
Fees Policy – International

Policy Code: INT-005 **Version:** 10.0 **Effective Date:** 24 July 2017

Purpose:

This policy applies to all international students enrolled within a course or subject (unit) 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:

- Enrolment Fees
- Ongoing Payment of Fees
- Fee Payment Deadline
- 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.*

Definition of “International students” – *The College defines an International Student as someone **who is not an** Australian citizen or permanent resident or a New Zealand citizen or a permanent visa holder. This definition includes students studying onshore on a range of temporary visas (working holiday visa, tourist visa, student visa etc) or offshore as an online student. Information that applies only to students studying on specific visa classes (e.g. Student Visa) is specified when relevant. It should be noted that all international students pay fees specified for international students, regardless of visa subclass.*

Scope:

- All international students
- All campuses, including online learning
- International Agents

Policy Statement:

Part A of this policy sets out the College's policy around international student fees and their responsibilities for paying fees and applies to all international students. Part B of this policy sets out additional requirements that must be adhered to regarding fees paid by international students studying on a student visa.

All international students studying at the College and enrolled within a subject (unit) or course are expected to pay the international tuition fees for the current study period in full **prior** to the start of the relevant study period. Tuition fees cover the cost of tuition only. Tuition fees do not cover registration fees, books, uniforms, equipment or Overseas Student Health Cover (OSHC); these will be set out separately in relevant documentation.

Fees for courses of study and information about all other compulsory fees associated with a course of study are provided in all College marketing materials and on the website. Subject and course fees are not transferrable to other students.

The College reserves the right to charge different fees to international students and domestic students due to additional on-costs required.

PART A

Note: This section applies to ALL international students, regardless of visa arrangements or course of study.

Setting and Publishing Fees

Fees for the subsequent calendar year per subject/unit of study and 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:

- international student fees are published on the College's website immediately (by 1 September each year)
- the international student fee schedule must be provided to the Manager, Office of Student Records and/or Registrar by 1 September each year for input into the student management system by 30 September each year.

Changes to Published Fees

Study Group Australia Higher Education Division: ACPE Limited trading as The Australian College of Physical Education (NSW CRICOS #01822J); Australian College of Natural Medicine Pty Ltd (ACNM) trading as Endeavour College of Natural Health (CRICOS #00231G); Study Group Australia trading as Martin College, Martin Higher Education (CRICOS #01682E)

Course fees are subject to change throughout the life of the course any changes will be published with appropriate notice and will be made available on the College's websites and relevant student documents.

During the application

- If a course fee changes by more than 10% after an applicant is issued a Letter of Offer or enrolled the applicant will be notified of the fee increase in writing before the fee payment deadline.

During the Course

- Course fees must only change during a semester/trimester in extraordinary circumstances. If course fees change during a semester/trimester the new fee will apply from the beginning of the following semester/trimester.

Responsibility to Pay Fees

It is the student's responsibility to ensure they are able to pay their fees as outlined below. The College is unable to accept tuition fees for more than one semester/trimester in advance.

Definition of 'agreed starting day' - is the day when the course was scheduled and advertised to start.

Definition of 'census date' - is the 4th Friday after the agreed starting day.

Definition of 'fee payment deadline' - is 2 weeks prior to the agreed starting day of each study period for fees to be paid in full.

Applicants

During the admissions process international applicants must pay all enrolment fees by the fee payment deadline.

The College accepts the following payment method for payment of fees for applicants:

- Bank transfer only

Enrolment fees include the tuition fees for the first study period, with any OSHC costs if arranged by the College.

In addition, at Endeavour only, enrolment fees also include a non-refundable international registration fee of \$250.

A Certificate of Enrolment (CoE) for a student visa will only be issued when the admissions process has been successfully completed and payment of fees are confirmed via the finance department.

Students

During the course students must pay all ongoing fees by the fee payment deadline.

The College accepts the following payment methods for payment of fees for students:

- Bank transfer
- Cheque or money order
- Credit card (excluding Amex or Diners Club)
- EFTPOS

Students who anticipate a problem in paying their fees in full **before** the fee payment deadline must contact the College to discuss their circumstances and options.

Where applicable, exceptions may be granted for extenuating circumstances, please refer to the [Remission of Financial Liability due to Special Circumstances Policy](#).

Late Payment Notice

A series of Late Payment Notices will be issued to students who have not contacted the College to discuss anticipated problems in paying their fees. The Late Payment Notice will formally request the student to contact the College to discuss their options and outline any restrictions to their account.

If the account cannot be settled via the Late Payment Notices, the Student will be reviewed for suspension or cancellation in line with the [Deferring Suspending or Cancelling Enrolment Policy - International](#)

Student visa holders who do not re-enrol or contact the College to respond to a Late Payment Notice

Under the ESOS Act. National Code Part D a student visa holder who does not re-enrol has inactively advised the College they are not continuing their studies. The College has the right to inform the Department of Education and Training of cessation of studies and the students CoE will automatically be cancelled, without notification or appeals period.

Restrictions

The following restrictions may be applied to a student's account until the fees are paid in full:

- Student will be unable to enrol in subjects.
- Withholding of Grades, Academic Transcripts, Statements of Attainment, Letters of Completion, Testamurs and Eligibility for graduation.

