**CRICOS**
Policy Number: MITP03
Policy Name: Payment Policy
Relevant State / Federal Govt. Legislation
AQTF Condition 5
ESOS Act 2000
Date Approved: 1st June 2012
Date of Next Review: 1st June 2014
Contact Officer: Administration Officer - Finance
Related Policies:
MITP10 – Refund Policy
MITP11 – Application and Enrolment Policy & Procedure
MITP13 - Assessment & Reassessment Policy

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1.0 PURPOSE

The purpose of this policy is to ensure that students studying at the Institute are up to date on payments of all monies owed to the Institute in relation to their studies.

2.0 DEFINITIONS & KEY WORDS

2.1 “Course fees” refers to the cost of the qualification/course a student has enrolled into.
2.2 “Material fee” refers to the material cost for the duration of the qualification/course (workbooks, uniforms, handouts)
2.3 “Enrolment fee” refers to the administration and processing fee for enrolling a student.
2.4 “OSHC fee” refers to Overseas Student Health Cover, medical insurance scheme for overseas students.
2.5 “Fees” refers to the total fees payable by student
2.6 “ESOS Act 2000” refers to Education Services for Overseas Students Act 2000
2.7 “OSTAS” refers to Overseas Student Tuition Assurance Scheme
2.8 “ASTAS” refers to Australian Student Tuition Assurance Scheme
2.9 “ACPET” refers to Australian Council of Private Education and Training

3.0 POLICY STATEMENT

All students studying at Menzies Institute of Technology should pay for all fees associated with their studies, prior to carrying out their studies.

3.1 For International & Domestic Students

- Students must pay course fees, material fee, enrolment fee and OSHC fee to secure their enrolment with Menzies Institute of Technology.
- Fees can be paid by cash, all major credit cards, and bank drafts payable to Menzies Institute of Technology.
- The student’s fees will remain standard from the time of enrolment until completion of the same course, however re-scheduling of any course or subjects may incur fee increases. Enrolment in a new course will be subject to the fees existing at the time of enrolment.
- The student’s fees will not be transferable to or from another educational institution.
- The Institute may restrict or withhold services and materials from the student. Services and materials that are restricted or withheld include the following:
  - Access to WiseNet account to view results
  - All document requests as stated in MFS08 - Student Request Form
3.2 Government Subsided Training Place fee calculations

3.2.1 Government Subsided Training Place eligible students

For students that have been deemed eligible for the Skills for Victoria government subsided place, the tuition fee is based on the number of hours the student will be studying for the course.

In addition, there will be material and enrolment fees that will be charged to the student depending on the enrolled course. These fees are outlined in the Letter of Offer and Acceptance Form according to the MITP11 - Application and Enrolment Policy & Procedure.

3.2.2 Government Subsided Training Place eligibility exemption students

If the student has been given eligibility exemption for the Government Subsided Training place, the same fee structure would apply as clause 3.2.1.

3.2.3 Government Subsided Training Place ineligible students

For students that are ineligible for the Government Subsided Training place, the fees applicable will be stated on the Letter of Offer.

4.0 PROCEDURE

The following fee payment options are available to students enrolled at the Institute.

4.1 Fee Payment Procedure

- Fees can be paid in full for the duration of the course for which the student is enrolled in, prior to commencement of studies.
- An initial deposit of one semester fees must be paid on enrolment. The balance of fees is to be paid on a student payment instalment schedule that starts from one week prior to the date of student enrolment. If the International Students Acceptance Agreement (MFS02) was not signed prior to enrolment, this must be signed on Orientation Day. The student payment instalment schedule must be signed by the student as well as the Finance Officer from the Institute.

4.2 Penalties for Non Payment of Fees

The Institute may take the following action against students who fail to meet their payment instalment schedule and have outstanding fees:
• Restrict or withhold services and materials from the student. Services and materials that are restricted or withheld include the following:
  o Access to WiseNet account to view results
  o All document requests as stated in MFS08 - Student Request Form
  o Any deferral/suspension/cancellation requests (refer to MITP08 - Deferral, Suspension and Cancellation Policy)
• Barred from attending class; and
• Marked absent from the register
• For International Students: Unable to process the student’s appeal against Institute’s decision to report the student to DEEWR for poor attendance or course progress, unless outstanding fees are cleared (MITP07 - Complaints & Appeals Policy)
• Suspended from studies
• Termination of studies

A student’s course can be terminated for non-payment of school fees after they have been advised in writing by Menzies Institute of Technology. The Institute will send Payment Reminders via email to the student regarding their instalment due date. When the student doesn’t meet the instalment due date, an Outstanding Fee reminder will be sent.

For International Student Visa Holders, a final warning letter will be sent to the student when he/she has failed to meet the requirements as set out in the Outstanding Fee reminder notice (Intention to report for failure to pay tuition fees). The final warning letter shall give the student 20 working days to access the Institute’s appeals process (refer to MITP07 - Complaints & Appeals Policy), after which and depending on the outcome of any appeal launched, the student may be reported to DEEWR / DIAC for non payment of fees.

For Victorian Training Guarantee subsidised students, VET FEE HELP and Full Fee Domestic Students, a final warning letter will be sent to the student when he/she has failed to meet the requirements as set out in the Outstanding Fee reminder notice (Intention to cancel enrolment for failure to pay tuition fees). The final warning letter shall give the student 20 working days to clear all outstanding amounts otherwise the enrolment at the Institute will be cancelled.

