

QF046 APIC Student Fees Policy

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1. Purpose

The purposes of this Policy are to:

- ensure the setting of course and subject fees is compliant with government requirements while supporting strategic and financial imperatives;
- ensure that additional charges levied are compliant with Commonwealth legislation; and
- detail the requirements for administration, invoicing, collection and refund of fees.

2. Scope

This Policy applies to both commencing and continuing fee-paying students.

3. Definitions

Item	Definition
Agent commission fees	The fees payable to approved APIC agents for completed student enrolments
Appeal	The review of a decision made by APIC under the Grievances and Appeals Policy and Procedure
Applicant	The student making an application to APIC under this policy.
Census Date	The final day for withdrawal from a course or unit of study without incurring academic penalty.
CoE	Confirmation of Enrolment
Course	A program of study leading to a formal APIC qualification.
Course fees	The sum of the tuition and non-tuition fees.
Credit	The positive balance of a student account, being a balance greater than zero, as a result of an over-payment of fees to APIC.
Defer/deferment	To temporarily delay or postponement of commencement of studies.
Compassionate and compelling circumstances	Compassionate and compelling circumstances are circumstances beyond the student's control that have an impact on the progress of the student through their course or on the wellbeing of the student. Refer to the Compassionate and Compelling Circumstances Guidelines.
Evidence	Will vary with regard to the specific circumstances, but could include relevant DIBP visa documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on a student's area of residence; a relevant medical, death or birth certificate; a police incident report; a social worker's report; and/or a psychologist's report. Certificates not written in English must be translated into English by approved NAATI translators.

Item	Definition
LoO	Letter of Offer and Written Agreement from APIC to a prospective student offering them an enrolment in a course and specifying the conditions of admission.
Non-Tuition Fees	Includes but is not limited to: <ul style="list-style-type: none"> • Enrolment Fee; • Admission Fee • CoE Processing Fee; • Change of Course Fee; • Airport Pick-up Fee; • Accommodation Placement (Booking Fee); and • Other fees as listed at http://apicollege.edu.au/courses/fees/
OSHC	Overseas Student Health Cover
Package Program	A program that includes multiple courses, which may or may not be wholly provided by APIC.
Principal course	The final course providing the highest qualification in a student's sequenced package of courses
Principal course provider	The registered provider delivering the final or principal course in a student's sequenced package of courses.
Prospective student	A student who intends to enrol in a course offered by APIC.
Refund	Reimbursement of course fees, OSHC, overpayments, and charges.
Student	Any person who is enrolled in any course or program offer at, or in conjunction with APIC.
Tuition Fees	As defined by Section 19-105 of the Higher Education Support Act or Section 7 of the Educational Services for Overseas Students Act 2000: Means fees payable in respect of studies that are or to be undertaken for the purpose of obtaining a higher education award and for Overseas students means fees received, directly or indirectly, from: <ul style="list-style-type: none"> • an overseas student or intending overseas student; or • another person who pays the fees on behalf of an overseas student or intending overseas student; • that are directly related to the provision of a course that the provider is providing, or offering to provide, to the student.

4. General

- 4.1 The College establishes and levies a range of fees and charges for the full range of tuition and services provided to students.
- 4.2 The College publishes comprehensive and accessible information on fees and charges for students and ensures that the administration of these fees and charges is consistent with the published information, and in accordance with external and College policies and procedures.
- 4.3 In setting course fees, the College takes into account a range of factors including, but not limited to:
 - 4.3.1 cost of delivery of the course or subject;
 - 4.3.2 market forces including demand and trends;
 - 4.3.3 government and legislative obligations and trends;
 - 4.3.4 type of student (international, domestic, undergraduate, postgraduate, research);
 - 4.3.5 commercial and strategic imperatives;
 - 4.3.6 operational requirements and demands;
 - 4.3.7 known and anticipated cost increases; and
 - 4.3.8 other criteria in accordance with the Higher Education Support Act.
- 4.4 The College reserves the right to amend course fees and to set other fees and charges. Course fees are usually adjusted annually and approved in time to meet internal and external publication timeframes.
- 4.5 All refunds of course related fees are made in accordance with the College's Refund Policy and Refund Procedure.
- 4.6 Non-tuition fees are non-refundable.

