



## POLICY: STUDENT FEES AND PAYMENTS

<b>POLICY NUMBER:</b>	FIN002	<b>VERSION:</b>	6.5
<b>DATE ADOPTED:</b>	19 March 2012	<b>DATE LAST REVIEWED:</b>	26 March 2019
<b>DATE OF NEXT REVIEW:</b>	26 March 2021	<b>REVIEW FREQUENCY:</b>	Two years
<b>AUTHORISED BY:</b>	Operations Director	<b>REVIEWED BY:</b>	Chief Executive Officer
<b>RESPONSIBLE FOR REVIEW:</b>	Chief Executive Officer, Academic Dean, Finance Manager		
<b>REVIEW PROCESS:</b>	Chief Executive Officer, Academic Dean, Finance Manager		
<b>DOCUMENT MANAGEMENT:</b>	U:/Policies and Procedures		
<b>COMMUNICATION</b>	All relevant staff will be automatically notified by email when the reviewed policy has been authorized		
<b>Policy context:</b> This policy relates to:			
<b>HE STANDARDS FRAMEWORK 2015</b>	1.1; 7.4;		
<b>ESOS</b>	National Code Standard 3 ESOS Act, Part 3 Section 27 & 28		
<b>STANDARDS FOR RTO'S 2015</b>	7.1, 7.2, 7.3		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	Tertiary Education Quality and Standards Agency Act 2011 The Education Services for Overseas Students (ESOS) Act 2000 National Vocational Education and Training Regulator Act 2011		
<b>OTHER POLICIES</b>	Refund policy		
<b>FORMS AND OTHER DOCUMENTS</b>	Fees & Charges Schedule Letter of Offer Refund Fee Schedule		



<b>KEY WORD (META DATA)</b>	Fees, refund, TPS, ASTAS, Letter of Offer
<b>DEFINITIONS</b>	<p><b>Pre-paid fees:</b> Tuition fees received by a registered provider in respect of an overseas student or intending overseas student, in relation to a study period for a course to be provided by the provider, before the student begins the study period.</p> <p>TPS – Tuition Protection Service</p> <p>ASTAS – ACPET Student Tuition Assurance Scheme</p> <p><b>Census date:</b> The date at which IIBT deems an enrolment to be final.</p>

<b>Policy Information:</b>	
<b>POLICY</b>	IIBT is committed to providing students with accurate fee information and collecting student tuition fees for courses in line with the Australian Government’s Tuition Protection Service (TPS) for international students. IIBT holds a membership for domestic students with ACPET Student Tuition Assurance Scheme (ASTAS).
<b>SCOPE</b>	This policy applies to all international and Domestic students studying at IIBT.
<b>PROCEDURES</b>	<p><b>Fees Information</b></p> <ol style="list-style-type: none"> <li>1. All students are charged tuition and enrolment fees for its registered courses according to the level of study.</li> <li>2. Enrolment Fees are non-refundable in all courses.</li> <li>3. Fees are reviewed annually and published in the Student Fee Schedule as part of the Letter of Offer. Fees for all the courses are also published in the respective course brochures and on the IIBT website.</li> <li>4. The total fees an international student may be charged for a course is set out in the Letter of Offer.</li> <li>5. Students will be given 30 days notice for any course fee changes</li> <li>6. If a student is required to repeat a unit or extend their study period in an enrolled course, the student will be charged the full fee for each unit at the time the unit is repeated, or a study extension is accepted.</li> <li>7. Refund of Fees is governed by IIBT’s Refund Policy.</li> <li>8. IIBT will provide the following fee information to each client:</li> </ol>



- a. the total amount of all fees including course fees, enrolment fees and any other charges which may include but are not limited to material fees and Overseas Student Health Cover (OSHC);
- b. payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee
- c. the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment or who have passed units or a course; and the organisation's refund policy.
- d. Other fees that the student may incur including but not limited to photocopying, books and materials.

9. Pre-Paid Fees - International Students

- a. Overseas students must pay all fees for courses with a duration of 25 weeks or less in full and can choose to pay more than 50% of their total tuition fees for courses with a duration of more than 25 weeks in accordance with ESOS Act.
- b. The Institute will require the full tuition fees paid prior to or on the census date of the course.
- c. In the situation that a course of study is greater than 24 weeks in duration, International students are required to pay no more than 50% of the total tuition fee upfront when accepting the letter of offer. Students can make a voluntary payment at any time prior to course commencement date by selecting the voluntary payment section in the letter of offer.
- d. Students will be provided with the IIBT Pre-paid Fees bank account details for depositing the prepaid fees as per their Letter of Offer. The funds will be held in this account and only accessed when either students have commenced their prescribed course(s) according to course census date on their eCoEs or various provisions for refund of student fees have been exhausted as per IIBT's Refund Policy.
- e. IIBT will monitor the Pre-paid Fees Account and draw appropriate amounts from it at various times in accordance with course census date while ensuring that student entitlements are not affected at any time.



**10. Pre-Paid Fees - Domestic Students**

Domestic students who decide to enrol into a course will be required to pay the amount of fees as specified in their Letter of Offer and/or according to the fees on the course brochure unless agreed otherwise.

**Credit Transfer Students**

11. The total fees for Credit Transfer Students will be calculated as follows;

- a. Tuition Fee: Charged on a pro-rata basis for each unit or unit of competency allocated for the duration of the course.
- b. Materials Fee: Charged in full
- c. Resource Fee: Charged in full
- d. Enrolment Fee: Charged in full

**Other conditions related to fees**

12. Until outstanding fees are paid, students are not eligible for the following:

- a. Submitting an application for release, transfer, withdrawal, deferral or leave
- b. General letters for families or work rights
- c. Certificates and academic results
- d. Access to the student portal
- e. Graduation

13. Late payment may result in a penalty fee or, in some cases, a cancellation of the student's enrolment.

---

END OF DOCUMENT

---