

Student Fees and Charges Policy

1 PURPOSE

To provide a clear documented process relating to fees and charges associated to overseas students studying at . 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 .

Overseas students choosing to study at 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 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 '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 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 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 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 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 may restrict or withhold services or materials from learners if fees are overdue.
- 3.2.4 Students are required to pay the following fees:
- Application/enrolment fee (non- refundable)
 - Course, as per letter of offer
 - Material Fees, as per letter of offer
 - Placement fees, as per letter of offer
 - Overseas Student Health Cover (OSHC),
 - Accommodation,
 - Airport Pickup, and
 - 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 :
- A specified pre-payment tuition fees (this will be no more than 50% of the total course fees for overseas students)
 - Application/enrolment Fee
 - OSHC fee (for overseas students)
- 3.2.6 Payment particulars:
- Students must pay the Application/Enrolment Fee, otherwise the application will not be processed.
 - Enrolment, Accommodation and Airport Pickup Fees are non-refundable.
 - 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 .
- 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 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 a week before the due date.
- 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 and can be provided an extension for maximum 3 weeks.

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 may 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 and forwarded to the debt collector. Student will be obliged to pay administrative cost.
- 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.
- 3.7.3 Anything recovered by agent or paid through agent after uploading the student to debt collector. Agent will be paid commission flat 10%. No preduct is allowed agent should transfer 100% fee received from the student and he will be given commission after that.

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 is able to provide OSHC through (INSERT nominated health insurance provider), 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, 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 applies.

4.2 CURRENT COURSE COSTS

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

CRICOS Course Code	Course Title	Duration (weeks)	Tuition Fee	Material Fee	Total Cost
103805F	CPC31320 Certificate III in Wall and Floor Tiling	52 Weeks	\$12,000	\$700	\$12,700
0101113	CPC40110 Certificate IV in Building and Construction	52 Weeks	\$10,000	\$700	\$10,700
110280E	BSB50120 Diploma of Business	52 Weeks	\$6,000	\$250	\$6250
109302C	BSB60420 Advanced Diploma of Leadership and Management	52 Weeks	\$6,000	\$250	\$6250
107180B	R1150420 Diploma of Civil Construction Management	52 Weeks	\$9,500	\$500	\$10,000
111503J	R1160520 Advanced Diploma of Civil Construction Design	104 Weeks	\$20, 000	\$1,000/ year	\$22,000

4.3 FEES DURING THE ENROLMENT PERIOD

Repeat of unit	Total Course Fee/No. of Units
RPL assessment (per unit of competency)	\$300 per Unit
Administration fee for cancellation	\$500
Catch up for each unit	\$350
Deferment	\$250
Cancelation/Withdrawal fee	\$500
Reissue of CoE	\$100
Qualification Testamurs Replacement/Re-issue	\$50
Bank dishonor fee	\$9



Unity School Pty Ltd | ABN: 31 603 252 259 | CRICOS Provider Code: 03579K | RTO No: 31250 | Hobart Campus: 245 Main Road, Derwent Park, Tasmania 7009 | Perth Campus: 3/162 Colin Street, West Perth WA 6005 | Ph: (03) 6272 8690 | Email: info@ued.edu.au
Web: www.ued.edu.au

Reassessment (per assessment)	\$350
Bank Charges (International Student Payments & Refunds)	\$25