

## POLICY AND PROCEDURE

<b>Tuition Fees and Charges</b>		
<b>Version 1.0</b>	Issued on <b>9/08/2020</b>	Review by <b>9/08/2021</b>
<b>Contact Person</b>	Reece Thomas <a href="mailto:reece.t@aiit.vic.edu.au">reece.t@aiit.vic.edu.au</a>	
<b>Approval and Endorsement</b>	Principal Executive Officer <a href="mailto:khalid.h@aiit.vic.edu.au">khalid.h@aiit.vic.edu.au</a>	
Refer to the following Legislative Frameworks		
<b>Standards for Registered Training Organisations 2015</b>	Clause 3.5, Clause 4.1, Clause 5.1 to 5.3 and Clause 7.3 (Schedule 6)	
<b>National Code of Practice for Providers of Education and Training to Overseas Students 2018</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018	
<b>Other</b>	Australian Consumer Law (ACL) Privacy Act 1988 Education Services for Overseas Students (TPS Levies) (Risk Rated Premium and Special Tuition Protection Components) Instrument 2018 Tuition Protection Service (TPS) Charter	
<b>Related Documents (Internal)</b>		
Australian International Institute of Technology Orientation Presentation and Materials Australian International Institute of Technology Pre-Enrolment Fact Sheets Australian International Institute of Technology Prospectus Australian International Institute of Technology Student Handbook Australian International Institute of Technology Student Written Agreement Form: Application Form: Special Consideration (Financial Hardship) Form: Complaints and Appeals Lodgement Form: Letter of Offer Policy and Procedure: Complaints and Appeals Policy and Procedure: Credit Transfer Exemptions Policy and Procedure: Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedure: Education Agents Policy and Procedure: Marketing Information and Practices Policy and Procedure: Overseas Student Transfers Policy and Procedure: Privacy Policy and Procedure: Recognition of Prior Learning Policy and Procedure: Refund Register (Tuition Fees and Charges)		
<b>Related Documents (External)</b>		
Tuition Protection Service (TPS) Charter		

Copyright@2020, Australian International Institute of Technology. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission.

Postal address: Ground Floor, 313 – 315 Flinders Lane, Melbourne, Victoria. 3000.

## 1. Purpose

Australian International Institute of Technology applies a range of course, tuition fees and charges for programs and courses in relation to market demand. Students are provided with detailed information about all course, tuition fees and charges in the *Pre-Enrolment Fact Sheets*, the *Prospectus*, the *Corporate Website*, the *Letter of Offer*, the *Student Agreement*, the *Student Handbook* and during the *Student Orientation* presentation and program.

## 2. Scope

This policy must be observed by all Australian International Institute of Technology potential and current students as a condition of their enrolment, CoE and student written agreement. All course, tuition fees and charges the student will be or may be required to pay during the period of enrolment are specified.

## 3. Definitions

**Application Fee** - refers to the administration and processing fee for enrolling a student. This is not refundable.

**Course Fees** - are listed in the most recent fees schedule, available from the Student Services Manager or via the Student Handbook

**Late Tuition Fee charges** - will be charged if student is unable to pay the tuition fee on agreed date as per the payment plan provided along with the offer letter or otherwise agreed to pay on extension of payment granted.

**Material Fees** - refers to the fee for resources and material provided to the students for study.

**OSHC Fee** - refers to the fee for Overseas Student Health Cover, medical insurance scheme for Overseas Students

**Tuition Fees** - refers to the cost of a qualification from a nationally endorsed Training Package or accredited course in which a student has enrolled.

## 4. General Guidelines

Students will be notified about the total fees that they are required to pay prior to enrolment in course. Total fees = Tuition fee + Materials Fee (Non-Tuition fee) + Enrolment Fee (Non-Tuition fee).

A deposit payment is required for each course as outlined in the *Letter of Offer*. This amount must be paid prior to course commencement.

Australian International Institute of Technology will not accept any fees until the student has signed and accepted the *Student Written Agreement*.