Refunds

The [Refund Policy - International](#) is provided to students prior to enrolment and contains the Cancellation Fees Schedule for:

- Deferring the start of a course
- Suspensions to a course
- Withdrawing from subjects pre-census or post-census.
- Cancellation of a current, deferred or suspended course pre- or post-census

Students who wish to dispute a decision related to Fees and charges can do so as per the [Complaints and Appeals Policy - International](#).

Changes to visa status

Applicants

Applicants whose visa status changes during the application process must notify the admissions team immediately and provide a copy of the new visa to be verified by the Admissions Advisor.

If an applicant gains a permanent visa status before enrolment, the applicant will no longer be classified as an international student and will be liable to pay the domestic tuition fee.

Students

Students whose visa status changes while studying at the College must notify Student Services immediately and provide a copy of the new visa to be verified.

The deadline for students to convert from international to domestic due to a visa status change is the census date of each study period. Students who convert after census date will still be classified as an international student for the remainder of that semester/trimester and will be considered a domestic student for subsequent semester/trimesters and will be liable to pay the domestic tuition fee.

Students who convert from a Student visa to a Temporary visa remain liable for the International Fees, and will be subject to the relevant restrictions of their new visa.

Miscellaneous Fees and Charges

Other charges that may be applicable to students while enrolled at the College include the following:

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- Banks fees for conversion of international currencies to Australian dollars.
- Textbooks are required for some subjects/units of study and are paid for separately. The National Booklist is available on the website.
- \$AUD25 + GST to be charged for the Re-issue of Qualification or Transcript / Record of Results.
- Postage and handling for any documentation relating to the above items.
- Educational Pathways – Challenge Assessments and RPL assessments may incur a fee, please refer to the Educational Pathways Policy - Higher Education.
- ACPE and Endeavour only - Working with Children Check – all students enrolled in a course involving a clinic or teaching practicum component are required to obtain a valid Working with Children Check prior to enrolment in their second teaching period. Some States charge a small fee for students/volunteers to obtain their check these vary across Australian States.
- Endeavour only - First Aid Certificate - all students enrolled in a course involving a clinic or teaching practicum component are required to either obtain, or be enrolled to obtain, a valid First Aid Certificate prior to their second teaching period. 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.
- Endeavour only - Uniform Fees – any student enrolled in a clinic subject 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).

PART B

Note: This section only applies to student visa holders.

Tuition Protection

Course fees for international students studying on an Australian student visa are protected by the Tuition Protection Service under the Education Services for Overseas Students (ESOS) Act 2000. Detailed information about the way tuition protection is managed within the College is available in the [Refund Policy - International](#). Further details about the Australian government's Tuition Protection Service can be found at: www.tps.gov.au.

In accordance with the legislated requirements of the ESOS Act, the College is unable to

accept tuition fees for more than one semester/trimester in advance.

As part of the requirements of the Tuition Protection Service, the College maintains an account exclusively for tuition fees received from international students studying on a student visa. The College pays any tuition fees received from student visa holders into this account within 5 working days of receiving these fees. The College ensures that there is a sufficient balance in the account at all times to repay tuition fees to all non-commenced students that have applied to study on a student visa. The money held in this account is unable to be used to cover any other debts.

Compulsory Recording of Tuition Fees Paid

The Student Services team records all tuition fees paid by international students in the Provider Registration and International Student Management System (PRISMS) by COB Friday every week.

Definitions:

HE: Higher Education

PRISMS: The Provider Registration and International Student Management System is an electronic database used by the provider and the Australian government (both the Departments of Immigration and Citizenship, and of Education, Employment and Workplace Relations) to monitor international students in Australia on a student visa. PRISMS holds information relating to the student's visa and course of study, as well as payment information. It is also the primary method of contact between the provider and the government on any matters relating to a student's visa.

Study Period: A "study period" is defined in the National Code as "a discrete period of study" in a course, namely, semester, trimester, short course or as otherwise defined by the College as long as that period does not exceed 24 weeks". This will normally reflect the period during which the student can normally be expected to complete a group of units. A study period may also refer to the delivery period of an online subject.

Further Information:

Related Procedures: [Deferring, Suspending or Cancelling Enrolment Procedure – International](#)

Related Policies: [Remission of Financial Liability due to Special Circumstances Policy – Higher Education](#)
[Refund Policy - International](#)
[Complaints and Appeals Policy – International](#)
[Deferring, Suspending or Cancelling Enrolment Policy – International](#)

Benchmarking: Not Applicable

Supporting Research and Analysis: Not Applicable

Related Documents: [Application for Remission of Financial Liability Form](#)

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

The ESOS Framework comprising of:

- [The Education Services for Overseas Students \(ESOS\) Act 2000](#)
- Education Services for Overseas Students (ESOS) Regulations 2001
- Education Services for Overseas Students (Registration Charges) Act 1997
- Education Services for Overseas students (Assurance Fund Contributions) Act 2000
- Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012

Guidelines: Not Applicable

Policy Author:	Leonne Sharkey, Quality and Compliance Coordinator
Policy Owner:	National HE Compliance Manager
Contact:	National HE Compliance Manager
Approval Body:	Academic Board (ACPE) Meeting Date: 22/12/2015 College Council (Endeavour) Meeting Date: TBA Academic Board (East) (Martin Higher Education) Meeting Date: TBA
Policy Status:	Harmonised – fully revised policy
Responsibilities for Implementation:	National HE Compliance Manager Director, Student Services Student Services Manager Student Services team Admissions team
Key Stakeholders:	Finance Department Student Services team Admissions team
Date for Review:	July 2019