

Fees Policy

1. Purpose and Scope

This policy outlines tuition fees for higher education courses at the Australian 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:

- enrolled in a fee-paying course that is not FEE-HELP enabled; or
- enrolled in a fee-paying course that are not claiming or do not satisfy the criteria for FEE-HELP and are therefore paying tuition fees in advance or by instalments; or
- enrolled in a fee-paying course that are claiming FEE-HELP assistance and have therefore paid tuition fees in advance.

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 the *Australian Consumer Law* if the *Australian Consumer Law* applies.

2. Objectives

The objectives of this policy are to:

- provide information on higher education tuition fees, incidental, administrative and other charges that have been set by the Board of Directors.
- ensure that incidental, administrative and other charges are consistent with the guidelines for FEE-HELP for students enrolled in a fee-paying course that are claiming FEE-HELP assistance.

3. Implementation

The CEO is responsible for implementation of this policy, and the Administration Manager will carry out the day to day duties associated with implementing 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*.

4. Procedure

Tuition fees can be defined as fees for each course, not including incidental, administrative and other charges. Generally speaking, they are the fees that include tuition and other compulsory components of studying the course. Fees for individual units are calculated as a portion of the total course fee, based on

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).

Incidental, administrative and other charges are those charges generally considered as goods or services that are not essential to complete the course, and also include late fees and penalties. Late fees and penalties are not designed to raise revenue or cover administrative costs, but instead to encourage students to take action on time.

4.1. Publication of Fees and Census Dates

The Fee Schedule of tuition fees, incidental, administrative and other charges is available to students online via the Conservatory's website. The applicable fees are those published at the time of enrolment and set out in the Letter of Offer and Student Agreement. Fees for future periods of study are indicative only and are subject to change.

Census dates are published by 1 April for units with a census date in the second half of the calendar year, and by 1 October for units with a census date in the first half of the following year.

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, incidental, administrative 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.
- 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 in the letter of offer.
- Students repeating units will be required to pay for such units prior to the commencement of the unit/s.

Non-refundable Fees and Charges

Incidental, administrative and other charges, and additional private tutoring fees are not refundable under any circumstances. Refer to the Refund Policy Domestic Students for details of refund eligibility.

4.3. Payment of Fees

The deadline for payment of fees is as shown on the invoice for students, and also listed in the *Letter of Offer and Student Agreement*.

Payment Methods

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 Tuition Fees

Domestic Students NOT Claiming FEE-HELP

The Conservatory's accounting procedure is to place any prepaid tuition fees into a liability account until such time as the fee due date occurs, and then the fees drawn down into the income account. The CEO has the ultimate responsibility for authorising such transfers and draw-downs.

Domestic Students Claiming FEE-HELP

The Conservatory's accounting procedure is to place any FEE-HELP prepaid tuition fees into a liability account until the end of the relevant trimester.

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 or other relevant due 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.

4.4. Withdrawal

Students who wish to withdraw from a unit must undertake procedures as outlined in the *Admissions Policy* and *Refund Policy Domestic Students*.

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

4.5. Refunds

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

4.6. Appeals

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

5. Definitions

Admission: The process for admitting an applicant into a course at a college, following a successful application and acceptance of the offer of a place in the course.

Applicant: A person who applies for a place in a course at a college. An applicant becomes a student upon enrolment.

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.

Course: A single course leading to an Australian higher education award.

Deferment: A student with an unconditional offer requesting to postpone the commencement of study to a later session.

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.

Incidental, Administrative and Other Charges: Fees for a good or service related to the provision of a course that is additional to the tuition fee.

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.

Offer: The offer of a place in a course to a successful applicant.

Tuition Fee: The fee a domestic student pays for each course, not including incidental, administrative and other charges.

Withdrawal: A formal procedure where a student decides to discontinue a course without the intention of returning or discontinues a unit with the intention of enrolling in it at a later date.

6. Related Documents

The following policies and procedures are related to this policy:

- Admissions Policy
- Fee Schedule
- Letter of Offer
- Letter of Release
- Records Management Policy
- Refund Policy Domestic Students
- Student Agreement
- Student Code of Conduct
- Student Grievance Policy

The following forms are related to this policy:

- Application for Refund Form
- Application for Deferment Form
- Application for Withdrawal Form
- Feedback Form

7. Review

Three years from commencement.

8. Accountabilities

The Board of Directors 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
Board of Directors	Chair	01/07/19		15/4/16	1	New document
Board of Directors	Chair		02/01/19		1.1	Revised to comply with FEE-HELP guidelines for pending application.
Board of Directors	Chair		14/07/20	14/07/20	2.0	Revised Document
Board of Directors	Chair	09/09/23	09/09/20		2.1	Revised to comply with FEE-HELP guidelines.
				10/09/20	3.0	Revised Document