

## 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 up-front 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 as set out in the AFTRS Domestic Students Fees Schedule and the AFTRS International Students Fees Schedule. The fees must be paid by the specified date as advised in the notification of offer and the "Fees" page of the AFTRS website.

- Fees are payable up-front on a per semester basis; or
- Eligible students may defer their full course fee payment through FEE-HELP.

Domestic students who are experiencing financial difficulties or otherwise ineligible for FEE-HELP may apply to the Student Centre to pay their up-front fees in instalments.

#### 3.1 Re-Crediting FEE-HELP Balances or Refunding Up-front Payments

Domestic students who have paid their fees up-front 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 up-front 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 as

a condition of their enrolment at AFTRS in order to receive a “Confirmation of Enrolment” for Overseas Students (CoE) certificate. 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 will receive a refund for any fees paid where a subject census date has not yet passed, 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 a change in citizenship or permanent resident status such that they become a *domestic student* whilst completing their course, they will be eligible to apply for recognition as such at AFTRS, including the charging of domestic student tuition fees. Citizenship and permanent residency is recognised from the date (“notification date”) at which the student advises the Student Centre in writing of their change of status and provides proof of their updated citizenship or permanent residence. Where the notification date is on or prior to a subject census date, international tuition fees will be reversed and domestic tuition fees will be applied. Where the notification date is after a subject census date, international tuition fees will still apply.

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 Director of Finance & Technology. 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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| <b>Associated Documents</b>               | Student Handbook<br>AFTRS Domestic Students Fees Schedule<br>AFTRS International Students Fees Schedule |