

Student Fees and Charges Policy

1 PURPOSE

To provide a clear documented process relating to fees and charges associated to overseas students studying at The Australian Institute of Commerce and Technology. This policy has been developed in accordance with supports clause 5.3 of standard 5 and Clause 7.2 of Standard 7 of the standards for Registered Training Organisations 2015

To ensure each overseas student or prospective student is properly informed and protected through the provision of comprehensive and relevant fee information

2 SCOPE

This policy applies to all Students who are commencing, have commenced or are continuing study with The Australian Institute of Commerce and Technology.

Overseas students choosing to study at The Australian Institute of Commerce and Technology are required to pay all fees and charges agreed to in the Letter of Offer and Acceptance (Written Agreement).

3 POLICY STATEMENT

3.1 GENERAL RULES

- 3.1.1 The Australian Institute of Commerce and Technology charge a variety of fees and charges for courses in relation to market demand.
- 3.1.2 Fees and charges are published and available online via The Australian Institute of Commerce and Technology's website.
- 3.1.3 Students are notified in their Letter of Offer and Acceptance (Written Agreement) of all fees and charges, including that these are subject to change.
- 3.1.4 Payments including fee deposits are not accepted from overseas students until The Australian Institute of Commerce and Technology receives their signed and completed Letter of Offer and Acceptance (Written Agreement).
- 3.1.5 Tuition fees do not include placement fees or material fees. These will be listed in the letter of offer.
- 3.1.6 Fees and charges are reviewed at least annually.
- 3.1.7 Any changes to fees and charges are updated on all electronic and print material including Letter of Offer and Acceptance (Written Agreement) and marketing/recruiting materials.
- 3.1.8 International education agents are notified of any changes to fees and charges and are supplied with updated materials.
- 3.1.9 The Australian Institute of Commerce and Technology will not issue any qualification or award prior to the completion of payment of all fees and charges in full.

- 3.1.10 Student will pay the same amount of fees at the time of enrolment until completion of the course.
- 3.1.11 Rescheduling of any course or unit of competency may incur variations in fees and charges such as an increase to be paid or an amount to be refunded.
- 3.1.12 Enrolling in a new course will incur any new fees.
- 3.1.13 Tuition fees will not be transferred to another educational institute.
- 3.1.14 The Australian Institute of Commerce and Technology enrolment/application fee is non - refundable.
- 3.1.15 In the event a student abandons the course, all fees due are payable.

3.2 FEES AND CHARGES

- 3.2.1 Fees are payable as agreed with The Australian Institute of Commerce and Technology and documented in the Letter of Offer and Acceptance of Offer. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the Letter of Offer and Acceptance of Offer.
- 3.2.2 Tuition fees will not be transferred to another educational institution.
- 3.2.3 The Australian Institute of Commerce and Technology may restrict or withhold services or materials from learners if fees are overdue.
- 3.2.4 Students are required to pay the following fees:
 - a) Application/enrolment fee (non- refundable)
 - b) Course, as per letter of offer
 - c) Material Fees, as per letter of offer
 - d) Placement fees, as per letter of offer
 - e) Overseas Student Health Cover (OSHC),
 - f) Accommodation,
 - g) Airport Pickup, and
 - h) Any other fees outlined in the Letter of Offer and Acceptance (Written Agreement) and attached schedule of fees for students.
- 3.2.5 Applicants must pay the following fees in order to secure their enrolment at The Australian Institute of Commerce and Technology:
 - a) A specified pre-payment tuition fees (this will be no more than 50% of the total course fees for overseas students)
 - b) Application/enrolment Fee
 - c) OHS fee (for overseas students)
- 3.2.6 Payment particulars:
 - a) Students must pay the Application/Enrolment Fee, otherwise the application will not be processed.
 - b) Enrolment, Accommodation and Airport Pickup Fees are non-refundable.
 - c) Students must pay all associated Course Fees as per the Letter of Offer and Acceptance (Written Agreement)and Fee Schedule, otherwise students will not be allowed to continue study.
 - d) Course fees can be paid in Full at the start of the course, or in Advance by term or in accordance with the schedule outlined in the Enrolment Agreement.
 - e) Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved.

- f) A Refund of any fee will only be processed in accordance with the Refund Policy.

3.3 FEE INCREASES

- 3.3.1 Students are informed on the Letter of Offer and Acceptance of Offer that tuition fees will not increase during their period of enrolment at The Australian Institute of Commerce and Technology.
- 3.3.2 Fees during the enrolment period as tabled under 4.3, may, however, be subject to increase. Notices will be placed throughout the The Australian Institute of Commerce and Technology campus(es) notifying students if any of these fees are to increase. Students will be provided with four weeks' notice of the intention to increase any of these fees.

3.4 PAYMENT METHODS

- 3.4.1 All Fee payments must be made in Australian Dollars and can be paid by:
- Cash,
 - Direct or SWIFT Deposit,
 - Credit Card,
 - Bank Cheque or Money Order

3.5 PAYMENT EXTENSION

- 3.5.1 Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request an extension of fees by submitting a Fee Extension Request Form.
- 3.5.2 The Fee Extension Request Form must be received prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension has been granted.
- 3.5.3 Applying for a fee extension does not guarantee that an extension will be granted.
- 3.5.4 If an extension is approved, then a revised payment schedule will be determined.

