

Fees and Charges

Policy

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Issue Date:	Issue History:
August 2014	Initial release (V1.0)
September 2015	Reviewed (V1.0)
October 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Policy Title	Fees and Charges Policy
Purpose	Cambridge International College (CIC) makes every effort to ensure prospective candidate/students are made aware of its Fees and Charges before accepting an applicant for enrolment
Scope	CIC as a Registered provider operates in accordance with the Standards of Continuing Registration (SNR) and ESOS Act National Code 2007 standard 3. As such we endeavour to make entrance to all advertised courses financially viable for all students and flexible to meet individual financial needs.
Policy Statement	CIC will ensure that fees and charges are collected and administered in accordance with the provisions of applicable legislative and contractual requirements. Fee amounts, terms and conditions will be provided in information located on the CIC website and by contacting CIC marketing team and enquiring about course availability, delivery and relevant fees. The Information pack will inform clients of any additional costs involved in undertaking their chosen course. Completion of an enrolment form by a candidate and 'Letter of offer and acceptance agreement' by the CIC constitutes an agreement to honour the contract outlined.
Related Policy and Procedure:	Refund Policy and Procedures Formalisation of Enrolment Policy Student Engagement Before Enrolment Policy Education Agent Policy Marketing Information Policy
Related Forms	None
Policy owner and delegated authority	Finance Manager Sales and Marketing Manager/National Admissions Manager/Financial Control
Approved by	CEO
Approved Date	August 2014