right to appeal a decision on the refund of fees if the student believes that the University has not honored the Refunds Policy as stated in this document, or not all of the relevant information has been taken into account.

Students can appeal a decision by writing to the University Appeals Committee of RMIT Vietnam. The appeal letter should be submitted to the Academic Registrar (Vietnam). Students have the right to make a personal representation to the University Appeals Committee after the written appeal is submitted.

## 16 Addenda and Corrigenda

The changes recorded below have been incorporated into the main document. The original version of the document, prior to these changes, is available from the Academic Registrar's Office.

<b>Date of approval of change</b>	<b>Section</b>	<b>Details of Change</b>
23 Dec 2010	Section 3- HE Fee Groups	Improved clarity of the definitions.
13 Jan 2011	Sections 4.1 and 5.1	Updated Advanced English wording to improve clarity and bring into line with marketing material.