

FEES POLICY

1. Purpose

This policy outlines AFTRS' rules relating to the payment of course of study fees and the circumstances under which students can apply for FEE-HELP to be re-credited or for fees paid upfront to be refunded. It is aligned with the requirements of the Higher Education Support Act 2003 (HESA), the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students and the FEE-HELP Guidelines.

2. Scope

This policy applies to all Award and Introductory course students.

3. Policy Statement

Course of study fees apply to all Award courses. The current fees schedules can be found on the AFTRS website. Students must pay the full fee set by AFTRS for a course of study. The fees must be paid by the specified date as advised in the letter of offer and the "How to Enrol" page of the AFTRS website.

- Fees are payable upfront on a per semester basis; or
- Eligible students may borrow the full course fee through FEE-HELP.

Domestic students experiencing financial difficulties may apply to the Head of Student Services to pay fees in instalments (if electing to pay fees upfront).

3.1 Re-Crediting FEE-HELP Balances or Refunding Upfront Payments

Domestic students who have paid their fees upfront and withdraw from their course of study before the earliest subject census date in a given semester will receive a refund of the full amount of the tuition fees they have paid for that semester. Students who have obtained FEE-HELP and withdraw from their course of study before the earliest subject census date in a given semester will have their FEE-HELP debt reduced by the full amount of the tuition fee for that semester.

3.2 Withdrawing After Earliest Census Date

Domestic students who withdraw from a course after the earliest subject census date in a given semester can apply, in certain circumstances, to have some or all of their FEE-HELP balance re-credited or their upfront payment refunded. Students cannot request a fee refund or re-credit for a subject they have successfully completed.

3.3 International Student Fees

Specific requirements apply to the payment of fees by international students. International students are required to pay a tuition fee deposit, being the full first semester fee, by the specified due date in order to accept their offer of a place at AFTRS and receive a Confirmation of Enrolment for Overseas Students (CoE). A CoE is required to apply for a student visa for travel to Australia.

International students must also provide proof they have obtained Overseas Student Health Cover meeting Australian Government student visa requirements at enrolment.

Tuition fees, as specified in the AFTRS International Students Fees Schedule, must be paid by the due date otherwise the student's enrolment will be cancelled. Students are considered solely responsible for their financial liability to AFTRS, regardless of any arrangement the student may have for another individual or organisation to cover tuition costs. All payments must be made in Australian Dollars.

An international student who withdraws from the course before or on the census date will receive a refund for fees paid less an administrative fee as described in the AFTRS International Students Fees Schedule.

The administrative fee will not be applied if the student is unable to commence study on the grounds that the course is no longer being offered, that the student is unable to obtain a student visa, or that the student has experienced significant illness or misadventure.

Where an international student is granted permanent resident status in Australia while completing their course, they will be eligible to pay fees applying to domestic students from the next occurring census date. Permanent residency is recognised from the date stamped in the student's passport, and proof of residency must be supplied to the Student Centre prior to the relevant census date.

In the event of significant illness or misadventure that prevents an international student from continuing to study, the student may be granted a full or partial refund of fees on application. Refunds are authorised at the discretion of the Chief Operations Officer. No refunds will be available where a student's visa is cancelled.

This fees policy, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

4. Definitions

International Student: a student who is not a citizen or permanent resident of Australia, citizen of New Zealand, or holder of an Australian humanitarian visa.

Domestic Student: a student who is a citizen or permanent resident of Australia, citizen of New Zealand, or holder of an Australian humanitarian visa.

Authorisation and Distribution

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| Authorisation | CEO |
| Date | 30 June 2017 |
| Responsible Officer | Chief Operations Officer |
| Minor Amendment Authorisation Date | |
| Contact Officer | Head of Student Services |
| Effective Date | TBA (contingent on CRICOS registration approval) |
| Distribution | Intranet and AFTRS website |
| Review Date | 2019 |
| Current version | Fees Policy v3.0 |
| Supersedes | Fees Policy v1.0 |
| Associated Documents | Student Handbook |

