

FEES POLICY AND PROCEDURES

Approving Authority	Board of Governance
Responsible Officer	Principal
Version	V.3 reformatting. Approved by the Principal
Next Scheduled Review	October 2023
Related Legislation and Regulations	Higher Education Support Act 2003 Education Services to Overseas Students Act 2000 (ESOS Act 2000) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). Higher Education Standards Framework 2021, standard 1.1, 7.2, Standards for Registered Training Organisations (RTOs) 2015 Standard 3, 5, 6 Standards for Registered Training Organisations (RTOs) 2015
Associated Documents	Refund Policy and Procedure Student Grievance Handling Procedure Complaints and Appeals Policy and Procedure

1 SCOPE

This policy applies to all student (domestic and international) fees and payment plans for all programs offered at ACCS.

Tuition fees for domestic students are governed by the Higher Education Support Act 2003 and Standards for Registered Training Organisations (RTOs) 2015. Tuition fees for international students are governed by the Education Services to Overseas Students Act 2000 (ESOS Act 2000) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018).

2 PURPOSE

All students enrolled at the College in course are expected to have paid their tuition fees in full by end of trimester for each of their enrolled subjects.

The tuition fee amount which a student is required to pay for a given teaching period is determined by the student's subject enrolments at the teaching period's census date. The student is liable for the tuition fee charges of the subjects enrolled as at census date regardless of the student's academic performance in the subject(s). Subject and course fees are not transferrable to other students.

Tuition fees may be paid using the following methods:

- FEE-HELP Loan Scheme (for eligible domestic students).
- A combination of DIRECT and FEE-HELP payments (for eligible domestic students).
- DIRECT PAYMENT of fees paid directly to the College.

Miscellaneous fees and charges not directly related to tuition may be incurred during the candidature of a student. These fees must be paid directly to the College.

Tuition fees for domestic and international students are reviewed annually and published on the College website.

3 DEFINITIONS

Census date: The date when a student's enrolment in a subject is finalised and the student's financial liability for the enrolment is determined.

Commonwealth Assistance Notice: A notice issued to students who incur a financial HELP debt at a census date.

Domestic student: An Australian citizen or permanent resident in Australia, or a New Zealand citizen or permanent visa holder for New Zealand.

FEE-HELP: A Commonwealth Government loan scheme that assists eligible fee-paying students pay all or part of their tuition fees.

International student: A student who is not a domestic student (as defined above) and includes students on temporary resident visas.

Teaching Period: A period of time in which a subject is offered, and which has a commencement date, census date and end date.

Tuition Fee: A fee paid for the teaching of a subject undertaken in the College.

Direct Payment of Fees: Tuition fees paid directly to the College by a student.

4 POLICY/PROCEDURE STATEMENT

4.1 FEE-HELP

FEE-HELP is an Australian Government loan scheme which assists eligible students to pay their tuition fees up to a lifetime limit. FEE-HELP is only applicable to accredited Higher Education qualifications delivered by ACCS.

A student accessing the Australian Government's FEE-HELP Assistance scheme to help cover the payment of their tuition fees will incur a FEE-HELP debt with the Australian Government.

The Australian Government applies a loan fee of 20 percent to FEE-HELP loans undertaken for undergraduate courses. Postgraduate subjects do not incur a FEE-HELP loan fee. FEE-HELP loan fees do not count toward the FEE-HELP (HELP) limit.

Students commence the repayment of their FEE-HELP debt to the Australian Government through their personal tax.

