

Tuition Fees Payment Policy

Purpose	This Policy outlines the AITC's approach to tuition fee payments.
Location	The policy is maintained on owncloud
Responsible executive	Chief Executive Officer (CEO).
Responsible office	CEO's Office
Contact officer	TBA
Effective date	29 June 2020
Review date	TBA
Modification history	Version 1.0
Related documents	AITC Accounting and Financial Management Policy AITC Business Continuity Management Policy AITC Fee Refund Policy and Procedure AITC Student Consultation Policy AITC Student Admissions Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Student Progression, Exclusion and Graduation Policy AITC Business Plan
Authority	Approved by Council

1. Purpose

This Policy of Australian Institute of Technology and Commerce's (AITC) addresses tuition fee payments and granting fees refunds. The related needs and impacts on International students have been developed in accordance with the Education Services for Overseas Students Act 2000 (ESOS Act 2019 as amended) and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018). This policy applies to all AITC students, including commencing and continuing international students. Pursuant to the National Code, this agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's Consumer Protection Laws".

2. Scope

All students at AITC.

3. Definitions

'International students' are students enrolled as 'international students' at AITC.

'Packaged Offers' Students can apply to undertake two or more courses on their Student (subclass 500) Visa where there is clear progression from one course to another. A packaged offer, with the progression requirements, will be indicated as a Condition on the Letter of Offer for the course. For each course in the packaged offer a separate Acceptance Agreement will be required to be completed. For Visa purposed the two courses are packaged together.

To be granted a visa for the full duration of the packaged courses, confirmation of enrolment must be provided in all the courses.

If a visa application includes a package of courses, then students can only have less than two calendar months' elapse between courses. The only exception to this is when the first course finishes at the end of the standard academic year and the next course commences at the beginning of the standard academic year. A student visa for the full package will only be granted if the duration of the package does not exceed the maximum visa grant period.

'Census date' is the last date that allow you to finalise or withdraw any units of study, this is the official deadline of students' enrolment in each semester and students will be academically and financially liable.

4. Policy

Tuition fees are determined annually with fees information provided via the AITC website; tuition fees will vary depending on whether the student is an international paying student or a domestic paying student.

4.1 Payment of Tuition Fees

4.1.1 On commencement, before the confirmation of enrolment will be issued, international students entering a Course will be charged;

- a) an Enrolment Fee, which will be set annually;
- b) the semester fees; and
- c) students in a packaged course, will be required to pay to AITC the fees for their first semester in the AITC course prior to receiving a confirmation of enrolment.

4.1.2 Each enrolment period, after the commencement, students will be charged:

- a) the semester fees (i.e. no less than fees equivalent to three subjects)

4.1.3 Payment Method

The fees can be paid by following methods

- a) Cash payment at the AITC Office;
- b) Electronic Fund Transfer
- c) Credit Card Payment: 2% Credit Card Surcharge will be applied.

4.2 Penalties for Non-Payment

AITC issues a fees reminder where payment has not been made by the due date of the Fees statement in offer or the enrolment statement.

Where a student has an overdue debt to AITC as at the Census Date, a range of exclusions and service restrictions will be applied to the student until the debt is paid. Exclusions & service restrictions include:

- a) Withdrawing access to AITC services and facilities (such as library, computer facilities, online resources, student management systems etc);
- b) Restrict release of examination results & access to Academic Records;
- c) Restrict release of Transcripts & Official Documents (incl. Who It May Concern letters);
- d) Exclusion from course graduation;
- e) Prevention of enrolment in the current or any subsequent teaching sessions;
- f) Exclusion from making adjustments to a student's enrolment (incl. applications for leave, deferral, course variation etc).

Students need to clear all outstanding fees before the exclusions and service restrictions are removed.

4.3 Refund of Tuition Fees

Students may be eligible for the refund of tuition fees where students have a valid reason with the required supporting evidence. Students must review the conditions for a refund set out in the Fee Refund Policy and Procedure.

4.4 Deferral of Studies

Where a student, after accepting an offer of admission, gives a written notice before the commencement of the course of their intention to defer their commencement to the next available intake, all tuition fees may be transferred to the next available intake. The "next available intake" maybe the following semester, or the following year, depending on the course. A place may be deferred for up to 6 months.

4.5 Packaged Students (refers to any two components treated as one 'package' for Visa purposes)

Students in a packaged course (refers to two components treated as a 'package' for Visa purposes), will be required to pay fees for two subjects in the first course of the package before the confirmation of enrolment will be issued.

4.6 Agreement

When AITC accepts an international student's application for enrolment, it is intended that refunding of tuition fees will constitute a written agreement between AITC and the international student for the purposes of the ESOS Act 2019 and National Code.

4.7 Overseas Health Cover (OSHC)

All international students with a student visa must purchase OSHC for the length of their visa to maintain adequate health insurance for the duration of their study time in Australia, in accordance with Australian Government visa requirement, including the instances that students must extend their student visa.

4.8 Changes to Fees

Students are to be given reasonable notice of changes to AITC's operations including information about increases in fees and associated costs and any consequences that may affect their choice of, or ability to participate in, an intended course(s) of study.

4.9 Cancellation of Enrolment

Students are required to clear any outstanding Tuition Fees on the commencement day of the semester or study period, but no later than the CENSUS date of the relevant study period.

After the Census Date of each Study Period, a Student Finance Officer will be responsible to identify

Australian Institute of Technology & Commerce Pty Ltd

ABN 47 634 668 214 CRICOS Code: 03996D

Head Office: Level 6, 8 Quay Street, Haymarket NSW 2000

Website: www.aitc.nsw.edu.au Email: info@aitc.nsw.edu.au

Phone: 02 9211 4958



all students who have not met the payment obligation by the payment due date and send an overdue notice.

The Overdue Notice will include the following information:

- The amount of outstanding fees and the Statement of Account to summarise the amount students have paid;
- Penalties applied in accordance with Item 4.2 of this policy.

A Student Finance Officer will identify any students left with outstanding fees (debtors) following the due date outlined on the overdue notice and send the list of debtors to the Admission Officer. The Admission Officer will apply further sanctions or penalties to those students accordingly.

The Institute may use an external debt collection agency to recover outstanding payments from students.

For students who applied for withdrawal:

- The official date of withdrawal will be confirmed after consultation with the Admission Officer
- An advice of Cancellation of Enrolment will be provided or emailed to students
- Students will no longer be enrolled in their course
- Where the student applies for a new course at AITC, they need to clear the outstanding fees prior to the enrolment
- The Cancellation of CoE with the reasons will be reported by AITC to the Government department managing student visa