

# Student Fees Policy

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<b>Date of effect:</b>	28 May 2018
<b>Date last amended:</b>	4 October 2022
<b>Date of next review:</b>	4 October 2025
<b>Approved by</b>	Vice President Corporate Services & Operations
<b>Authorised Officer</b>	Chief Financial Officer
<b>Supporting documents, procedures and forms of this policy</b>	<p>Student Fees Procedure</p> <p>Letter of Offer and Student Agreement for Higher Education</p> <p>Information Management Policy and Procedure</p> <p>Refund Policy and Procedure</p> <p>Student Grievance and Complaint Policy and Procedure</p>
<b>Related Legislation</b>	<p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">Higher Education Standards Framework 2021, Part A: Standard 1.1 (Admission)</a></p> <p><a href="#">Higher Education Support Legislation Amendment Bill 2017</a></p> <p><a href="#">National Code 2018, Standard 2 and 3</a></p> <p><a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a></p>
<b>Audience</b>	Public

## 1. PURPOSE

1.1 This policy outlines tuition fees for higher education at Stanley College, and other administrative and miscellaneous charges related to studying at the College.

## 2. SCOPE

2.1 This policy applies to:

- a. Staff
- b. Enrolled domestic and international students in higher education courses; and
- c. Prospective applicants of higher education at Stanley College.

### 3. DEFINITIONS

<b>Census Date</b>	The date at which the enrolment for all students (domestic and international) is considered finalised for the relevant semester. If fees are not paid by this date the student's enrolment may be cancelled. If the student withdraws from a unit after the Census Date they are still responsible for any financial costs associated with the unit. The Census Date is listed in the student's <i>Letter of Offer</i> and <i>Student Agreement</i> . It is also published on the SC website.
<b>Confirmation of Enrolment (CoE)</b>	For international students, the CoE is issued by Stanley College as proof of enrolment in a course at the College. Students can apply or renew their student visa with the CoE.
<b>Domestic Student</b>	Under the <a href="#">Higher Education Support Legislation Amendment Bill 2017</a> , only Australian citizens, permanent humanitarian visa holders, and certain New Zealand (NZ) Special Category visa holders are treated as domestic students for the purposes of receiving a Commonwealth Grant Scheme (CGS) subsidy and Higher Education Loan Program (HELP) loans. From 1 January 2018, subsidies for most Australian permanent residents and NZ citizens enrolling in a Commonwealth Supported Place will be withdrawn, making them full fee-paying students.
<b>Due Date</b>	The deadline for payment of fees for international students as shown on their invoice and listed in the <i>Letter of Offer</i> and <i>Student Agreement</i> . It is also published on the Stanley College website and in the <i>Student Prospectus</i> .
<b>Equivalent Full-time Study Load (EFTSL)</b>	Standard full time study load for a particular course. The calculation of EFTSL values for each subject is based on what fraction of a standard full time load the subject represents.
<b>International Student</b>	A student studying in Australia on an international student visa.

### 4. POLICY PROVISIONS

#### Principles

4.1 The Fee schedule of tuition fees and other charges is available to students online via the Stanley College website, which is updated regularly by Stanley College to ensure currency. Students should access this site regularly to ensure they have up-to-date information.

- 4.2 Tuition fees can be defined as fees payable for tuition as officially published or provided by Stanley College. Tuition fees and other charges are set each year and will apply at the time that a Letter of Offer is issued and are subject to annual review.
- 4.3 It is possible that fees charged to new students may change during the course of study. However, fees quoted in the Letter of Offer will be honoured by Stanley College.
- 4.4 Tuition fees may be refundable under some circumstances and may be subject to timing constraints. Other fees and charges, when incurred, are not refundable. Refer to the *Refund Policy*.
- 4.5 Staff members of Stanley College who have access to information relating to student fees must maintain the confidentiality of student information in accordance with the Stanley College *Privacy Policy* and relevant privacy legislation. The disposal of records relating to student fees should be in accordance with the *Information Management Policy*.
- 4.6 This *Student Fees Policy*, and the availability of complaints and appeals processes, does not remove the right of a student to take action under Australia's consumer protection laws, nor does it prevent the student from pursuing other legal remedies.

#### **Publication of Fees**

- 4.7 The Fee schedule of tuition fees and other charges is available to students online via the Stanley College website. Tuition fees and Census Dates will be published on the Stanley College website.
- 4.8 Fees for future periods of study are indicative only and are subject to change.
- 4.9 Stanley College will notify students of any proposed increases to fees and charges **no less than 30 days** in advance.

#### **Tuition Fees**

- 4.10 Course tuition fees and increases are approved by the Board of Directors and are subject to an annual review.
- 4.11 For details on non-refundable fees and charges, payment methods and consequences of non-payment of fees, refer to the *Student Fees Procedure*.

#### **Record Keeping**

- 4.12 Stanley College will retain records of all receipts of payments made by students for at least two years after the student ceases to be enrolled.

#### **Appeals**

- 4.13 Students may seek a review of any decision related to fees or a refund application, by submitting an appeal to the Student Support Officer within 28 working days of receiving the notice. The appeal must be accompanied by supporting documentation. Refer to the *Student Grievance and Complaint Policy and Procedure*.