

Fees and Charges Policy

1. Purpose and Scope

- 1.1 The Fees and Charges Policy explains how AIAT determines and administers student fees and charges. It should be read in conjunction with the Refund Policy and Refund Procedure.
- 1.2 This policy applies to
 - 1.2.1 applicants and currently enrolled domestic and international AIAT students;
 - 1.2.2 staff involved in the provision of education and services for students and applicants;
 - 1.2.3 all fees and charges payable to AIAT for tuition and academically-related ancillary services; and
 - 1.2.4 any such fees paid to an education agent to be remitted to AIAT.

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy and procedure.

Incidental Fees – means fees for goods and services provided to students that are not essential to their course. They may also include fines or penalties, provided that they are levied principally as a disincentive and not in order to raise revenue or cover administrative costs. Incidental fees are payable by students based on use and are not generally refundable.

Tuition Fees - means fees which are directly related to the provision of a course that AIAT is providing or offering to provide to a student. Tuition fees do not include costs such as:

- overseas student health cover;
- incidental or other costs that may be required as part of a student’s enrolment;
- agents’ recruitment fees which are paid by AIAT from tuition fees; or
- application fees.

3. Policy Statement

- 3.1 AIAT provides a fair, transparent, effective and efficient approach to the determination and administration of student fees and charges.
- 3.2 AIAT sets student fees in accordance with relevant legislation.

4. Policy Principles

- 4.1 Fees are payable by domestic and international students. Once a student accepts an offered place and pays fees, a binding contract is created between the student and AIAT. The person signing the acceptance forms is liable for payment of all fees.

- 4.2 AIAT will determine
 - 4.2.1 tuition fees for each course in which students are enrolled; and
 - 4.2.2 incidental fees for goods and services that are provided in conjunction with a subject or course.

- 4.3 The Board of Directors annually sets and approves tuition fees and incidental charges for international and domestic students in accordance with relevant legislation.
 - 4.3.1 Annual tuition fees are based upon standard load and normal progression.
 - 4.3.2 The fees charged to international students must be greater than or equal to a minimum indicative fee specified by the Commonwealth. All AIAT fees will be set above these minimum requirements.
 - 4.3.3 AIAT reserves the right to annually adjust course tuition fees. Changes to course tuition fees will be applied at the beginning of each calendar year.

- 4.4 The Board of Directors may set and approve incidental fees for goods and services provided to students that are not essential to their course. They may also include fines or penalties, provided that they are levied principally as a disincentive and not in order to raise revenue or cover administrative costs. Incidental fees are payable by students based on use and are not generally refundable.

- 4.5 AIAT will publish accurate and timely information on student fees for prospective and current students. AIAT will ensure that:
 - 4.5.1 accurate and accessible information is available about all fees and charges, including tuition fees, invoice due dates and payment methods;
 - 4.5.2 fees and the terms under which they are to be paid are clearly stated on the Letter of Offer;
 - 4.5.3 information about student tuition fees is available to students, by the publication of the fees on the AIAT website from 1 October of the preceding year, and by 1 April for students wishing to enrol in the second half of any year;
 - 4.5.4 multiple payment options are available for students and these will be stated in the Letter of Offer;
 - 4.5.5 due dates for payment of invoices are communicated through the LMS;
 - 4.5.6 fees and charges that are not included in the annually approved AIAT Schedule of Fees and Charges are not levied against students;
 - 4.5.7 incidental fees are levied at the time of consumption;
 - 4.5.8 fee statements, which include tuition fees are available to students approximately two (2) weeks prior to the start of the relevant study period; and
 - 4.5.9 processes are in place for managing student grievances, disputes and administrative errors in relation to student fees and refunds. See the Student Complaints and Appeals Policy, Student Grievance and Complaints Procedure, and Student Appeals Procedure for more details.

- 4.6 Students must pay fees by the due date or clear any outstanding debts to be entitled to services and privileges of AIAT. Hence, students are responsible for ensuring that:

- 4.6.1 their enrolment record is correct by the census date for each study period in which they enrol;
 - 4.6.2 their personal contact details are accurate;
 - 4.6.3 correspondence related to student fees and due dates for payment are read and acted upon in accordance with the relevant timelines;
 - 4.6.4 tuition fees are paid by the due date; and
 - 4.6.5 all other charges accrued are paid by the due date.
- 4.7 Students experiencing difficulty in paying fees should speak with the person designated by the CEO for this purpose.
- 4.8 Students can have refunds in certain circumstances. Refer to Refund Policy and Refund Procedure for more details.

5. Roles and responsibilities

- 5.1 The Board of Directors is responsible for setting and approving tuition fees and incidental fees for international and domestic students on an annual basis.
- 5.2 The Admissions officer is responsible ensuring that tuition fee invoices are generated and issued.
- 5.3 The Accountant is responsible for following up non-payment from students.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Fees and Charges Policy
Policy Reference No.	POL – 40
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 7.2.4
Related Documents	Refund Policy Refund Procedure Student Complaints and Appeals Policy Student Grievance and Complaints Procedure Student Appeals Procedure
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF)

	National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Australian Institute of Higher Education (2021) Fees and Refunds Policy Australian National University (2021) Policy: Tuition fee setting King's Own Institute (2021) Fees Policy
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Operational

6. Document Version Control

Document No	POL - 40	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
Created Date	March 2022		