

## BACKGROUND

All requests for internal sponsorship or exemption of tuition fees must be approved in accordance with JCU's [Tuition Fee – Internal Sponsorship and Exemption Policy](#). This policy defines various categories of internal sponsorships or exemption of tuition fees.

An exemption of tuition fee is where the tuition fee is waived. The Higher Education Support Act (2003) specifies that tuition fees may only be waived in the following circumstances::

- (i) international research students who are recipients of competitive scholarships;
- (ii) co-tutelle research students; and
- (iii) overseas students on exchange programs.

An Internal sponsorship is where the University funds all or part of a student's tuition fees. Under the policy internal sponsorships are granted only for strategic reasons or in exceptional circumstances. Internal sponsorships are grouped as either:

- (i) JCU Staff Development;
- (ii) Approved agreements for groups of students; or
- (iii) Individual student sponsorships

It is JCU policy that fees are raised for all students. Under the Policy, the exemption or internal sponsorship of tuition fees are funded as follows:

Exemptions: no income is distributed to Faculties for these enrolments and the associated EFTSL is not included in the cost drivers to calculate Faculty consumption of support services.

Sponsorships: the value of income sponsored is not distributed to Faculties and the associated EFTSL is included in the cost drivers to calculate Faculty consumption of support services.

It is the responsibility of the requesting Faculty/School/Division to notify students of the outcome of their application for an internal sponsorship or exemption of tuition fees and any conditions the student must meet in order to receive the sponsorship or exemption.

An application form must be completed for most fee exemptions/sponsorship requests. In a small number of categories, an application form is not required. Details are provided in Sections 2 and 3 below.

Application Process:



## 2. Exemptions of Tuition Fees (📄 indicates a Form is required)

### 2.1 International Higher Degree Research (HDR) students who win competitive stipend scholarships awarded on merit and who score above the designated cut off on the JCU Order of Merit List

📄 2.1. International HDR students who are awarded a competitive stipend scholarship, other than a JCUPRS, may be awarded a tuition fee exemption provided that they meet the eligibility conditions:

- score above the cut-off designated by the Higher Degrees by Research Committee, on the JCU Order of Merit list; and
- be the recipient of competitive stipend scholarship that meets the requirements set by the Higher Degrees by Research Sub-Committee. – link to [Form Clause 2.1](#)

2.1.1 Recipients of a James Cook University Postgraduate Research Scholarship (JCUPRS), approved by the Dean, Graduate Research School, are automatically entitled to an exemption of tuition fees. The Graduate Research School will advise International Student Finance to apply the exemption. A separate application form is NOT required.

## 2.2 International Higher Degree Research (HDR) students enrolled in conjoint (co-tutelle) degrees

An application Form is NOT required for these students. All conjoint degree enrolments are subject to formal agreement, signed by the Vice-Chancellor or delegate. The Graduate Research School will advise International Student Finance, via authorised spreadsheet, of co-tutelle recipients and the exemption will be automatically applied.

## 2.3 Enrolled International or Domestic Higher Degree Research (HDR) students exceeding their candidature period within defined limits.

An application Form is NOT required. There is no quota for this category of exemption of tuition fees, however the amount of extra candidature time that will be considered for exemption of tuition fees under normal circumstances will be six months beyond the normal candidature period of two years for Masters by research students, and one year beyond the normal candidature period of three years for PhD students. Authority for approval rests with the Dean, Graduate Research School. **NOTE:** If **extra** candidature time is outside the above normal circumstances - refer to 3.3.2 of Tuition Fee - Internal Sponsorship and Exemption Policy.

The Graduate Research School will advise International Student Finance, via authorised spreadsheet, of any students that have been approved extension of candidature within defined limits and the exemption will be automatically applied.

## 3. Internal Sponsorship of Tuition Fees (📄 indicates a Form is required)

### 3.1 JCU Staff Development -

#### 3.1.1 Graduate Certificate of Education (Tertiary Teaching)

An application Form is NOT required

Requests for internal sponsorship of tuition fees for academic staff undertaking the Graduate Certificate of Education (Academic Practice) will be administered in accordance with the [Graduate Certificate of Education \(Academic Practice\) Internal Sponsorship Policy](#), rather than through the Internal Sponsorship and Exemption of Tuition Fee Policy. Contact Teaching and Learning Development (TLD) for further information. The sponsorship is actioned by the Admissions Office, on the advice of TLD.

#### 3.1.2 Staff Study Assistance Scheme

An application Form is NOT required

Requests for internal sponsorship of tuition fees for all other staff development will be administered in accordance with the [Staff Study Assistance Scheme](#), rather than through this Policy.

#### 📄 3.2 Approved agreements for groups of students, established for strategic reasons – link to [Form](#)

JCU may offer internal sponsorship of tuition fees to a group of students for strategic reasons. Approval authority rests with the Director, James Cook International for applications under the Strategic International Sponsorships as a Recruitment Strategy. Approval for all other applications rests with the Vice-Chancellor, on the recommendation of the Student Fees and Charges Advisory Committee.

### 3.3 Individual Students -

#### 📄 3.3.1 Individual students - strategic reasons – link to [Form](#)

JCU may offer internal sponsorship of tuition fees to an individual coursework or research student who is particularly relevant in realising JCU's strategic objectives. Applications for strategic reasons must include documentary evidence to support the application.

#### 📄 3.3.2 Individual students - International Higher Degree Research (HDR) students exceeding their candidature period beyond the limits defined in section 2.3 – link to [Form](#)

Internal sponsorship of tuition fees will be considered for extra candidature time for HDR students beyond the limits defined in section 2.3.

#### 📄 3.3.3 Individual students – exceptional circumstances – link to [Form](#)

Where the Tuition Fee – Internal Sponsorship & Exemption Policy does not adequately encompass a particular circumstance, JCU may consider an individual's case. Exceptional circumstances will generally relate to compassionate circumstances or University error. Any application for internal sponsorship of tuition fees under exceptional circumstances must include documentary evidence of the exceptional circumstances.

## CHECKLIST

- Determine the category of internal sponsorship or exemption
- Complete the appropriate Tuition Fee - Internal Sponsorship & Exemption Application, if required
- Attach supporting documentation
- Organise for the application to be endorsed by the required signatories
- Email the application and supporting documentation to Student Finance - [studentfinance@jcu.edu.au](mailto:studentfinance@jcu.edu.au) for authorisation and processing
- Notify the student, once outcome of application is known