
Fees Policy – Higher Education

Policy Code: STU-018 **Version:** 13.0 **Effective Date:** 11 July 2017

Purpose:

This policy applies to all domestic students enrolled within a higher education course at the College and provides a broad framework and set of principles regarding the payment of fees and any circumstances relating to this. This includes, but is not exclusive to:

- FEE-HELP
- Self funded Students (Up-front payment of fees and/or payment plan)
- Enrolment Fees
- Special Circumstances for Fees Policy
- Restrictions

Definition of “College” – *In the higher education sector, ACPE Limited trades as The Australian College of Physical Education (ACPE); Australian College of Natural Medicine Pty Ltd trades as Endeavour College of Natural Health (Endeavour) and Wellnation; Study Group Australia Pty Limited trades as Martin College and Martin Higher Education (Martin HE). For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective entities or trading names.*

Scope:

- All domestic Higher Education students
- All campuses, including Online Learning

Policy Statement:

All students studying at the College and enrolled within a higher education course are expected to pay the tuition fees **in full** by the census date of the relevant subject. This can be undertaken using the following methods:

1. FEE-HELP loan scheme

2. Full upfront payment of fees upon enrolment.

If student has not registered to pay for the subject under FEE-HELP (see below) and the account cannot be settled by the census date for the teaching period, certain restrictions to enrolment may apply, as outlined in this policy.

Course fees are protected by a fair and reasonable refund policy as defined by the [Department of Education and Training](#) where cases of 'Special Circumstances' apply. Information on re-crediting FEE-HELP monies or the direct refund of subject fees can be found in the [Remission of Financial Liability due to Special Circumstances Policy – Higher Education](#) and the relevant Student Handbook that is provided to students prior to enrolment and is available on the College website.

Higher Education FEE-HELP

All students wishing to enrol in a higher education course at the College are encouraged to investigate their eligibility for FEE-HELP as the preferred payment option.

FEE-HELP is an Australian Government loan scheme which assists eligible students to pay their tuition fees up to a lifetime limit of \$100,879 [this is the 2017 limit; CPI is applied annually]. The Australian Government pays the student's tuition fees to the College and students begin to repay their FEE-HELP debt to the Australian Government once their income reaches a prescribed threshold.

FEE-HELP is only applicable to accredited Higher Education qualifications delivered by the College. This includes all Bachelor degrees.

A student is entitled to FEE-HELP for a subject being undertaken as part of an eligible course, if the student:

1. is an Australian citizen, a holder of an Australian permanent humanitarian visa
2. is still enrolled in the subject at the end of the census date for the subject
3. is not a Commonwealth supported student in relation to the subject
4. has completed and signed a request for Commonwealth assistance in relation to the subject or their course before the end of the census date
5. meets the Tax File Number requirements; and
6. has a FEE-HELP balance greater than zero.

To apply for FEE-HELP students must complete a Request for FEE-HELP Assistance Form and declare they have read the FEE-HELP Information booklet and are aware of their obligations under the program.

Payment of Fees

1. It is the responsibility of the student to be familiar with the requirements of fee payment under this policy and to pay fees in line with those requirements.
2. The College does not charge an administrative application fee for enrolment into its courses.
3. All self-funding (non FEE-HELP) higher education students are required to provide a deposit of \$200 per subject at the time of enrolment with the balance being paid by the commencement date of the subject.
4. Students are required to pay the tuition fees in full for each subject (or be registered for FEE-HELP for that subject) no later than the commencement date for the specific subject enrolled within namely Semester, Trimester and Online Learning teaching periods.
5. Payment of fees will not be accepted for any more than one (1) academic year in advance.
6. Non-payment of fees as outlined in this policy may result in enrolment being cancelled or results being withheld (unless students have applied for consideration under the [Remission of Financial Liability due to Special Circumstances Policy – Higher Education](#) – see [Restrictions](#) section below.

Course Fees – Upfront Payment

The full fee amount will be invoiced to be paid by commencement date as specified above and **must** be paid by the census date. Students who do not settle their account on or before census date will remain liable for the **total** subject fee. Full course fees, including all recovery costs, will become due and payable immediately. Further restrictions may apply as outlined below (see [Restrictions](#) section).

