

Fee payment Guidelines

Rationale

The operation of the School is funded by grants from the NSW and Australian Governments, which cover a small percentage of the total operational cost. The balance is collected from parents or guardians of the students attending the School. An agreement is then created with the person responsible for the payment of the fees to ensure regular payments that allow the School to plan and manage its cash flow.

Overseas students don't attract the financial support of students who are Australian residents and hence are required to cover the total cost of the educational experience. Because of the transient nature of these students all fees for overseas students are paid in advance.

Aims

The Fee Payment guidelines aims to:

1. Accurately communicate the extent of the financial commitment undertaken to the person responsible for the payment of fees.
2. Ensure financial stability by ensuring that the School is able to rely on regular payments from the people responsible for payments.
3. Clearly document the remedial action to be undertaken when expected payment is not made.

Implementation

1. This fee payment policy guidelines applies to two groups of students.
 - Students who are Australian Residents (Local Students),
 - Overseas Full Fee Paying Students (Overseas students) studying at the school.
2. Fees at the school are divided into three groups.
 - Tuition fees usually invoiced on a term-by-term basis,
 - Compulsory fees paid at the beginning of the year, which include subject fees, textbook hire fees and other miscellaneous charges and
 - Additional term service charges invoiced with the tuition fees.
3. Compulsory Fees are paid at registration.
4. Tuition fees and the additional term service charges are usually paid each term unless a prior arrangement for smaller regular payments has been made with the Principal.

Local Students

5. Fees will be invoiced and should be paid on a term-by-term basis, unless special arrangements have been made with the Principal.
6. New students will pay for one full term at the time of registration.
7. Returning students will be given a 14-day term in which to pay, unless prior arrangements have been made with the Principal.
8. Students who have fee money owing from previous terms, and for whom no prior arrangements have been made, will not attend classes until the balance owing has been paid.
9. Students commencing after the beginning of a new term will be invoiced for the complete term.

Overseas Students

10. Overseas students pay one year in advance before a confirmation of enrolment is issued.

Extended Periods of Absence

11. Extended leave may be granted by the Principal for a student for various reasons. In this case the School will keep the position open for the student and hence will require all fees to be paid for the period of absence.

1. Overseas students are enrolled in a CRICOS course. These courses run for up to 7 Years. It is a requirement that these courses be divided into study period of up to 38 weeks. There are strict rules on how much the School can expect in prepayments from overseas students. This is dependent on the length of the course and how much course credit the student is granted.
2. A schedule of study periods for the student can be found in each individual student's agreement.

Courses more than one but less than four study periods in length

3. New students pay one year (one Study Period) in advance before commencement.
4. The payment for the second and subsequent Study Period's (years) will be due on Registration Day prior to the commencement of those study periods.
5. Students with outstanding fees are not allowed to attend class until the payment is made in full. This non-attendance may adversely affect the attendance requirement.

Courses of four or more study periods

6. New students pay one year (one Study Period) in advance before commencement.
7. The payment for the second and subsequent Study Period's (years) will be due on Registration Day prior to the commencement of those study periods.
8. Students with outstanding fees are not allowed to attend class until the payment is made in full. This non-attendance may adversely affect the attendance requirement.

Evaluation

These guidelines will be reviewed as part of the Schools Company's policy and Guidelines review cycle.

These Guidelines were last ratified by the Schools Company's Administrative Committee on

Document Controls	
Document Name	International Students Policy and Guidelines Appendix H: Fee Payment Guidelines
Status	Approved
Version	V1.1
Scheduled for development	October 2007
Amended	November 2007, April 2008, November 2012
Implemented	November 2007
Change Log	<p>1 April 2008 Addition of:</p> <p>“Extended Periods of Absence</p> <p>1. Extended leave may be granted by the Principal for a student for various reasons. In this case the School will keep the position open for the student and hence will require all fees to be paid for the period of absence.”</p> <p>October 2012</p> <p>Amendment of Overseas student requirements to be compliant with the Amendments to the ESOS Act in 2012 that were to be implemented by 1st July.</p> <p>12. Overseas students are enrolled in a CRICOS course. These courses run for up to 7 Years. It is a requirement that these courses be divided into study period of up to 38 weeks. There are strict rules on how much the School can expect in prepayments from overseas students. This is dependent on the length of the course and how much course credit the student is granted.</p> <p>13. A schedule of study periods for the student can be found in each individual student's agreement.</p> <p>Courses more than one but less than four study periods in length</p> <p>14. New students pay one year (one Study Period) in advance before commencement.</p> <p>15. The payment for the second and subsequent Study Period's (years) will be due on Registration Day prior to the commencement of those study periods.</p>

16. Students with outstanding fees are not allowed to attend class until the payment is made in full. This non-attendance may adversely affect the attendance requirement.

Courses of four or more study periods

17. New students pay one year (one Study Period) in advance before commencement.

18. The payment for the second and subsequent Study Period's (years) will be due on Registration Day prior to the commencement of those study periods.

19. Students with outstanding fees are not allowed to attend class until the payment is made in full. This non-attendance may adversely affect the attendance requirement.