

## F03 FEE AND CHARGES POLICY

### Purpose

The purpose of this policy is to provide guidelines to the various fee and charges applicable to the students during admissions, enrolment and study.

### Responsibility

The Administration Manager is responsible for the implementation of this policy and to ensure that the staff is made aware of the application of this procedure and that staff implement its requirements.

### Requirements

Queensberry College of Vocational Education (QCVE) will charge a range of fee and charges for programs and courses.

### Enrolment

- Students are required to have a signed Payment Agreement in place prior to commencing classes.
- The student shall pay the Fees as outlined in the Letter of Offer and College shall enrol the student in the course as detailed in the Written Agreement.
- There shall be no requirement for College to issue any qualification prior to the completion of the Course. College may at its discretion vary this condition but only if the Fees referred to Fee Payment Agreement are paid in full.
- Students are required to have a signed Written Agreement in place prior to enrolment.

### Fee Payment

- Students must pay course fees tuition fees, Application fee, OSHC or any other non-tuition fees as mentioned on letter of offer and written agreement, to secure their enrolment with college. Application fee is Non-refundable.
- Students will pay the required fee at time of enrolment until completion of the same course as per written agreement however re-scheduling of any course or subject may incur fee increase or decrease.
- Enrolment in a new course may incur any new fees charged.
- Application fee, accommodation placement and airport pickup fees are non-refundable.
- Fees can be paid in full or an initial deposit payable on enrolment as mentioned in the Letter of Offer/Written agreement.
- Balance of fees is to be paid on an instalment program outlined in Payment Agreement that is scheduled on enrolment.
- Late payment of Fees will incur a penalty on the fee instalment owed to college as referred in the Payment Agreement.
- College may restrict or withhold services or materials from the student if fees are overdue.
- Fees paid by credit card will incur a further charge of 2% as a surcharge.
- A late payment fee of AUD 50.00 for every 7 days will be charged if fee paid after the due date as indicated on the student's payment plan.

### Course Abandonment

- In the event a student abandons the course, all fees due are payable to college upon demand.
- International students are not allowed by Government regulations to transfer to other institutes prior to completing the first six months of their principal course.

### Course Deferral, Suspension or Cancellation

- College may defer, suspend or cancel a student's enrolment in accordance with P9 Deferral, suspension or cancellation of enrolment Policy and Procedure
- College may at its discretion defer the commencement date, cancel or vary a course prior to course commencement. In the event of deferral or cancellation before course Commencement College will refund fees in accordance with the ESOS Act Section 27 and the student agrees that there shall be no further entitlement to damages whatsoever.
- Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement
- Regarding cancellation of a student's enrolment during the course refer to the College Refund Policy.

### Course Deferral, Suspension or Cancellation (Student Initiated)

- Students may defer, suspend or cancel their course in accordance with College Student P10 Deferral, suspension or cancellation of enrolment Policy and Procedure
- In the event of deferral or cancellation before course Commencement College will refund fees in accordance with the College Refund Policy
- Upon suspension of the course, the fees scheduled in Payment Agreement, remain due on the scheduled dates.
- Regarding cancellation of enrolment during a course refer College Student Refund Policy.

### Tuition Fee Protection

- College assures the security of student fees through its compliance with the requirements of the Education Services for Overseas Students Act 2000 (ESOS).

### Recognition of Prior Learning & Obligations to Recognize AQF Qualifications

- College will ensure that a student's prior knowledge and skills are recognized; providing they are able to demonstrate satisfactory achievement of the performance outcomes within that course requirement (refer to College Credit Transfer & RPL Policy). There will be no charge for Credit transfer.
- RPL will be charged per qualification. Please refer the Course Fee structure for more details.

### Recommencement of Course

Students who have left studies at college for any reason and return after being away for 10 weeks or more to continue their studies will be charged a recommencement fee of \$200.

### Course Materials and Kit Fee

- Course fees do not include the cost of resource materials, equipment, tools and uniforms required for specific courses.
- Additional fees for the cost of materials, additional equipment or other resources necessary to successfully complete a course will be charged. Material Fee includes learning resources (PowerPoint handouts, textbooks, printouts, Soft copies of learning resources)

### Course Extension

- Course extension arising due to implementation of intervention strategy or on request by student to complete pending units will be charged based on the total duration of the extension.
- Extension course fee will be calculated as follows:  
**(Total Course Fee / Total duration of the course in weeks) x duration of extension courses in weeks.**

### Changes to CoE

- Request for Changes to the CoE such as changes to intake date, courses offered or any other change which does not arise due to emergency/exceptional circumstances will incur an administration cost of **300 dollars per request**.

### Unit Re-assessment

- Students can submit their assessment per unit in 2 attempts. These are free of charge (exception of practical assessments)
- The third attempt will be chargeable to the student. Refer Fee Schedule.
- Student may also be charged to re-attempt the unit due to act of plagiarism or other academic misconduct. Refer Fee Schedule
- The student will be re-enrolled for training for the unit after 3 failed attempts. The CoE will be extended.
- Extension course fee will be calculated as follows:  
**(Total Course Fee / Total duration of the course in weeks) x duration of extension courses in weeks**

Fee Schedule	
Application Fee(non-refundable)	AUD 300.00
Administration Fee (non -refundable) <i>Graduate Diploma and Graduate Certificate courses only.</i>	AUD 500.00
Airport Pick Up Fee	AUD 100.00
Accommodation Charges ( Approximation varies upon the length of the accommodation arrangements):	Average AUD 350 per week
Credit card surcharge	2%
Late Payment Fee (per week after the payment due date)	AUD 50.00
Re-assessment(Practical Assessment) 2nd Attempt per unit	AUD 400.00
Re-assessment due to act of plagiarism or other form of academic misconduct – 2 <sup>nd</sup> warning onwards (per unit)	AUD 450.00
Admin charge for changes to the CoE (student initiated)	AUD 300.00
RPL	50% of the total course fee)
Postage cost of documents to students (certificate/transcripts/letter)	AUD 50.00
Re-issue of Student ID	AUD 20.00
Re-issue of Testamur, Record of Results, statement of Attainment	AUD 50.00