The College accepts the following payment methods for upfront fees:

1. Cheque or money order
2. Credit card (not Amex or Diners Club)
3. EFTPOS
4. Bank deposit

Students will be liable for any bank fees and charges associated with dishonoured cheques, credit cards or bank transfers.

Cancellation Fees Policy – Endeavour only

Endeavour charges a fee for students dropping a subject and different fees are

applicable at various stages of a semester. Details of these fees can be found in the [Cancellation Fees Policy – Higher Education](#). This policy does not apply to ACPE or MHE students.

Material Fees

Textbooks are required for most subjects and are paid for separately. The [National Booklist](#) is available on the website.

Miscellaneous Fees and Charges

There are other charges that may be applicable to student fees including the following:

1. Re-issue of Testamur, Academic Transcript or Record of Results - \$25.00 (includes postage and handling) – this fee applies to all students requesting a re-issue of documentation, regardless of course of enrolment.
2. Uniform Fees (Endeavour only) – any student enrolled in a subject involving clinic practicum will be required to purchase the clinic uniform of white Endeavour-logo coat or black Endeavour-logo polo shirt, depending on the course of enrolment. This will be outlined by academic staff prior to the first clinic class (up to \$40 total).
3. Working with Children Check – all students enrolled in a course involving practical placement (including clinics) are required to obtain a valid Working with Children Check prior to enrolment in their second teaching period. The fees for these vary across Australian States, however will usually be no more than \$50.
4. First Aid Certificate - all students enrolled in a course involving clinic practicum are required to obtain a valid First Aid Certificate prior to enrolling in their first clinic subject. The fees for these are dependent upon the service provider and can range from \$150 to over \$400. Students are required to source their own First Aid course.
5. Educational Pathways – Challenge Assessments incur a fee of \$150 per subject.

Restrictions

If the account cannot be settled by the commencement date for the teaching period, the following restrictions may apply:

1. Withdrawal from Course
2. Attendance to Final Examinations will be restricted

3. Results and Grades may be withheld
4. Re-Enrolment into further subjects may be denied
5. Course progression will be halted
6. Academic Transcripts, Statements of Attainment, Letters of Completion, Testamurs and Eligibility for graduation will be withheld.

Exceptions to the above may include financial hardship and other extenuating circumstances. Any requests for allowances to be made prior to the end of a teaching period should be referred to the [Remission of Financial Liability due to Special Circumstances Policy – Higher Education](#).

Students will be referred to a debt collection agency if they cease studying and have outstanding fees.

Subject or course fees are non-transferable to other students or institutions.

Remission of Financial Liability due to Special Circumstances Policy

Students who have difficulty in paying any relevant fees by the due date are encouraged to contact Student Services to discuss their concerns further.

Where applicable, exceptions may be granted under financial hardship and other extenuating circumstances. Any requests for allowances to be made prior to the end of a teaching period should be referred to the [Remission of Financial Liability due to Special Circumstances Policy](#).

A review of a student's application under this policy will occur within fifteen (15) working days of receipt of the appropriate documentation. Any decision made shall be considered within the College's policies, statutes and regulations.

Setting and Publishing Fees

Fees for the subsequent calendar year per subject / course are set and approved by the relevant entity Board of Directors through the annual financial budgeting process. After approval of fees for the following calendar year:

1. International student fees are published on the College's website immediately (by 1 July each year)
2. Domestic student fees are sent to the Department of Education (DET) for consideration for FEE-HELP purposes and subsequently published on the College's website (by 30 October each year).

Documents: [Request for FEE-HELP Assistance Form](#)
[Remission of Financial Liability - Special Circumstances](#)
[Application Form](#)

Related Legislation: [Higher Education Support Act 2003](#)

Guidelines: Not Applicable

Policy Author:	Director, Student Services & Retention
Policy Owner:	Director, Student Services & Retention
Contact:	Director, Student Services & Retention
Approval Body:	Academic Board (ACPE): Meeting Date: 02-Mar-17 College Council (Endeavour) Meeting Date: 17-Feb-17 Academic Board (East) (Martin HE): Meeting Date: 14-Feb-17
Policy Status:	Harmonised
Responsibilities for Implementation:	Student Services Finance Admissions
Key Stakeholders:	Student Services Finance Admissions Director, Student Services Students
Date for next review:	February 2018