

Student Fees and Charges Policy

1 PURPOSE

This policy provides relates to fees and charges associated to overseas students studying at FIT Education. The policy ensures each overseas student or prospective student is properly informed and protected through the provision of comprehensive and relevant fee information.

This policy has been developed in accordance with supports clause 5.3 of standard 5 and Clause 7.2 of Standard 7 of the standards for Registered Training Organisations 2015.

2 SCOPE

This policy applies to all Students who are commencing, have commenced or are continuing study with FIT Education.

Overseas students choosing to study at FIT Education are required to pay all fees and charges agreed to in the Letter of Offer and Acceptance (Written Agreement).

3 POLICY STATEMENT

3.1 GENERAL RULES

- 3.1.1 Fees and charges for all courses will be published and available online via FIT Education's website.
- 3.1.2 Students will be notified in their Letter of Offer and Acceptance (Written Agreement) of all fees and charges, including those that may be subject to change.
- 3.1.3 Payments including fee deposits will not be accepted from overseas students until FIT Education receives their signed and completed Letter of Offer and Acceptance (Written Agreement).
- 3.1.4 Tuition fees do not include placement fees or material fees. These items will be listed separately in the Letter of Offer.
- 3.1.5 Fees and charges will be reviewed at least annually.
- 3.1.6 Changes to fees and charges will be updated on all electronic and print material including Letter of Offer and Acceptance (Written Agreement) and marketing/recruiting materials.
- 3.1.7 International Education Agents will be notified of all changes to fees and charges and are supplied with updated materials.
- 3.1.8 FIT Education will not issue any qualification or award prior to the completion of payment of all fees and charges in full.
- 3.1.9 FIT Education enrolment/application fee is non - refundable.
- 3.1.10 In the event a student abandons the course, all outstanding fees will be due and payable.

3.2 FEES AND CHARGES

3.2.1 Fees are payable as agreed with FIT Education and documented in the Letter of Offer and Acceptance (Written Agreement). The balance of fees is to be paid in instalments that are scheduled and agreed upon in the Letter of Offer and Acceptance of Offer.

3.2.2 FIT Education may restrict or withhold services or materials from learners if fees are overdue.

3.2.3 Students are required to pay the following fees:

- a) Application/enrolment fee (non- refundable)
- b) Course, as per letter of offer
- c) Material Fees, as per letter of offer
- d) Placement fees, as per letter of offer
- e) Overseas Student Health Cover (OSHC),
- f) Accommodation,
- g) Airport Pickup, and
- h) Any other fees outlined in the Letter of Offer and Acceptance (Written Agreement) and attached schedule of fees for students.

3.2.4 Applicants must pay the following fees in order to secure their enrolment at FIT Education:

- a) A specified pre-payment for tuition fees (not more than 50% of the total course fees for overseas students)
- b) Application/enrolment Fee

3.2.5 Payment particulars:

- a) Student's application will be processed when FIT Education receive the Application/Enrolment Fee
- b) Enrolment/Application fees are non-refundable.
- c) Students must pay all associated Course Fees as per the Letter of Offer and Acceptance (Written Agreement) and Fee Schedule
- d) Course fees can be paid in Full at the commencement of the course, or in accordance with the schedule outlined in the Enrolment Agreement.
- e) Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved.
- f) A Refund of any fee will be processed in accordance with the Refund Policy.

3.3 FEE INCREASES

3.3.1 Students are informed on the Letter of Offer and Acceptance of Offer that tuition fees will not increase during their period of enrolment at FIT Education.

3.4 PAYMENT METHODS

3.4.1 All Fee payments must be made in Australian Dollars and can be paid by:

- Cash,
- Direct or SWIFT Deposit,
- Credit Card,
- Bank Cheque or Money Order

3.5 PAYMENT EXTENSION

- 3.5.1 Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request an extension of fees by submitting a Fee Extension Request Form.
- 3.5.2 The Fee Extension Request Form must be received prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension is subsequently granted.
- 3.5.3 Submission of a Fee Extension Request Form will not guarantee that an extension will be granted.
- 3.5.4 If an extension is approved, then a revised payment schedule will be determined.

3.6 LATE PAYMENT

- 3.6.1 If a student does not pay the required fees by the due date and has not submitted and had approved a Fee Extension Request Form, then the following late payment fees apply:
- 10% on any outstanding amount greater than \$500 AUD
 - 20% on any outstanding amount less than \$500 AUD
- 3.6.2 When a payment plan is entered into, the due date is the date of the agreed instalment due date. If a student fails to pay two (2) or more instalments then the overdue fee will apply to each instalment that is late.

3.7 CANCELLATION

- 3.7.1 The failure to pay outstanding fees or late payment may result in the cancellation of the student's enrolment.
- 3.7.2 In the event that a final written notice to cancel CoE is remitted, the student will have 20 days to access the Complaints and Appeals process.

3.8 OVERSEAS STUDENT HEALTH COVER

- 3.8.1 As a condition of a student VISA, the Australian Government requires students to have Overseas Student Health Cover (OHSC).
- 3.8.2 The student is required to make their own arrangements to purchase OSHC as outlined in the Overseas Student Health Cover Policy.
- 3.8.3 Students will not be able to obtain a valid Student VISA without proof of OSHC.

3.9 TUITION ASSURANCE

In accordance with the ESOS Act, FIT Education ensures the security of Student Fees through membership to the Tuition Protection Service.

4 SCHEDULE OF FEES

4.1 APPLICATION/ENROLMENT FEE (NON-REFUNDABLE)

A non-refundable application fee of \$250.00 applies.

4.2 CURRENT COURSE COSTS

The current Schedule of Fees for FIT Education will be published on the FIT Education website, and will be accessible to all potential and current students.

5 RESPONSIBILITIES

The CEO of FIT Education has responsibility for development, review, monitoring, evaluation, implementation and approval of all FIT Education Policies.

5. RELATED LEGISLATION AND REGULATIONS

- * The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standards 8 and 9
- Standards for Registered Training Organisations (RTOs) 2015
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000