4.3 Payment Methods

Menzies Institute of Technology will accept payments in person of cash, personal checks, money orders, and credit cards (except DINERS).
Students are able to send deposit money into our bank account: Details are as below:

Account Name: Menzies Institute of Technology  
Bank Name: Commonwealth Bank of Australia  
BSB No: 063 109  
Account No: 10643615  
SWIFT code: CTBAAU2S  
Branch Address: 28, Main Street, Box Hill, VIC 3128, Australia

Students may also make payments directly at the Institute’s reception located on 355 Spencer Street, West Melbourne, VIC 3003, Australia.

4.4 Notice of disclosure of credit information to a credit reporting agency
The Institute may give information about the student to a credit reporting agency for the following purposes:
- to obtain a consumer credit report about the student, and/or
- allow the credit reporting agency to create or maintain a credit information file containing information about the student.
This information is limited to:
- identity particulars - student name, sex, address (and the previous two addresses),
- date of birth, name of employer, and drivers license no.
- student’s application for credit or commercial credit - the fact that you have applied for credit and the amount
- the fact that the Institute is a current credit provider to you.
- loan repayments which are overdue by more than 60 days, and for which debt collection action has started
- advice that your loan repayments are no longer overdue in respect of any default that has been listed
- information that, in the opinion of the Institute that you have committed a serious credit infringement (that is, acted fraudulently or shown an intention not to comply with your credit obligations)
- dishonoured cheques - cheques drawn by you for $100 or more which have been dishonoured more than once.

Period to which this understanding applies
This information may be given before, during or after the provision of credit to you. 
Default Listing is specified in Section 18N of the Privacy Act

5.0 TUITION FEE PROTECTION

Menzies Institute of Technology assures the security of student fees through its compliance with the requirements of the Education Services for Overseas
Students Act 2000 through the Tuition Protection Scheme (TPS). In addition, the Australian Student Tuition Assurance Scheme (ASTAS) is to assure the security of prepaid domestic student tuition fees.

6.0 ADDITIONAL CHARGES

6.1 Miscellaneous Charges

- Re-issue of Student ID: AUD 5.00
- Re-issue of Certificate: AUD 50.00
- Re-issue of Workbook: AUD 5.00
- Purchase of logbook: AUD 30.00
- Issue Statement of Attainment during student’s course of study: AUD 50.00
- Issue Statement of Attainment on withdrawal, cancellation or transfer by the student: No charge

6.2 Assessment and Reassessment charges (for International Student Visa Holders)

- Reassessment charges for any assessment tasks are AUD 40.00 per assessment task per unit.
- Charges to redo a unit of competency due to poor performance in assessment or due to poor attendance are AUD 200.00 per unit (refer to MITP13 - Assessment and Reassessment Policy)
- Arrangement of special redo unit class for single student that is not on the institute’s course timetable: AUD 600.00 per day (8 contact hours per day)
- Arrangement of special redo unit class for two students that is not on the institute’s course timetable: AUD 300.00 per student per day (8 contact hours per day)
- Arrangement of special redo unit class for three students (no more than three students allowed) that is not on the institute’s course timetable: AUD 200.00 per student per day (8 contact hours per day)

6.3 Assessment and Reassessment charges (for Victorian Training Guarantee subsidised places)

- Reassessment charges for any assessment tasks are AUD 20.00 per assessment task per unit.
- Charges to redo a unit of competency due to poor performance in assessment or due to poor attendance are AUD 40.00 per unit (refer to MITP13 - Assessment and Reassessment Policy)
- Arrangement of special redo unit class for single student that is not on the institute’s course timetable: AUD 600.00 per day (8 contact hours per day)
- Arrangement of special redo unit class for two students that is not on the institute’s course timetable: AUD 300.00 per student per day (8 contact hours per day)
- Arrangement of special redo unit class for three students (no more than three students allowed) that is not on the institute’s course timetable: AUD 200.00 per student per day (8 contact hours per day)
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- Arrangement of special redo unit class for three students (no more than three students allowed) that is not on the institute’s course timetable: AUD 200.00 per student per day (8 contact hours per day)

6.4 RPL and Credit Transfer Charges - International Students and ineligible Government Subsidized Training place students

- Charges for RPL
  - RPL application: No charge
  - RPL interview: $300
  - RPL further assessment session (if required): $650 per unit of competency
  - RPL granted: $150 per unit of competency
  - RPL not granted: No charge

- Charges for Credit Transfers
  - CT application: No charge
  - CT granted: $150 per unit of competency

All RPL and Credit Transfer charges are non-refundable. The charges for gap training required to complete the qualification will be calculated depending on the units and duration required.

6.4 RPL and Credit Transfer charges - Victorian Training Guarantee Subsidized Training place

For students that are eligible for the Government Subsidized Training place, the following fees will apply for all RPL applications whether it is for one unit or for the entire qualification.

- Charges for RPL
  - RPL interview: $300
  - RPL further assessment session (if required): $300 per unit of competency
  - RPL granted: No charge
  - RPL not granted: No charge

- Charges for Credit Transfers
  - CT granted: No charge

All RPL and Credit Transfer charges are non-refundable. The charges for gap training required to complete the qualification will be calculated depending
on the units and duration required.

7.0 REFUND OF FEES

Refund of fees shall be done in accordance with MITP10 - Refund Policy

8.0 RESPONSIBILITIES

- The Administration Officer - Finance is responsible for the collection and maintenance of student fees, miscellaneous charges and assessment & reassessment charges.

- The Administration Officer - Admissions is responsible for the issuance of Letter of Offer and Student Acceptance agreement.

- The Administration Officer - Finance is responsible for the controlling of access to the WiseNet system.

- The Administration Officer - Admission is responsible to inform the Vocational Course Coordinator or Planning, Development & Compliance Manager for the arrangement of any RPL