5. Payment of Fees

- 5.1 Students must pay all fees by the due date specified in Schedule 1, or in accordance with the deferral of fees through Fee-Help or as set out in their written agreement if different to Schedule 1.
- 5.2 Students must make all required fees payments directly to the College or through an authorised third party.
- 5.3 Eligible students may apply for a payment plan to pay tuition fees where the student:
 - 5.3.1 makes an application before the fees due date or in accordance with directions from the Registrar or delegate;
 - 5.3.2 is a fee-paying student not paying through Fee-Help; and,
 - 5.3.3 has reasonable grounds including compassionate and compelling circumstances.
 - 5.3.4 All approved payment plans must be finalised, and all fees paid by the last day of the respective study period unless specified in the payment plan.
 - 5.3.5 The College does not grant fee payment plans for payment of non-refundable fees and charges such as library fines

6. Sanctions for Non-Payment of Fees

- 6.1 The College reserves the right to apply sanctions to students with outstanding debts.
- 6.2 Penalties for non-payment of fees, charges or other monies owing to the College for any services provided to a student, may include but are not limited to, the student not being entitled to:
 - 6.2.1 enrol/re-enrol;
 - 6.2.2 receive any results of assessment;
 - 6.2.3 receive application outcomes; or
 - 6.2.4 receive any documentation relating to graduation, completion or certificate/transcript of academic record.
- 6.3 Any amount owed to the College as course related fees or charges by a person, including those persons whose enrolment is suspended or cancelled, is payable as debt and may be recovered by the College.
- 6.4 The COE of International students studying on a student visa will be cancelled for non-payment following the expiry of the period in which they can appeal following the intention to report notification.

7. Roles and Responsibilities

- 7.1 Roles and Responsibilities in relation to this policy are detailed in Schedule 2.

8. Complaints and Grievances

- 8.1 This Policy does not affect a student's right to submit internal and external (to the Overseas Students Ombudsman) complaints and appeals nor does it affect that student's right to take action under Australia's consumer protection laws.
- 8.2 Students who have a complaint or grievance about the application of this policy should refer to the Grievances and Appeals Policy and Procedure available via <https://apicollege.edu.au/policies-and-regulations/>.

9. Related Documents

- None in previous policy

10. Relevant Legislation

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2015
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2001
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Higher Education Support Act 2003 (Cth). Migration Act 1958 and the Migration Regulations

11. Version Control

Document ID	Student Fees Policy
Category	Academic
Document Owner	Registrar
Approved by	CEO under delegation of the BoD

Version	Summary of Changes	Approval date	Review Date
1.0	Updated	31 October 2017	
1.1	Minor change Section 5 – 2 nd instalment changed from 8 weeks to 6 weeks Name of Student Grievance Policy changed	06 February 2020	
2.0	Review	Chief Executive Officer under delegation from the Board of Directors 10 June 2021	10 June 2023
2.1	Minor changes to the job titles and extension of review date	CEO 11 July 2023	11 July 2024

Schedule 1: Due dates for fees

<p>New students:</p> <p>Are required to pay before enrolling:</p> <ul style="list-style-type: none"> any non-refundable fees, such as an enrolment fee 50% of their tuition fees for their first trimester based on a full-time study load for the trimester <p>Please note: Tuition fee payments are limited to a maximum of 50% prior to the commencement date unless the student chooses to pay more.</p>
<p>Continuing students:</p> <p>For each of the three normal duration trimesters a set of two instalments are offered and payable as follows:</p> <ul style="list-style-type: none"> 1st instalment is due by Friday of week 1 of the relevant study period. 2nd instalment is due by Friday of week 6 of the relevant study period. <p>For intensive study periods, fees are due by the census date of the study period.</p>

Schedule 2: Roles and Responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
<i>Approve tuition fees</i>	Board of Directors	
<i>Approve non-tuition fees</i>	Chief Executive Officer	
<i>Publish fee rates</i>	Registrar (or delegate)	In line with regulatory publication requirements
<i>Administer, charging and collection of course related fees</i>	Registrar (or delegate)	
<i>Manage College scholarships</i>	Registrar (or delegate)	
<i>Appeals and non-payment</i>	Registrar (or delegate)	
<i>Approve variations to College payment schedules and payment plans</i>	Registrar or Chief Executive Officer	Where these variation or schedule for payments fall outside established procedure, the Chief Executive Officer must approve.