Re: NEW INTERNATIONAL APPLICATION FEE

From Wednesday 1 July 2009, Swinburne will introduce a A$60.00 non-refundable application fee for all international applications.

The fee applies to all applications to commence study from 2010. Students are not required to pay a fee if they submit their application by Tuesday 30 June 2009 or if they are commencing study in 2009.

Application fees are standard among Australian institutions and are valued for demonstrating a student’s commitment to their study. It will also enable us to focus our resources on improving our service to you through quicker turnaround times and more responsive service support.

When does the application fee apply?
The fee applies on a per application basis to study a formal/principal course and packaged programs incorporating the commencement of a formal/principle course.

Are there any exclusions?
The application fee does not apply to stand-alone ELICOS courses, Study Abroad and Research applications.

How can the application fee be paid?
The application fee can be paid by credit card, bank draft or bank cheque (payable to Swinburne University of Technology).

What evidence of payment can I submit?
We will require evidence that the application fee has been made.

Credit card
Students can provide their credit card details on the new application forms, which are now available at www.international.swinburne.edu.au/apply

Bank draft / cheque
If students are paying by bank draft or bank cheque – and they are submitting a scanned or faxed copy of their application – please include a copy of the bank draft or bank cheque and send a hard copy of the application to Swinburne International. Please ensure bank drafts/cheques are attached to hard copy applications.
What happens to applications without evidence of payment?
We are unable to process incomplete applications. Applications that don’t include reference to the application fee will not be processed until we receive notification that payment has been made.

When can the application fee be waived?
There are a range of circumstances in which the application fee may be waived. These include:

- Agent exhibitions and seminar programs where a Swinburne staff member is present to waive the application fee
- Selected exhibitions where a Swinburne staff member is present to waive the application fee
- Swinburne International events where a Swinburne staff member is present to waive the application fee
- Applicants from official Swinburne pathway / partner programs
- Applications from current Swinburne students who have completed their formal course/qualification at Swinburne
- AusAID and sponsored students for whom Swinburne receives a management fee.

Please don’t hesitate to contact your Regional Team Leader if you require any more information:

- **South Asia** (Pankaj Arora – parora@swin.edu.au)
- **North Asia** (Kevin Hoon – khoon@swin.edu.au)
- **South East Asia & the Middle East** (Sofian Edy – sedy@swin.edu.au)
- **Onshore** (Stewart Collins – sjcollins@swin.edu.au)
- **Europe & Americas** (Sonia Chan – soniachan@swin.edu.au)