

## Fees and Charges

### Procedure

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<b>Issue Date:</b>	<b>Issue History:</b>
August 2014	Initial release (V1.0)
September 2015	Reviewed
October 2016	Reviewed and updated (V1.1)
August 2017	Reviewed and Revised (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (V1.2)

Parent Policy Title	Fee and Charges Policy
<b>Procedure</b>	<p><b>Tuition Fees</b></p> <ul style="list-style-type: none"> <li>The Fees for the next college year are detailed in Cambridge International College (CIC) website which is issued annually. This schedule remains in force until such time as it reviewed by CIC.</li> </ul> <p><b>Application Fee</b></p> <ul style="list-style-type: none"> <li>An application fee is charged at the time of lodgement of an enrolment application.</li> </ul> <p><b>Enrolment Deposit</b></p> <ul style="list-style-type: none"> <li>The enrolment deposit which is paid on the student's acceptance of the offer will not be refunded if a place is accepted but the student does not commence with CIC. [ unless a non-commencement is due to a visa rejection in which case a full refund is provided]</li> </ul> <p><b>Payment procedures</b></p> <ul style="list-style-type: none"> <li>There is no cost attached where the student gets credits based on Credit Transfer and National Recognition.</li> <li>The cost for Recognition of Prior Learning (VET Courses) for each unit is calculated based on the total amount of fees for that unit. (Total cost of the course/number of units = cost of each unit) for the course.</li> <li>CIC may accept payment of no more than 50 percentage of total fee for course more than 26 weeks. For onshore student \$1,000 from each individual student prior to the commencement of the course.</li> <li>For the following course commencement, CIC may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other service yet to be delivered to the student does not exceed 50 percentage of total fee for one study period in advance.</li> <li>CIC may accept payment of \$1500 in advance as deposit for Bachelor eCoE for pathways student.</li> <li>Prior to commencement of each term students pay their tuition fee.</li> </ul> <p><b>Payment by instalments</b></p> <p>Payment plans can be negotiated if clients are not able to pay the full amount when due.</p> <ul style="list-style-type: none"> <li>Instalment amounts will be calculated to be paid in intervals as agreed between the client and the Finance Manager.</li> <li>The student will need to sign a fees agreement and a direct debit payment plan.</li> <li>If regular instalments are not made during this time, no final documents / certificate will be issued.</li> <li>If the student wishes to withdraw before the completion of the course the student is entitled to a statement of attainment at no extra cost only if his fees for the units completed are not due.</li> </ul>

	<ul style="list-style-type: none"> <li>• There is no cost for issuing the certificate [excluding postage] at the completion of the course and if no fees are overdue.</li> <li>• It is considered student misbehaviour (Refer to the Student code of conduct policy and procedure) If the student's fees are overdue more than a week from his agreed payment plan, Cambridge International College may send out a warning letter which states that the student has 20 working days to appeal the decision to report for non-payment of fees and may lead to the cancellation of enrolment.</li> <li>• CIC will follow the student '<i>Deferring, Suspending or Cancelling the Students Enrolment Policy and Procedure.</i>' For more detail on Deferring, Suspending or Cancelling see Deferment, Suspension or Cancellation policy at CIC website.</li> </ul> <p><b>Debt Recovery</b></p> <ul style="list-style-type: none"> <li>• Fair and adequate recovery procedures are in place to manage the collection and recovery of monies.</li> </ul> <p><b>Refunds and Cancellations</b></p> <ul style="list-style-type: none"> <li>• All fees paid in advance by a student who has not commenced training with the CIC will be returned only in accordance with CIC refund policy.</li> <li>• Clients are asked to ensure that they check their availability against dates and times for the relevant course.</li> <li>• Minimum and maximum numbers apply for all courses so late withdrawal may mean someone else will miss out or it may make the course financially unviable.</li> </ul> <p><b>Assurance</b></p> <ul style="list-style-type: none"> <li>• The CIC protects student's fees by its insurance with the Australian Government Tuition Protection Service (TPS) for international students. All students have the right to take action under Australian's consumer protection laws.</li> <li>• International Students can obtain further information from the Australian Education International website at <a href="http://www.aei.gov.au">www.aei.gov.au</a></li> </ul> <p><b>Miscellaneous Charges</b></p> <ul style="list-style-type: none"> <li>• CIC in addition to any published course fees will apply the following charges.</li> </ul> <p><b>Re-assessment Charges</b>  <b>Late processing Charges</b>  <b>Re-issue of a certificate or statement of attainment</b>  <b>Postage of any documents</b>  <b>Re-enrolment fee</b>  <b>RPL fee</b>  <b>Material fees</b>  <b>Photocopying/printing charges are applied once the student allocation has been exceeded</b></p> <p>Additional charges not included in published course fees.</p> <ul style="list-style-type: none"> <li>• Students are generally expected to provide their own pens, pencils and notepaper.</li> </ul> <p><b>Payments</b>      Through direct or EFT to CIC bank accounts, or paid in person at Student Administration Department. All instalments must be paid through direct debit arrangement.</p>
<b>Related Procedure:</b>	Refund Policy and Procedures Formalisation of Enrolment Policy Student Engagement Before Enrolment Policy Marketing Information Policy Deferral, Suspension and cancellation Policy and Procedure.
<b>Related Forms</b>	Refund Form

<b>Procedure Owner:</b>	Finance Manager/Marketing Manager/ Admissions Manager/Financial Control
<b>Approved by:</b>	CEO
<b>Approved Date:</b>	August 2014