FEE-HELP Entitled students

A student is entitled to FEE-HELP for a subject that is being undertaken at ACCS if the student:

- a) is an Australian citizen or the holder of a permanent humanitarian visa who will be residing in Australia for the duration of the subject(s), or is a New Zealand Special Category Visa (NZ SCV) holder who meets the specific NZ SCV residency requirements for HELP loans and who will be residing in Australia for the duration of the subject(s);
- b) is enrolled in an eligible subject on or before the census date for the subject and remains enrolled in the subject immediately after the census date;
- c) is not a Commonwealth supported student in relation to the subject;
- d) has completed, signed and submitted a request for Commonwealth assistance in relation to the subject or their course before the end of the census date;
- e) has not exceeded the FEE-HELP limit on or before the census date; and
- f) for students who commence a course of study on or after 1 January 2018, must have maintained a 50%

pass rate (in their first 8 subjects in the Bachelor or Graduate Diploma courses; or in their first 4 subjects in the Diploma or Associate Degree courses), and maintain this minimum pass rate for the duration of their course, to remain eligible to access a FEE-HELP loan.

In submitting the application for FEE-HELP, students declare that they have read the FEE- HELP Information booklet available at <https://studyassist.gov.au> and are aware of their obligations under the program.

A student may not authorise another person to sign a Request for FEE-HELP Assistance form on his or her behalf.

In each teaching period the College will issue a Commonwealth Assistance Notice (CAN) to each student in receipt of a FEE-HELP loan for any subject in which he or she is enrolled. The Commonwealth Assistance Notice will be issued within 28 days of the earliest census date, indicated in the notice.

4.2 DIRECT PAYMENT

The following students will be required to make their tuition fee payments directly to the College as direct payments and will be invoiced accordingly:

- all international students;
- students who do not meet the FEE-HELP eligibility requirements;
- FEE-HELP eligible students who choose to not to access FEE-HELP for a portion of their full tuition fee amount and DIRECT PAYMENT for the other portion of their tuition fee amount, or
- FEE-HELP eligible students who have not submitted their Request for FEE-HELP by the census date.

Invoices must be paid by the due date. Students who do not settle their account on or before the due date may be restricted from future enrolments.

Note that ACCS does not accept payments of more than \$1500 at any one time for vocational courses.

4.3 PAYMENT OF FEES

It is the responsibility of the student to be familiar with the requirements of fee payment under this policy and to pay fees in line with those requirements. Students are required to pay the tuition fees in full for each subject (or be registered for FEE-HELP for that subject) prior to census date.

Payment of fees will not be accepted for any more than one (1) academic trimester in advance.

The College accepts the following payment methods for direct payment of fees:

- Deposit to the College's bank account.
- By EFTPOS.
- By Credit card (not Amex or Diners Club).

Students are liable for any bank fees and charges associated with credit cards or bank transfers.

Tuition fees are protected by a fair and reasonable refund policy where cases of special circumstances apply.

4.4 INTERNATIONAL STUDENTS

The College defines an International Student as someone who is **not** an Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. All international students pay fees specified for international students, regardless of visa subclass.

The College reserves the right to charge different fees to international students and domestic students. The amount which an international student is required to pay is determined by the student's subject enrolment for the teaching period.

Tuition fees cover the cost of tuition only. Tuition fees do not cover application fees, books, or the Overseas Student Health Cover (OSHC) that international students need to obtain for the duration of their studies.

International students must ensure that their payment includes any bank transfer fees.

Commencing International Students

The College accepts payment of commencing international student fees by bank transfer only. International students are required to pay their first teaching period's tuition fees, as per the CoE instructions prior to the College issuing a Confirmation of Enrolment (CoE). This requirement is included in the letter of offer and the written agreement issued by the College.

If the student has nominated the College to arrange their Overseas Student Health Cover (OSHC) on their behalf, the student must pay the OSHC premium fees to the College in addition to the initial tuition fee payment, before a CoE is issued to the student. Tuition fees must be fully paid by the commencement of their first teaching period.

Fees for commencing international students will be governed by the tuition fee rates approved at the time their offer was issued by the College and as signed in their written agreement with the College. As tuition fees are subject to change and are reviewed on an annual basis, fees may change if an international student defers his/her course start date.

Continuing International Students

Continuing international students are required pay their tuition fees by the end of trimester by bank deposit, credit card payment or EFTPOS.

5 ACKNOWLEDGEMENTS

This policy acknowledges the following resources:

- www.ozford.edu.au
- www.acpe.edu.au
- www.jmccademy.edu.au