



Student Fees and Charges Policy

1 PURPOSE

To provide a clear documented process relating to fees and charges associated to overseas students studying at Australian Technical College Western Australia (ATCWA). This policy has been developed in accordance with and supports clause 5.3 of standard 5 and Clause 7.2 of Standard 7 of the standards for Registered Training Organisations 2015

To ensure each overseas student or prospective student is properly informed and protected through the provision of comprehensive and relevant fee information.

2 SCOPE

This policy applies to all Students who are commencing, have commenced or are continuing study with ATCWA.

Overseas students choosing to study at ATCWA are required to pay all fees and charges agreed to in the Letter of Offer and Acceptance (Written Agreement).

3 POLICY STATEMENT

3.1 GENERAL RULES

- 3.1.1 All fees and charges by ATCWA will be fair and reasonable;
- 3.1.2 Fees and charges are published in the Pre -Enrolment Information Guide and are available online via ATCWA's website.
- 3.1.3 Students are notified in their Letter of Offer and Acceptance (Written Agreement) of all fees and charges, including that these are subject to change.
- 3.1.4 Payments including fee deposits are not accepted from overseas students until ATCWA receives their signed and completed Letter of Offer and Acceptance (Written Agreement).
- 3.1.5 Tuition fees do not include placement fees or material fees. These will be listed in the letter of offer, the Pre -Enrolment Information Guide and on ATCWA's website.
- 3.1.6 Fees and charges are reviewed at least annually.

- 3.1.7 Any changes to fees and charges are notified to international students with a minimum 30 days' notice and are updated on all electronic and print material including Letter of Offer and Acceptance (Written Agreement) and marketing/recruiting materials.
- 3.1.8 International education agents are notified of any changes to fees and charges and are supplied with updated materials.
- 3.1.9 ATCWA will not issue any qualification or award prior to the completion of payment of all fees and charges in full.
- 3.1.10 Rescheduling of any course or unit of competency may incur variations in fees and charges such as an increase to be paid or an amount to be refunded.
- 3.1.11 Enrolling in a new course will incur new fees.
- 3.1.12 Tuition fees will not be transferred to another educational institute.
- 3.1.13 ATCWA Enrolment Fee is non-refundable.
- 3.1.14 In the event a student abandons the course, all fees due are payable – (see website for Refund Policy)

3.2 FEES AND CHARGES

- 3.2.1 Fees are payable as agreed with ATCWA and documented in the Letter of Offer and Acceptance of Offer.
- 3.2.2 ATCWA may decide to cancel a student's enrolment or restrict or withhold services or materials from students if fees are overdue.
- 3.2.3 Students are required to pay the following fees:
 - a) Enrolment Fee (non- refundable)
 - b) Course Fee, as per letter of offer
 - c) Material Fees, as per letter of offer
 - d) Overseas Student Health Cover (OSHC) (if the student wants the college to provide)
 - e) Accommodation (if applicable)
 - f) Airport Pickup (if applicable) and
 - g) Any other fees outlined in the Letter of Offer and Acceptance (Written Agreement) and attached schedule of fees for students.
- 3.2.4 Applicants must pay the following fees in order to secure their enrolment at ATCWA
 - a) A specified pre-payment tuition fees (this will be no more than 50% of the total course fees for overseas students unless the student or the person responsible for paying the fees has chosen to pay more than 50 per cent of the total tuition fee.)
 - b) Enrolment Fee

- c) OHSC fee (for overseas students) (if the student wants ATCWA to provide)

3.2.5 Payment particulars:

- a) Students must pay the Enrolment Fee, otherwise the application will not be processed.
- b) Enrolment, Accommodation (if applicable) and Airport Pickup Fees (if applicable) are non-refundable.
- c) Students must pay all associated Course Fees as per the Letter of Offer and Acceptance (Written Agreement) and Fee Schedule, otherwise students will not be allowed to continue study at ATCWA.
- d) Course fees can be paid in full at the start of the course, or in Advance by term or in accordance with the schedule outlined in the Letter of Offer / Acceptance Agreement.
- e) Course Fees will not be transferred to another provider, should a Transfer between Registered Provider request be approved.
- f) A refund of any fee will only be processed in accordance with the ATCWA Refund Policy.