Australian International Institute of Technology does not require, a prospective or current student to prepay fees in excess of a total of **\$1,500**.

Credit card payments may incur a surcharge from the student's banking institute.

Payments for all fees must be in Australian Dollars (AUD) by cash, bank cheque, electronic funds transfer (EFT), credit card or debit card **made payable to Australian International Institute of Technology only**. (please note that bank cheques take up to **five (5) working days** to clear into account).

Course fees must be paid in accordance with the Individual Student's Payment Plan.

Payment Plans and Special Consideration for *Financial Hardship* are available to all students and individual circumstances will be taken into consideration during the enrolment process or as requested.

Recognition of Prior Learning (RPL) fee is charged per Unit of Competency.

Australian International Institute of Technology will not issue any qualification or statement of attainment (SOA) until all tuition fees are paid in full.

Refunds will be granted according to the *Refund policy and procedure*. Please refer to <https://aiit.vic.edu.au/pol-pro> for more information.

## 5. Course Fees, Tuition Fees and Charges

Australian International Institute of Technology will charge the following range of Tuition and Non Tuition fees and charges for its courses:

- Students will be charged the Tuition Fee as referenced in the *Letter of Offer*, the *CoE* and the *Student Written Agreement*
- Prospective students will be provided with information relating to tuition fees, charges, and refunds prior to commencement of their course, providing the prospect the opportunity to make an informed decision. This will be in the form of *Letter of Offer* and *Student Written Agreement*.
- Students will be charged for resource textbooks as per the payment plan (material fees).
- Recognition of Prior Learning (RPL) fee is charged per Unit of Competency.
- Units of Competency that have been credit transfer exemptions will not be charged.
- Additional fees and charges may apply resulting from any variation to the original Course

### 5.1 Tuition Fees

	Duration (Weeks)	Tuition Fee	Enrolment Fee	Material Fee	Total Course Fees
BSB42015 - Certificate IV in Leadership and Management (099668D)	52	\$8,250	\$250	\$500	<b>\$9,000</b>
BSB51918 - Diploma of Leadership and Management (099669C)	52	\$10,450	\$250	\$500	<b>\$11,200</b>
SIT30816 - Certificate III in Commercial Cookery (101694)	52	\$13,500	\$250	\$1,250	<b>\$15,000</b>
SIT40516 - Certificate IV in Commercial Cookery (101695)	78	\$18,500	\$250	\$1,250	<b>\$20,000</b>
SIT50416 - Diploma of Hospitality Management (101696)	68	\$23,500	\$250	\$1,250	<b>\$25,000</b>
General English (Beginner - Advanced) (101697)	78	\$24,950	\$250	\$600	<b>\$25,800</b>

### 5.2 General Additional Fees and Charges

Recognition of Prior Learning (RPL) Assessment (Per Unit of Competency)	\$500
Unit of Competency Re-enrolment Fee (Repeat complete Unit of Competency)	\$300
Reassessment Fee (it will be free for the first three attempts)	\$300

Deferment and Suspension of Studies	\$250
ECOE Amendment Fee	\$200
Airport Pick-up (upon request)	\$150
Replacement AQF Certification Document (Replacement Certificate)	\$100
Additional Statement of Attainment (SOA)	\$50
Reissue - Replacement Student ID Card	\$20
Late payment of semester fees (per day)	\$10
Commercial Cookery Charges (Charges Included in Total Course Fees Amount)	
Knife Kit	\$300
Chef's Uniform and Protective Protection Equipment (PPE)	\$250
Materials (including Textbooks) and Ingredients	\$750