3.6 LATE PAYMENT

- 3.6.1 Should a student not pay the required fees by the due date and has not submitted and had approved a Fee Extension Request Form, then the following late payment fees apply:
- 10% on any outstanding amount greater than \$500 AUD
 - 20% on any outstanding amount less than \$500 AUD
- 3.6.2 Should a payment plan be entered into, the due date is the date of the agreed instalment due date, should a student fail to pay 2 or more instalments then the overdue fees will apply to each instalment that is late.

3.7 CANCELLATION

- 3.7.1 The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.

- 3.7.2 In the event that a final notice to cancel CoE, the student shall have 20 days to access the Complaints and Appeals process.

3.8 OVERSEAS STUDENT HEALTH COVER

- 3.8.1 As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.
- 3.8.2 The Australian Institute of Commerce and Technology is able to provide OSHC through BUPA Health Insurance, and will provide the associated fees and charges on the Letter of Offer, or the student is free to arrange OSHC themselves.
- 3.8.3 Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC.

3.9 TUITION ASSURANCE

In accordance with the ESOS Act, The Australian Institute of Commerce and Technology ensures the security of Student Fees through membership to the Tuition Protection Service.

4 SCHEDULE OF FEES

4.1 APPLICATION/ENROLMENT FEE (NON-REFUNDABLE)

A non-refundable application fee of \$250.00 applies.

4.2 CURRENT COURSE COSTS

Listed below are the current course costs (subject to review and change)

BUSINESS COURSES

Evening Class Available

COURSE CODE	CRICOS CODE	COURSE TITLE	DURATION	TUITION	RESOURCES	TOTAL	CLASS FORMAT
BSB40215	086913C	Certificate IV in Business	47 weeks (10 weeks break)	\$5,640.00	\$350.00	\$5,990.00	Monday Format & Evening Format
BSB40515	087034D	Certificate IV in Business Administration	47 weeks (10 weeks break)	\$5,640.00	\$350.00	\$5,990.00	
BSB40715	087052B	Certificate IV in Franchising	47 weeks (10 weeks break)	\$5,640.00	\$350.00	\$5,990.00	
BSB41515	087131C	Certificate IV in Project Management Practice	31 weeks (6 weeks break)	\$3,720.00	\$250.00	\$3,970.00	
BSB42015	091272M	Certificate IV in Leadership and Management	47 weeks (10 weeks break)	\$5,640.00	\$350.00	\$5,990.00	
BSB50215	087181D	Diploma of Business	47 weeks (10 weeks break)	\$6,110.00	\$350.00	\$6,460.00	Wednesday Format & Evening Format
BSB50415	087298B	Diploma of Business Administration	47 weeks (10 weeks break)	\$6,110.00	\$350.00	\$6,460.00	
BSB51415	087440A	Diploma of Project Management	47 weeks (10 weeks break)	\$6,110.00	\$350.00	\$6,460.00	
BSB51915	091273K	Diploma of Leadership and Management	64 weeks (14 weeks break)	\$8,320.00	\$400.00	\$8,720.00	
BSB61015	091274J	Advanced Diploma of Leadership and Management	64 weeks (14 weeks break)	\$8,640.00	\$400.00	\$9,040.00	Mon & Eve Format

† All Business Courses have monthly intakes, course duration is subject to change.

INFORMATION TECHNOLOGY

COURSE CODE	CRICOS CODE	COURSE TITLE	DURATION	TUITION	RESOURCES	TOTAL
ICT40415	086564G	Certificate IV in Information Technology Networking	64 weeks (14 weeks break)	\$6,400.00	\$400.00	\$6,800.00
ICT50415	086650K	Diploma of Information Technology Networking	81 weeks (18 weeks break)	\$8,100.00	\$500.00	\$8,600.00

4.3 FEES DURING THE ENROLMENT PERIOD

Replacement/Additional copy of Qualification Documents/ Statement of Attainment	\$50.00
Interim Statement of Attainment / Progress Report	\$25.00
Administration Fee for Re-assessment/Customised Re-assessment/Late Submission/3 rd Submission of Assessment	\$50.00 per unit
Assessment Dishonesty Fee (Subject to Approval)	\$50.00 per unit
Overdue fees - Maximum 5 Weeks Per Instalment Payment (\$100 per week)	\$100.00
Student Card Replacement	\$25.00
Enrolment Variations (Deferral/Suspension/ Change to Another Course/ Change of commencement date/Change of Schedule 2 nd Request)	\$100.00
Letter of Confirmation / Letter of Completion / Letter of Study Break	\$25.00

Recognition of Prior Learning	\$350.00 per unit
Ad Hoc Exam Board Meeting - Validation & Moderation process	\$350.00
Assessment Marking & Qualification Issuance in Urgency (1-week turnaround)	\$250.00
Request for Qualification Documents Issuance in Urgency	\$100.00
Retrieval of archived file	\$100.00