

Swinburne Course Fee Reduction Scheme (SCFRS)

Frequently Asked Questions

Q. My manager has given me approval to study a course through the Swinburne Course Fee Reduction Scheme (SCFRS). What should I do next?

1. Submit your Performance and Development Plan via the staff intranet
2. Apply for admission to the course
3. Accept Offer and Enrol
4. Download and complete the Employee Verification form.
5. Submit the SCFRS Application Form ensuring Employee Verification form is attached.

Q. I am not eligible for Government assistance. How does the SCFRS apply to me.

You must pay 50% tuition fees and full amenities fees upfront by the payment due date.

Q. I have received a statement of account for the fees which will be reduced by the SCFRS which I believe is incorrect as I have met all requirements. What do I do?

Email Student Fees via fees@swin.edu.au

Q. Can I study a course through Swinburne Edge?

You can study any course which is offered by Swinburne University however should note that only courses at Diploma level and above (with the exception of the Certificate IV in Disability and Certificate IV in Building and Construction (Building)) are eligible for government assistance and as such you will be required to pay the 50% of your tuition fees upfront. Apply and enrol for short courses through Swinburne Edge via the usual methods.

Q. Are Student Services and Amenities Fees (SSAF) covered by the SCFRS?

No. You will be required to pay the SSAF. There is no fee-reduction for the SSAF.

Q. Are there any courses which are fully funded by the university?

There are many courses which are offered at no cost to Swinburne staff through the Development Calendar which are not part of the SCFRS. Check out our programs available Through [Your Development](#).

Q. Do I have to apply for the fee reduction at the start of each teaching Period/calendar year?

No. One application at the commencement of your course is sufficient. SCFRS will be applied at course level. Your academic record and employment status will be tracked by Student Fees

and People and Culture teams to ensure your ongoing eligibility status. To have the SCFRS applied to your fees you must apply by the relevant census date, have completed your enrolment and all the steps as per the checklist.

Q. What do I do at the end of the teaching period if I have passed the unit/course I was approved to take through the SCFRS?

If you have made the required payment prior to the fee payment due date, completed the HELP form as part of your enrolment (if eligible) you do not need to do anything as the SCFRS is applied to your fees at a course level. Email Student Fees fees@swin.edu.au if the SCFRS was not applied.

Q. What happens if I did not successfully complete the unit/course which I was approved to study through the SCFRS?

If you have paid the full fees upfront for your course and fail the unit or do not successfully complete it, you are not eligible to receive the re-imbursement for the SCFRS. Your manager may approve you to receive the SCFRS if you repeat the unit. If approved, enrol and pay the full fees upfront and apply for re-imbursement of the fees for the second attempt after you have provided your manager with proof of satisfactory completion of the unit/course e.g. academic transcript and proof of payment.

If you have had the SCFRS applied to your tuition fees and you and the unit/course you are studying meet the eligibility requirements and you fail the unit/course which you were approved to study you are not eligible for a reduction in fees for any future units/courses until you have successfully completed the unit/course you were approved to study and received the SCFRS for.

Q. If I change into a different course, do I need to apply for the discount again?

Yes. The application needs to be submitted for each individual course to ensure the course aligns with the staff members YPD objectives.