3.3 FEE INCREASES

- 3.3.1 Additional Fees and Charges as tabled under 4.2 and 4.3, may be subject to change. Students will be notified in writing and notices will be placed throughout ATCWA's campus notifying students if any of these fees are to change. Students will be provided with at least 30 days' notice of the intention to change any of these fees.

3.4 PAYMENT METHODS

- 3.4.1 All Fee payments must be made in Australian Dollars and can be paid by:

- Cash,
- Direct Debit or SWIFT Deposit,
- Credit Card,
- Bank Cheque or Money Order

3.5 PAYMENT EXTENSION

- 3.5.1 Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request for an extension of fees payment by submitting a Fee Extension Request Form, the form is available from the college or through the RTO College Database.
- 3.5.2 The Fee Extension Request Form must be submitted to the college prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension has been granted. The form can be submitted in person to the college or via email to support@atc.wa.edu.au or admissions@atc.wa.edu.au.

3.5.3 Applying for a fee extension does not guarantee that an extension will be granted.

3.5.4 If an extension is approved, then a revised payment schedule will be determined.

3.6 LATE PAYMENT

3.6.1 Should a student not pay the required fees by the due date and has not submitted a Fee Extension Request Form with approval, then the following late payment fees apply:

- 10% on any outstanding amount greater than \$500 AUD
- \$50 on any outstanding amount less than \$500 AUD

3.6.2 Should a payment plan be entered into, the due date is the date of the agreed instalment due date, should a student fail to pay 2 or more instalments then the overdue fees will apply to each instalment that is late.

3.7 CANCELLATION

3.7.1 The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.

3.7.2 ATCWA may contact a student to remind them of overdue fees as part of concern but has no obligation to do so. If the student fails to pay, a Notice of Intention to Report to cancel the enrolment for non-payment of fees will be sent to the student via email. The student will have 20 days to access the Complaints and Appeals process.

3.8 OVERSEAS STUDENT HEALTH COVER

3.8.1 As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.

3.8.2 Australian Technical College Western Australia is able to provide OSHC through (Allianz), and will provide the associated fees and charges on the Letter of Offer, or the student is free to arrange OSHC themselves.

3.8.3 Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC.

3.9 TUITION ASSURANCE

In accordance with the ESOS Act, Australian Technical College Western Australia ensures the security of Student Fees through membership to the Tuition Protection Service.

4 SCHEDULE OF FEES

4.1 ENROLMENT FEE (NON-REFUNDABLE)

A non-refundable Enrolment Fee of \$250.00 applies.

4.2 CURRENT COURSE COSTS

Course Code	Course Name	Course Duration (including term breaks)	Enrolment Fee	Tuition Fee	Material Fee
BSB40215	Certificate IV in Business	26 weeks	\$250 (for new students only)	Overseas students \$4,800	\$350
BSB50215	Diploma of Business	52 weeks	\$250 (for new students only)	Overseas students \$9,250	\$350
BSB61015	Advanced Diploma of Leadership and Management	52 weeks	\$250 (for new students only)	Overseas students \$9,200	\$400
SIT40516	Certificate IV in Commercial Cookery	78 Weeks	\$250 (for new students only)	Overseas students \$17,350	\$1,450
SIT50416	Diploma of Hospitality Management	26 Weeks	\$250 (for new students only)	Overseas students \$5,100	\$200

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4.3 ADDITIONAL FEES AND CHARGES AT ATCWA

The following list shows additional fees and charges you may incur at ATCWA. (Fees may be subject to change)

Administration fee for Cancellation:	\$250 (see Refund Policy)
Recognition of Prior Learning (RPL):	\$250 per unit
Reassessment Fee (theory):	\$50 per assessment
Reassessment Fee (practical):	\$150
Catch up Class Fee:	\$250 per unit (catch up classes will only be offered on reasonable grounds)
Re-issue of Student ID Card:	\$10
Re-print of any testamur:	\$50
Re-issue of Student ID Card:	\$10
Airport Greeting Service (if requested):	\$120
Late Fee Penalty:	\$50 on any outstanding amount up to \$500 10% on any outstanding amount more than \$500

Related Documents

- Complaints and Appeal Policy and Procedure;
- Deferment, Suspension and Cancellation Policy & Procedure;
- Education Agent Policy & Procedure;
- Course Acceptance Agreement;
- International Student Handbook;
- Pre -Enrolment Information Guide;
- Letter of Offer – International Students;
- Refund Policy.