

# Student Fees Procedure



<b>Date first approved:</b>	28 May 2018
<b>Date of effect:</b>	28 May 2018
<b>Date last amended:</b>	28 May 2018
<b>Date of next review:</b>	28 May 2021
<b>Approved by</b>	Stanley College Academic Board
<b>Authorised Officer</b>	Registrar
<b>Supporting documents, procedures and forms of this procedure</b>	<p>Student Fees Policy</p> <p>Letter of Offer and Acceptance Form for Higher Education</p> <p>Refund Policy and Procedure</p> <p>Student Grievance and Complaint Policy and Procedure</p> <p>Student Prospectus</p>
<b>Related Legislation</b>	<p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">Higher Education Standards Framework 2015, Part A: Standard 1.1 (Admission)</a></p> <p><a href="#">Higher Education Support Legislation Amendment Bill 2017</a></p> <p><a href="#">National Code 2018, Standard 2 and 3</a></p> <p><a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a></p>
<b>Audience</b>	Public

## **1. PROCEDURE**

### **Tuition Fees**

- 1.1 Course tuition fees and increases are approved by the Board of Directors, and are subject to an annual review by the Executive Management Team.
- 1.2 All dollar amounts referred to in this procedure are in Australian Dollars (AUD) unless otherwise specified.
- 1.3 Fees for individual units of study within a course are calculated as a proportion of the total course fee, which is based on the units contributed to the Equivalent Full Time Study Load (EFTSL) for the course.
- 1.4 Tuition fees cover the costs associated with resources and facilities provided as part of the course of study and include:
  - a. Course learning materials such as unit outlines, unit guides, assessment information and other learning materials;
  - b. Student administration services such as admissions (excluding special admissions applications, credit, and RPL applications);
  - c. Assessments and examinations, including reassessments (not including repeating an entire unit); and
  - d. Access to computers and other campus facilities for learning.

Note: Access to selected library resources, including library books, e-books, online journals and other publications are covered under 'Materials fees'.

- 1.5 Tuition fees are charged on a 'per unit of study' basis.
- 1.6 Students will be charged the full amount of unit tuition fees for repeating units.

### **Publication of Fees**

- 1.7 The Fee schedule of tuition fees and other charges and Census Dates will be available to students online via the Stanley College website.
- 1.8 It is the responsibility of the Registrar to oversee the publication of fees.

### **Non-refundable Fees and Charges**

- 1.9 Administrative and miscellaneous fees and charges that are non-refundable once incurred are charged separately to tuition fees.
- 1.10 Non-refundable fees and charges may vary from time to time. Current non-refundable fees and charges are listed on the Stanley College website and as outlined below:
  - a. Enrolment Fee (includes RPL assessment if relevant) (applicable to international students only);
  - b. Revision of Confirmation of Enrolment (CoE) for international students;
  - c. Reinstatement of Enrolment Fee for international students;

- d. RPL Assessment Fee after Confirmation of Enrolment (CoE) issued for international students;
- e. RPL Assessment for domestic students after Census Date;
- f. Late Payment Fee;
- g. Student ID Card Replacement Fee;
- h. Library Late Fee;
- i. Library Replacement Fee (for lost items);
- j. Printing charges;
- k. Interim Unofficial Transcript;
- l. Official Transcript replacement;
- m. Testamur replacement;
- n. Materials Fee (non-refundable if the student withdraws from the unit less than 4 weeks before Course Commencement); and
- o. Graduation Gown Hire.

### **Payment of Fees**

- 1.11 International students must pay their fees by the due date for each semester, in accordance with the Letter of Offer. Failure to do so may lead to a cancellation of enrolment for non-payment of fees and may result in serious visa implications. Further information about this process can be found in the Student Fees Procedure Section 1.25.
- 1.12 Domestic students must pay their fees for each semester on or before the Census Date.
- 1.13 Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments. Further information about this process can be found in the Student Fees Procedure Section 1.15.
- 1.14 Students who are unable to pay their fees as above, and where special circumstances do not apply, may not be permitted to enrol. Poor financial planning alone does not constitute the special circumstances allowing Stanley College to reconsider student fee payment schedules as indicated in the Letter of Offer.

### **Payment of Fees in Instalments**

- 1.15 Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments.
- 1.16 Students are to submit their request in writing to the Finance Officer. Evidence is required to demonstrate compelling or compassionate circumstances as to why the student is unable to pay their fees.
- 1.17 Applications are assessed on their individual merits.
- 1.18 The Finance Officer will notify the student within 5 working days of the outcome of their request.
- 1.19 Payment plans are not available to commencing students.

## Payment Methods

1.20 Stanley College accepts the following methods of payment for fees and charges:

Direct Deposit Payment

Fees can be directly transferred into the Stanley College bank account as follows:

Commonwealth Bank of Australia

Account Name: Stanley College

BSB: 066 128

Account Number: 1070 3733

SWIFT Code: CTBAAU2S

By Credit Card (only MasterCard and Visa are accepted)

Only payable at Student Services Office, 69 Outram Street, West Perth WA 6005.

A credit card surcharge will be payable

By EFTPOS, Debit Card and Cash

Only payable at Student Services Office, 69 Outram Street, West Perth WA 6005.

## Refunds

1.21 Under some circumstances, students who withdraw from unit(s) of study may be eligible for a full or partial refund depending on the timing of withdrawal and other circumstances. Students who wish to apply for a refund should refer to the *Refund Policy*.

## Non-Payment of Fees

1.22 Students are responsible at all times for the timely payment of fees and charges.

1.23 If a student does not pay the fees on the due date, the Finance Officer will issue a warning notification to the student via email and will include:

- a. The outstanding balance;
- b. The due date that has passed;
- c. The date which all outstanding monies are to be paid by;
- d. The College's intent to suspend or cancel the student's enrolment if payment is not received by the due date; and
- e. The student's right to appeal the decision to cancel or suspend their enrolment for non-payment of fees within 20 working days, as per Stanley College's Student Grievance and Complaint Policy and Procedure.

1.24 Any student who has outstanding fees to Stanley College and does not make full payment shall cease to be entitled to any privileges of the College. Any outstanding fees after the appeal timeframe has lapsed (20 working days) and the specified due date will result in enrolment being suspended or cancelled. Stanley College may, at its discretion, cancel enrolment if a student fails to make the required tuition fee payment by the due date or Census Date (as applicable). However, enrolment may be reinstated if all outstanding payment has been made within 10 working days of the due date or Census Date (as applicable), including any late fees. Stanley College will notify the student of this decision via email.

- 1.25 For international students, the notification of their suspension or cancelled enrolment will also:
- a. Inform the student of their need to seek advice from the Department of Home Affairs (DoHA) on the potential impact on their student visa; and
  - b. Inform the student that their Confirmation of Enrolment (CoE) has been cancelled, and their non-payment of fees has been reported to DoHA.
- 1.26 If a student has not paid relevant fees by the due date or Census Date (as applicable), and has not rectified the situation, Stanley College may impose penalties such that the student may:
- a. Not be permitted to enrol in current or subsequent courses;
  - b. Have access to library services and other applicable services removed;
  - c. Not receive official graduation documents or results;
  - d. Not be permitted to graduate, or
  - e. Incur late fee penalties.
- 1.27 Late payment fees may be charged to encourage students to pay their invoices by the due date or Census Date (as applicable), as shown in the Letter of Offer and Student Agreement. A late payment fee will apply to any fees paid after the due date or Census Date (as applicable) during a semester.
- 1.28 Stanley College will take appropriate legal debt recovery action where students default on payments.