Student Fees Policy (Higher Education)

Version Number: 2.1
Effective Date: 12 August 2026
Review Date: 5 March 2028
Approved By: Gloria Seow

1. Purpose

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

This policy applies to:

- Staff
- Domestic and international students enrolled in higher education courses at Stanley College; and
- Prospective applicants for higher education at Stanley College.

3. Key Definitions

Census Date	The date by which enrolment and fees must be finalised for the Study Period. If student withdraws prior to census date, it will have an impact on the fees owing as well as the commission payable to agents. The Census Date is listed in the student's *Letter of Offer* and *Student Agreement*. It is also published on the Stanley College website.
Confirmation of Enrolment (CoE)	A CoE (Confirmation of Enrolment), issued via PRISMS provides evidence of a student's enrolment with a provider registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This evidence is required before Home Affairs will issue a student visa. The CoE contains information about the Provider, agent (if involved), course and duration of study in which the student has enrolled.
Domestic Student	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa. A domestic student can include temporary visa holders, who do not hold a Student Visa issued by DoHA, including 485, 457, student dependents, working holiday and visitor visa holders.
Due Date	The deadline for payment of fees for international students as shown on their invoice and listed in the *Letter of Offer* and *Student Agreement*. It is also published on the Stanley College website and in the *Student Prospectus*.
Equivalent Full-time Study Load (EFTSL)	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.
International Student	A student studying in Australia on a student visa issued by DoHA. Also referred to as Overseas Students

4. Policy Principles

4.1 Principles

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.

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.

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.

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*.

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*.

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.

4.2 Publication of Fees

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.

Fees for future periods of study are indicative only and are subject to change.

Stanley College will notify students of any proposed increases to fees and charges ***no less than 30 days*** in advance.

4.3 Tuition Fees

Review of Course tuition fees and increases are approved by the President and Vice President Business Development

For details on non-refundable fees and charges, payment methods and consequences of non-payment of fees, refer to the *Student Fees Procedure*.

4.4 Record Keeping

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.

4.5 **Appeals**

Students may seek a review of any decision related to fees or a refund application, by submitting an appeal within 20 working days of receiving the notice. The appeal must be accompanied by supporting documentation. Refer to the *Student Complaints and Appeals Policy and Procedure*. Students remain free to pursue other legal remedies with respect to complaints or appeal about the application of this procedure, including under Australia's consumer protection laws.

4.6 **Payment of Fees**

International students must pay their fees **in full, by the due date** for each semester, in accordance with the ***Payment Agreement Conditions*** and *Instalment Schedule* as stated in their Offer Letter (***Payment Schedule***). Failure to do so may lead to a cancellation of enrolment for non-payment of fees and may have repercussions on your student visa and your eligibility to remain within Australia

Stanley College reserves the right to change payment terms before or during your course of study. Examples of payment terms include, but are not limited to, instalment amounts, instalment due dates, payment methods and payment-related fees.

4.7 **Non-payment of Fees**

The Higher Education Support Act 2003 (HESA) defines the obligations on students in Commonwealth supported places. Non-Commonwealth supported students (domestic and international fee paying) who fail to finalise payment of their fees by the published deadline will have a block placed on their student account, which will prevent them from accessing the following services:

- Learning materials
- Official transcripts or any other official documentation issued by the College
- Examination results
- Graduation or re-enrolment (whichever is applicable).

Failure to pay fees will result in the debt being referred to a debt collection agency. Any costs incurred through the recovery of the debt, such as legal or administrative costs, will be passed on to the student. As outlined in the Debt Management Policy, outstanding debt can be written off as 'bad debt' by the delegates listed in if all attempts to recover it have been exhausted.

5. Roles and Responsibilities

- **All Staff members of Stanley College** who have access to information relating to student fees must maintain the confidentiality of information
- **President:** Review and increase of course tuition fees
- **Vice President Business Development:** Review and increase of course tuition fees
- **Finance Team:** Accurate and timely receipting

6. Policy Information

Policy Area	HE
Authorised Officer	Chief Financial Officer
Supporting documents, procedures, work guidelines and forms	Student Fees Procedure (Higher Education) Letter of Offer and Student Agreement for Higher Education Refund Policy and Procedure (Higher Education) Student Complaint and Appeals Policy and Procedure

	Debt Management Policy
Audience	Public

7. Version History

Version	Date	Changes Summary
1.0		Version One of this document
2.0	05/03/26	Update to the new template/ Inclusion of the term (Higher Education) to the name / Update to the sections: Inclusion of new Supporting document, definitions, Tuition Fees, Appeals, Payment of Fees
2.1	12/08/26	Updating a new clause under section 4.6

8. Link to Standards

8.1 Education Services for Overseas Students Act 2000 (ESOS Act)

Part	Division	Sub-Division	Section	Standard
3 - Obligations on registered providers	1 – General Obligations	-	21. Record Keeping	1
3 - Obligations on registered providers	2 – Tuition fees	-	27. Tuition Fees	1, 2

8.2 National Code of Practice 2018

Standard (Number)	Standard (Descriptor)	Standards (Individual)
Standard 2	Recruitment of an overseas student	2.1.7
Standard 3	Formalisation of enrolment and written agreements	3.1, 3.3.4, 3.3.5, 3.3.8, 3.4

8.3 Higher Education Standards Framework (Threshold Standards) 2021

Domain	Section	Standards
1. Student Participation and Attainment	1.1 Admission	2
7. Representation, Information and Information Management	7.2 Information for Prospective and Current Students	4