

Fees and Charges Policy

1. Purpose

This document outlines the fees and charges levied by EIA on students for various activities and any penalties for non-payment.

EIA ensures that both prospective and enrolled students are aware of the different fees and charges.

This policy complies with the Higher Education Standards Framework (Threshold Standards) 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 1.1.

2. Scope

This policy applies to all prospective and enrolled students.

3. Responsibility

The Board of Directors is responsible for approving fees and charges and the development of this policy.

The Finance Manager/Executive Manager of Operations is responsible for the implementation of this policy and the development of relevant procedures and processes.

4. Definitions

Census date: the last date when a student can withdraw from an enrolled course of study without penalty. This is normally the last working day of week 4 of a study period.

Defer: to delay commencement or continuation of a course of study.

DoHA: Department of Home Affairs is the regulatory body responsible for the issuance of visas to students.

Domestic student: a student who is an Australian or New Zealand citizen or a permanent resident of either country.

Enrolment: after the student signs the Student Written Acceptance Agreement, they are considered enrolled.

International student: a student who is not an Australian or New Zealand citizen or a permanent resident of either country.

Letter of offer: a formal letter for a place at EIA. The letter will include the nominated course, the duration, the associated fees or other related information.

OSHC: Overseas Student Health Cover, is required for all international students studying in Australia.

Payment plan: a scheduled payment of fees over a specific period.

Study period: a semester in which a student undertakes and completes units of study.

Tuition fees: a student needs to pay for the undertaking unit of study.

5. Requirements

- 5.1 EIA is committed to providing clarity and timely amendments and disclosure of information related to fees and charges to prospective and current students.
- 5.2 EIA staff must administer, adjust, communicate and disclose fees and charges in an efficient and effective manner by complying with Commonwealth Government legislation and regulations in accordance with EIA's published information.
- 5.3 EIA will consider different courses, cohorts of students, students' citizenship status and other commercial, strategic and legislative matters to determine and charge different scales of fees.

6. Procedure

- 6.1 Fees and charges are reviewed annually as part of business and budget planning. Changes are reflected on EIA's website in a timely manner.
- 6.2 EIA has the right to amend fees and charges from time to time with consideration of annual inflation factors, costs of delivery, market trends, changes in legislation and regulation and budgetary concerns and may include other important factors.
- 6.3 EIA may increase course and other associated fees by 2% - 15% annually for students currently enrolled in any EIA course. The total increase shall not exceed 30% over any consecutive 3-year period for a given course. Once the student signed the student acceptance agreement and paid the deposit as required on the Letter of Offer & Student Acceptance Agreement, the course fee will remain the same for the duration of the course as per the Letter of Offer.
- 6.4 For prospective students, the commencing tuition fee of a given course shall not increase by more than 25% per year for both domestic and international students.
- 6.5 Information about fees and charges will be provided primarily on EIA's website and marketing materials and communicated regularly to all EIA's agents.
- 6.6 Any adjustments made to tuition and other fees will be published before November 30th in the calendar year prior to the first semester of a new academic year in which they take effect.
- 6.7 A cut-off date will be determined each year. New commencing students will be informed of the cut-off date by which they can pay following the pre-adjusted tuition and other fee schedules in their offer letter. Students will be required to pay at the higher adjusted fee after the cut-off date.
- 6.8 The Student Acceptance Agreement will include:
 - A Payment Plan listing the fees payable by the students
 - The length of each study period and the corresponding tuition fee.
 - Cut-off dates for payments
- 6.9 Course fees

Qualification title	Duration	Price per year (Domestic students)	Price per year (International students)
Bachelor of Marketing	3 years	\$12,000	\$17,500

6.10 Other Fees

Enrolment fee	\$200
Materials fee	\$300
Replacement of certification documentation fee	\$60

Due date for payment

6.11 Students must pay the fees for each study period by the specified due date.

6.12 Students must pay the fees prior to commencing every study period.

6.13 Students who do not pay by the due date may have their enrolment terminated. Non-payment by international students may be reported to DHA.

Outstanding payment

6.14 Any outstanding fees must be paid before a student is allowed to take examinations. Results will be withheld until all fees have been paid.

6.15 Students enrol in any further units there are any outstanding fees.

Refund of payment

6.16 Refer to Refund Policy and Procedure.

International student

6.17 It is a requirement of the student visa for international students to purchase Overseas Student Health Cover (OSHC) that covers their stay in Australia. Students are required to purchase their own OSHC and provide evidence to EIA. This may be a written statement showing proof of purchase, or their valid OSHC card.

Payment plans

6.18 A payment plan can be created upon request. The payment plan allows the student to pay tuition fees over a specified period, normally in regular intervals.

6.19 A payment plan is not permitted for:

- Enrolment fees
- Late fee penalties

- Any accommodation fees (if applicable)
- Printing services (if applicable)
- Library Fines

Refund

6.20 The Finance Manager is responsible for overseeing this policy and procedure to ensure that staff and students are aware of its application and implementation.

Document Title	Fees and Charges Policy and Procedure
Date Created	10/05/2019
Created By	Finance Manager
Current Version	1.1
Last Approved Date	03/09/2020
Approval Authority	Board of Directors
Custodian	Governance Officer
Responsible for Implementation	Finance Manager/Executive Manager of Operations
Version History	
Version Number	Amendments
1.0 (approved on 29/05/2019)	Original version
1.1	Change company name to Edvantage Institute Australia (EIA); update responsibility; provide further clarity of increasing course and other associated fees.