## 6. Protecting Fees Being Paid in Advance

- Australian International Institute of Technology acknowledges that it has a responsibility to protect the fees paid by students in advance of their training and assessment services being delivered.
- Australian International Institute of Technology will accept payment of **no more than \$1,500** from current or prospective students prior to the commencement of the course.
- Once the course commences, Australian International Institute of Technology will require payment of additional fees in scheduled payments as per the Payment plan from the student but only such that, at any given time, the total amount required **to be paid does not exceed \$1,500**.
- Australian International Institute of Technology pays the *Tuition Protection Service (TPS) Levy*. Australian International Institute of Technology will inform students about the how to access the *Tuition Protection Service (TPS)* via Australian International Institute of Technology's website. This information will also be provided to students prior to enrolment, via the *Letter of Offer* and the *Student Written Agreement*.
- In the case where Australian International Institute of Technology is not able to deliver the course to the students, the *Tuition Protection Service (TPS)* ensures that international students are able to either:
  - complete their studies in another course or with another education provider or
  - receive a refund of their unspent course fees.

## 7. Debt Collection

- The debt for fees payable becomes immediately due when the student fails to honour instalment payments.
- Australian International Institute of Technology will make all reasonable efforts to contact the students via mail, email, or SMS. Failure to return contact will result in referring the matter to a solicitor or debt collector.
- In case the issue is referred to a debt collector or solicitor the student will be liable for all charges including financial charges.
- Non-payment of fee will result in the cancellation of the enrolment. The student will be issued with a statement of attainment (SOA) or a Record of Results (Transcript) in the units of competency completed.

## 8. Cooling Off Period

- The *Australian Consumer Law (ACL)* gives consumers who enter into an unsolicited contract, the right to cancel the contract within a cooling off period.
- The purpose of a **cooling off period** is to protect a student from being bound by an unsolicited contract that does not fit their needs, by giving them time to reassess and cancel the contract if necessary.
- The cooling off period for individuals is **ten (10) working days**. This period starts the day after the *Student Written Agreement* is signed.
- The student can cancel Student Written Agreement during the **ten (10) working days** by mailing a written cancellation request to Australian International Institute of Technology.

## 9. Responsibility

The Student Service Manager is responsible for the effective implementation and management of this policy as well as provision of information on how to resolve complaints of breaches of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to [ceo@aiit.vic.edu.au](mailto:ceo@aiit.vic.edu.au).

## 10. References

Source	Document Title	Version - Date
External	Australian Competition and Consumer Commission (ACCC) <a href="https://www.accc.gov.au/consumers/contracts-agreements/entering-into-a-contract">https://www.accc.gov.au/consumers/contracts-agreements/entering-into-a-contract</a>	(Accessed 09/08/2020)
	Australian Consumer Law (ACL) <a href="https://consumerlaw.gov.au/australian-consumer-law/legislation">https://consumerlaw.gov.au/australian-consumer-law/legislation</a>	(Accessed 09/08/2020)
	Commonwealth Ombudsman <a href="https://www.ombudsman.gov.au/">https://www.ombudsman.gov.au/</a>	(Accessed 09/08/2020)
	Education Services for Overseas Students Act 2000 <a href="https://www.legislation.gov.au/Details/C2017C00263">https://www.legislation.gov.au/Details/C2017C00263</a>	2000
	Education Services for Overseas Students (ESOS) Regulations 2019 <a href="https://www.legislation.gov.au/Details/F2016C00681">https://www.legislation.gov.au/Details/F2016C00681</a>	2019
	the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)	2018
	National Privacy Principles (NPP) <a href="https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles/">https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles/</a>	PDF
	NCVER Glossary of VET <a href="https://www.voced.edu.au/vet-knowledge-bank-glossary-vet-terms">https://www.voced.edu.au/vet-knowledge-bank-glossary-vet-terms</a>	(Accessed 09/08/2020)
	Privacy Act 1988 <a href="https://www.legislation.gov.au/Details/C2014C00076">https://www.legislation.gov.au/Details/C2014C00076</a>	1988
	Standards of Registered Training Organisations 2015	2015
Tuition Protection Service (TPS) <a href="https://tps.gov.au/Home">https://tps.gov.au/Home</a>	(Accessed 09/08/2020)	

+++ END +++