

# Fees Policy

## 1. Purpose and Scope

This policy outlines tuition fees for higher education at the Performing Arts Conservatory, and other charges related to studying at the Conservatory.

This policy applies to the Conservatory's higher education domestic students enrolled in a fee-paying course that are not Fee-HELP enabled

All dollar amounts referred to in this policy are in Australian Dollars, unless otherwise specified.

Tuition fees may be refundable in certain circumstances. Refer to the *Refund Policy Domestic Students*.

This *Fees Policy* does not remove the right of a student to take action under Australia's consumer protection laws.

## 2. Objectives

The objectives of this policy are to:

- provide information on higher education fees and administrative charges that have been set by the Governance Board
- ensure that additional charges cover costs whilst being compliant with legislation

## 3. Implementation

The Administration Manager is responsible for implementation of this policy.

Students should ensure they are familiar with the Conservatory's fees, charges and circumstances for refunds, before accepting an offer for admission to the Conservatory's higher education courses. Students are responsible for paying all fees by the due dates. Failure to pay outstanding fees will result in cancellation of a student's enrolment.

Staff of the Conservatory who have access to information relating to fees applications must maintain the confidentiality of students' information. The disposal of records relating to fees applications should be in accordance with the *Records Management Policy*.

Tuition fees can be defined as fees payable for tuition as officially published or provided by the Conservatory. 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.

Fees for courses (units of study) are calculated as a portion of the total course fee, which is based on portion of the Equivalent Full Time Study Load (EFTSL) for the course. Tuition fees include a range of resources provided as part of the course of study as listed below:

- Course learning materials such as unit outlines, unit guides, reading materials, assessment information, other learning materials

- Student administration services such as admissions (excluding special admissions applications and credit and RPL applications)
- Access to library resources, including online resources and computers
- Assessments, including reassessments (not including repeating an entire unit)

## 4. Procedure

### 4.1. Publication of Fees

The Fee Schedule of tuition fees and other charges is available to students online via the Conservatory's website. Fees for future periods of study are indicative only and are subject to change.

### 4.2. General Terms and Conditions

The following terms and conditions apply:

- This policy must be provided to the student prior to any payments being made.
- If a student is enrolled in a unit beyond the Census Date, they are required to pay for the unit.
- Tuition fees and other charges are located in the *Fee Schedule* on the Conservatory's website. Students should access this site regularly to ensure they have up-to-date information.
- Application, enrolment and administrative fees and additional private tutoring fees are not refundable under any circumstances.
- Fees are subject to change. However, fees detailed in a letter of offer issued before the date of change, will be honoured by the Conservatory for the unit stated on the letter of offer.
- Students repeating units will be required to pay for such units prior to the commencement of the unit/s.

### 4.3. Non-refundable Fees and Charges

This table lists those administrative and miscellaneous fees and charges that are non-refundable. These are charged separately to tuition fees. Fees and charges may vary from time to time, so please check the website for an accurate list.

Fees and Charges	Amount
Enrolment	\$60.00
RPL Assessment	\$120.00
Credit and RPL assessments after the census date	\$160.00
Late Payment Fee	\$10.00
Student ID Card Replacement	\$20.00
Library Late Fee (hard copy books and journals)	\$1/day
Library Book Replacement	Current retail price + postage + currency exchange rate if applies
Printing charges	\$0.50/ one-side A4 page
Interim Unofficial Transcript	\$20.00 + postage
Official Transcript Replacement	\$20.00 + postage
Testamur Replacement	\$20.00 + postage

Materials Fee (non-refundable if unit cancelled less than 4 weeks before Course Commencement)	\$50.00
Reinstatement of Enrolment	\$60.00
Late Withdrawal	N/A
Graduation Gown Hire	Charged according to current hire costs

#### 4.4. Payment of Tuition Fees

Domestic students - Fees must be paid in full by the Census Date each term.

##### Payment Methods

The Conservatory accepts the following methods of payment for fees and charges:

##### Direct Deposit Payment

Fees can be directly transferred into the Conservatory bank account as follows:

Westpac

Account Name: Performing Arts Education Pty Ltd

BSB: 034 00

Account Number: 554 842

##### Management of Pre-Paid Fees

For all fees, the Conservatory's accounting procedure is to place any prepaid amounts into a liability account until such time as the fees are payable, and the amount is drawn down into the income account. The Managing Director has the ultimate responsibility for authorising such transfers and draw-downs.

##### Penalties for Non Payment of fees

If a student has not paid relevant fees by the due date, and has not rectified the situation, the Conservatory may impose penalties for non-payment of fees such that students may:

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

##### Cancellation of Enrolment

Students may have their enrolment cancelled if they fail to make the required tuition fee payment by the Census Date. Students who have been cancelled will be removed from all enrolled courses, however enrolment may be reinstated if payment has been made within 10 working days, including any late fees.

#### 4.5. Withdrawal

Students who wish to withdraw from a unit must undertake the following:

- Prepare an application in writing and complete the Application for Withdrawal
- Ensure that reasons are provided for the withdrawal

- Ensure contact details have been provided
- Submit the forms to the Administration Manager

Notices will not be effective until received by the Administration Manager.

#### **4.6. Refunds**

Students who wish to apply for a refund should refer to the Refund Policy Domestic Students.

#### **4.7. Appeals**

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

### **5. Definitions**

**Census Date:** The official date the financial liability for courses is set and tuition fee is due for domestic students. Census dates are determined for each term and are published on The Conservatory's website.

**Domestic Student:** An Australian Citizen, Australian Permanent Resident or a New Zealand Citizen.

**Due Date:** The deadline for payment of fees as shown on the invoice for students, and also listed in the *Letter of Offer* and *Written Agreement*.

**EFTSL:** EFTSL values calculated for each subject based on what fraction of a standard full time load the unit represents.

**Full-time Study Load:** Standard full time study load for a particular course.

**Letter of Release:** A letter that formally advises a student that they have been granted a release from the Conservatory and may enrol at their intended education provider.

### **6. Related Documents**

The following policies and procedures are related to this policy:

- Refund Policy Domestic Students
- Records Management Policy
- Fee Schedule
- Student Grievance Policy
- Student Code of Conduct
- Letter of Offer
- Student Agreement
- Application for Withdrawal

### **7. Review**

Three years from commencement.

## 8. Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and the Conservatory's higher education community via the website and other publications.

## 9. Revision History

Approval Authority	Contact Person	Revision Due Date	Revision Date	Approved Date	Version No.	Revision Description
Governance Board	Chair	01/07/19		15/4/16	1	New document