

BROKEN HILL UNIVERSITY DEPARTMENT OF RURAL HEALTH PLACEMENT FEE POLICY

SCOPE

All student placements in the Far West, North West and South West of New South Wales coordinated by the Broken Hill University Department of Rural Health (BHUDRH) and North West Academic Centre (NWAC) including applications processed via the NSW Health 'ClinConnect' System, attract a **Placement Fee** to support the associated administration, education and facility related expenses.

PLACEMENT FEE AMOUNT

Domestic Students

\$25 per student per week for all Australian tertiary student placements.

International Students

\$200 per student per week for all international tertiary students.

The Domestic & International Students Placement fees will be reviewed each calendar year, and changes may be made from the 1st January of each year.

STUDENT NOTIFICATION

Students commencing placements at the BHUDRH & NWAC will be notified of the Placement Fee in the following ways:

1. The BHUDRH website - <http://www.bhudrh.com.au/>

Under the Student Info and Student Info -> FAQ's tabs, the following Placement Fee information will be displayed:

'Australian tertiary students participating in a rural placement through the Broken Hill University Department of Rural Health will be required to pay a weekly placement administration fee of \$25.00. The total placement administration fee applicable for students will be outlined in documentation prior to placement.'

'International tertiary student placement fees are managed separately, students will be advised following acceptance of application.'

2. Placement Application Processing

Placement Fee information including fee amount will be confirmed upon successful processing of your placement and/or accommodation application. The fee will be outlined in the Offer Contract which you will be required to review before accepting the placement and/or accommodation offered.

3. Student Placement Arrival and Accommodation Information email

Placement Fee information including fee amount will be provided via email in the *Student Placement Arrival and Accommodation Information* that is emailed prior to placement commencement date.

METHOD OF PAYMENT

Placement Fees can be paid in the following ways:

1. Online Payment

Payment can be made online using MasterCard or Visa credit card through the BHUDRH's [StarRez Student Portal](#), accessible to students that have previously submitted an online placement application via the BHUDRH StarRez Student Portal. Online payments are the preferred method.

2. Invoice

If the placement fee is to be paid by an Education Provider on the students behalf than a suitably rendered invoice will be issued to the Education Provider. The Education Provider must have an agreement with the BH UDRH regarding student placements.

PAYMENT PERIOD

Students are required to pay the Placement Fee ***in full before*** their first day of placement.

If a placement is 10 weeks or longer, payments by instalments may be accepted in consultation with the BHUDRH Finance Officer.

FEE EXEMPTIONS

Individual students may be exempted from the Placement Fee in the following circumstances:

1. Students whose Education Provider has an agreement with the BHUDRH regarding their placement;
2. Students in receipt of a scholarship, where a portion of the scholarship is payable to the BHUDRH;
3. Students originally from any of our placement sites and living locally, or returning to our placement sites for their placement.

Students must contact BHUDRH Student Placement staff before placement commences for an exemption to be considered.

REVENUE RECEIVED

Revenue received from Placement Fees contributes to the administration, education and operational expenses associated with student placements including:

- Student Orientation Programs;
- Administrative processes for Placement Schedules, Host Site Planners and pre-placement Communication;
- Cultural Awareness Training and Support;
- Enhanced Learning Programs;
- Educational Facility, Vehicle and accommodation related expenses;
- Student Pastoral Care.