

Student Fees Policy

Approved By:	Executive Committee	Minutes:
Authorised By:	CEO	Minutes: 5/18
Effective from:	15/5/18	
Review By:	CEO	
Previous Review:	9/2014	
Next Review:	5/2021	
File Location:	The current version of this policy can be accessed from EQUALS Quality Framework on smartsheet .	
Relevant Legislation:	Standards for RTO's 2015 Education Services for Overseas Students Act 2000	
Related Documents and/or Registers:	Student Handbook International Student Prospectus Student Application Form International Student Application Form Letter of Offer	
Superseded Documents:	N/A	
Policy Subdivision	<input type="checkbox"/> Corporate or Academic Governance <input type="checkbox"/> Academic Management <input checked="" type="checkbox"/> Operational Management	
Responsible Officer:	CFO	

1 Overview

To ensure all fees for service are handled fairly and honestly, and appropriate records maintained.

2 Policy

- Students undertaking a course with EQUALS are advised of financial details prior to commencing their course. This includes payment terms, refund and instances of default, total amount of fees payable, re-issuance of qualifications, additional services. This information is outlined in the Student Handbook (F 002), Application Form and Enrolment Agreement (F 001 and F 075), and/or letter of offer.
- A Tax Invoice/Statement or receipt, outlining details of service, amount paid, and any balance owing, is issued for fees received from Students
- Details of any refunds due/paid are included in the student file (including Xero Accounting System). In the case of international students, refunds must be made directly to the student. Payments are not permitted to be made to a third party unless requested in writing by the student.
- Students electing to make internet transfers for tuition fees are required to use their name, student ID or invoice number as a reference to ensure correct receipting of payment.
- International student tuition fees are protected by the Tuition Protection Scheme (TPS).
- International students are not required to pay more than 50% of their total tuition fees for a course before they commence unless the course has only one study period (1 TERM / 10 weeks or does not exceed 24 weeks). Remaining tuition fees are not required earlier than 2 weeks before the commencement of the second study period (TERM 2).



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- Refer to Student Handbook (F002) for policy relating to student fees including refunds, terms and conditions. In the case of international students, policy regarding fees, including refunds, terms, conditions and instances of default are documented in the International Student Application & Letter of Offer/Enrolment Agreement Forms, International Student Prospectus and Handbook.
- Note for Domestic Students: Nationally recognised qualification only: EQUALS may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, EQUALS may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to costs yet to be incurred on behalf of the student for tuition or other services yet to be delivered to the student, does not exceed \$1,500.