Student Fees Procedure (Higher Education)

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Approved By: Gloria Seow

1. Purpose

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

2. Scope

This procedure 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

Please refer to Glossary of Terms at:

- Website: https://www.stanleycollege.edu.au/studying-with-us/policies-and-procedures/
- Higher Education website: https://www.highereducation.stanleycollege.edu.au/essential-information/policies-procedures/

4. Procedure Steps

4.1 Tuition Fees

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

All dollar amounts referred to in this procedure are in Australian Dollars (AUD) unless otherwise specified.

Fees for individual units of study within a course are calculated as a proportion of the total course fee, which is based on the units contributed to the Equivalent Full Time Study Load (EFTSL) for the course.

Tuition fees cover the costs associated with resources and facilities provided as part of the course of study and include:

- Course learning materials such as unit outlines, unit guides, assessment information and other learning materials;
- Student administration services such as admissions (excluding special admissions applications, credit, and RPL applications);
- Assessments and examinations, including reassessments (not including repeating an entire unit); and
- Access to computers and other campus facilities for learning.

Note: Access to selected library resources, including library books, e-books, online journals and other publications are covered under 'Tuition fees'.

Tuition fees are charged as follows

- For domestic students, fees are payable per unit;
- For international students, fees are payable by semester.

Students will be charged the full amount of unit tuition fees for repeating units.

It is the responsibility of the Registrar to oversee the publication of fees.

4.2 **Non-refundable Fees and Charges**

Administrative and miscellaneous fees and charges that are non-refundable once incurred are charged separately to tuition fees

The following fees are non-refundable:

Administration:	
Cancellation Fee	Refer to Refund Policy
Course Reinstatement Fee	$250
Application fee	the fee charged to all applicants to review their application and supporting documentation to enrol in a course of study
Late Payment Fee	$100 (immediately, and monthly thereafter)
Credit Card Surcharge	1% (subject to change)
Student ID Card Replacement Fee	$15
Re-print of any testamur	$50
Official Transcript replacement	$50
Graduation Gown Hire	$50 hire + $50 (refundable) deposit
Photocopies black and white	$0.20 per A4 page / single sided $0.30 per A4 page / double sided
Photocopies colour	$2 per A4 page / single sided
Paper (per 500 pages)	$5 Or 10c per page
Academic:	
Re-enrolment Fee	Cost of the unit
Material Fees	As applicable to the course

4.3 **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 this 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.

Domestic students must pay their fees for each semester on or before the Due Date (Typically the censes date) as advised.

4.4 **Financial Hardship Payment Scheme (FHPS)**

Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments. For this, students should be applying for a Financial

Hardship Payment Scheme via the Financial Hardship Payment Scheme Application Form which is available at Stanley College website and it will be reviewed internally and the decision will be communicated to the student.

Applications are assessed on their individual merits. For more information about the FHPS please refer to the application

Terms of payment is clearly indicated in the Student's Offer Letter. These terms of payment can be altered if a Student is approved under the Financial Hardship Payment Scheme (FHPS). If the Student is granted a payment plan under the FHPS, a third-party payment plan provider will be tasked with the collection of the money in accordance with the payment plan, and the Finance Team will process the receipting in the Student Management System.

4.5 **Payment Options**

Stanley College accepts the following methods of payment for fees and charges:

- Direct Deposit Payment via details on the fee statement
- By Credit Card (only MasterCard and Visa are accepted) - A credit card surcharge will be payable
- By EFTPOS, Debit Card

For more information on how to pay and payment methods please visit the Stanley College website

4.6 **Non-Payment of Fees**

Students are responsible at all times for the timely payment of fees and charges. Stanley College will act in accordance with College's debt management policy and procedures when required.

If a student does not pay the fees on the due date, the Finance Office will issue a written warning notification to the student and will include:

- The outstanding balance;
- The due date that has passed;
- The date which all outstanding monies are to be paid by;
- The College's intent to suspend or cancel the student's enrolment if payment is not received by the due date; and
- The student's right to appeal the decision to cancel or suspend their enrolment for non-payment of fees within 20 working days, as per Stanley College's Student Complaint and Appeals Policy and Procedure.

Any student who has outstanding fees to Stanley College and does not make full payment shall cease to be entitled to any privileges of the College. Any outstanding fees after the appeal timeframe has lapsed (20 working days) and the specified due date will result in enrolment being suspended or cancelled. Stanley College may, at its discretion, cancel enrolment if a student fails to make the required tuition fee payment by the due date or Census Date (as applicable). However, enrolment may be reinstated if all outstanding payment has been made within 10 working days of the due date or Census Date (as applicable), including any late fees. Stanley College will notify the student of this decision via email.

For international students, the notification of their suspension or cancelled enrolment will also:

- Inform the student of their need to seek advice from the Department of Home Affairs (DHA) on the potential impact on their student visa; and

- Inform the student that their Confirmation of Enrolment (CoE) has been cancelled, and their non-payment of fees has been reported to DoHA.

If a student has not paid relevant fees by the due date or Census Date (as applicable), and has not rectified the situation, Stanley College may impose penalties such that the student may:

- Not be permitted to enrol in current or subsequent courses;
- Have access to library services and other applicable services removed;
- Not receive official graduation documents or results;
- Not be permitted to graduate, or
- Incur late fee penalties.

Late payment fees may be charged to encourage students to pay their invoices by the due date or Census Date (as applicable), as shown in the Letter of Offer and Student Agreement A late fee of $100 will be charged immediately, and subsequently monthly.

Stanley College will take appropriate legal debt recovery action where students default on payments.

5. Roles and Responsibilities

- **President:** Review and increase of course tuition fees
- **Vice President Business Development:** Review and increase of course tuition fees
- **Registrar:** Overseeing the publication of fees
- **Finance Team:** Accurate and timely receipting
- **Finance Officers:** Issuing the writing warning notification for students who has outstanding balance
- **Variation team:** Cancellation and reinstatement of enrolments and CoE's (international students) in PRISMS and Student Management System

6. Procedure Information

Procedure Area	HE
Authorised Officer	Chief Financial Officer
Supporting documents, procedures, work guidelines and forms	Student Fees Policy (Higher Education) Letter of Offer and Acceptance Form for Higher Education Refund Policy and Procedure (Higher Education) Student Complaint and Appeals Policy and Procedure Financial Hardship Payment scheme Debt Management Policy
Audience	Public

7. Link to Standards

7.1 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

7.2 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

7.3 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