



# Student Fees and Payments Policy and Procedure

## 1 Background

The Student Fees and Payments Policy and Procedure sets out the provisions of tuition and other relevant ancillary fees paid by students to Menzies Institute of Technology (hereinafter known as the “Institute”).

## 2 Purpose

This policy details the approach the Institute will take to the setting of student fees and outlines the payment mechanism available for students to pay their tuition fees.

## 3 Audience

The policy is aimed at Vocational Management Team, Marketing and Admissions Staff and all students and prospective learners of the Institute.

## 4 Definitions

For the purposes of this policy, the following terms are defined:

**International student** – refers to a student who is not a domestic student, including students on temporary residence visas and any visa which allows a student from overseas to study in Australia.

**Domestic fee paying student** –refers to a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status (holders of all categories of permanent resident visas, including Humanitarian Visas) who is paying fees to enrol in a course.

**Student Fees** – means in respect of a student, the amount specified by the Institute in that student’s Letter of Offer as the fee. Student fees of two categories, namely, tuition fees and non-tuition fees

## 5 Policy

### 5.1 Student Fees

Student fees of two categories, namely, tuition fees and non-tuition fees. Student fees are approved by the Vocational Management Team and endorsed by the PEO. Tuition fees are charged on a ‘unit of competency’ basis and non-tuition fees are for the whole of the training product.

5.1.1 Tuition fees cover the costs associated with studying at the Institute including:

- Training and assessment services.
- Work placement fees
- Access to Learning Management System (LMS).
- Access to computers and other online resources.
- Admissions services.
- Student services.

5.1.2 Non-tuition fees cover the costs associated with studying at the Institute including:

- Uniforms
- Safety equipments
- Tools
- Text books
- Training materials

#### 5.1.3 Miscellaneous Fees & Charges

Some administrative and incidental fees and charges are not refundable once incurred. They are charged separately from tuition fees. Non-refundable fees and charges may include things such as:

- goods or services that are in addition to tuition fees and are ‘incidental’ to the students studies.
- fines or penalties that are not to raise revenue or cover administrative costs, e.g. fines or penalties for late payments, late variations to enrolments, late withdrawals from a course.

Non-refundable fees and charges may change, or be added to from time to time. Current non-refundable fees and charges are listed on in the table below:

| Item   | Fees         |
|--|--------------|
| Enrolment Fee  | \$150        |
| ID Card Replacement  | \$10         |
| Late payment Fee (per week overdue)  | \$200        |
| Replacement Testamur, Replacement Official Transcript and Replacement Completion Letters | \$100        |
| Replacement Statement of Attainment  | \$50         |
| Printing/Photocopying  | 20c per page |
| Scanning   | \$1          |
| Telephone call (local only)  | \$1          |
| Pen  | 50c          |
| BKSB LLN Repeat Test Fee   | \$40         |
| Replacement Overalls (Automotive)  | \$75         |
| Replacement Uniform (Nursing)  | \$60         |
| Replacement Uniform (Dental)   | \$60         |
| Replacement Uniform (Age Care)   | \$60         |
| Replacement Safety Glasses (Automotive)  | \$20         |
| Replacement Safety Glasses (Dental)  | \$40         |
| Replacement Safety Boots (Automotive)  | \$60         |
| Replacement Toolkit (Dental)   | \$530        |
| Replacement Textbook (Automotive)  | \$230        |
| Replacement Textbook (Nursing)   | \$500        |
| Replacement Textbook (Dental)  | \$520        |
| Replacement Textbook (Age Care)  | \$200        |

## 5.2 Publication of Fees

Student fees and other information relating to fees and charges will be made available to students, on the Institute's website. Besides from the website, fee information will be published in course brochures and other official printed materials. The information published on the website will be current and up to date and accurate according to the published fees from the *MFA85 Fees Registry*. Students are required to visit the Institute's website regularly for important information and updates relating to fees. Fees will be based on the individual units of competency and will be made available with the pre-enrolment information. This will be confirmed by the Letter of Offer and Training Plan (LOO) for the training product.

### 5.3 Fee Changes

Tuition fees are subject to change throughout the duration of the course. These changes will be published with appropriate notice and will be made available on the Institutes websites and relevant publications once approved by the Vocational Management Team and endorsed by the PEO. If there is a change in the fees, the Institute will withdraw the previous schedule and publish the new fees schedule on the website as soon as practicable after making that decision. The new fees will apply from a date specified by the Vocational Management Team.

### 5.4 Payment of Fees

All prospective learners and current students must pay their fees on or before the due date specified in the LOO. Late payment penalties may apply for students paying fees pass the due date. Students, who face difficulty in paying fees due to special circumstances, must formally notify the Student Services Coordinator in writing and request an extension to the payment. The Institute has the right to accept or deny such request and additional fees or conditions may be applicable. Students should note that poor financial planning does not constitute special circumstances. Students are encouraged to speak to Student Services Coordinator for further guidance on fee payments and instalments before a formal request in forwarded.

Students will be able to pay their fees using a variety of methods. The Institute will accept payments in person of cash, personal cheques, money orders, and credit cards (except DINERS). Students are able to send or deposit money into the Institute's bank account: Details are as below:

**Account Name:** Menzies Institute of Technology

**Bank Name:** National Australia Bank

**BSB No:** 083 166

**Account No:** 847 927 557

**SWIFT code:** NATAAU3303M

**Branch Address:** 500 Bourke Street, Melbourne, VIC, 3000, Australia.

Students must notify the Institute immediately, once they have made a payment to the Institute's bank account. International student may choose to pay more than 50 per cent of their tuition fees before their course commences.

### 5.5 Overseas Student Health Cover (*International Students Only*)

It is an Australian Government requirement that all international students studying in Australia on a student visa are covered by Overseas Student Health Cover (OSHC) for the duration of their visa. If students are accompanied by family and children, they must have the compulsory family

policy for OSHC. Tuition fees and non-tuition fees do not include OSHC cost and international students should pay this separately. BUPA Australia is the OSHC partner of the Institute but students have the choice to select their own health cover provider. LOO will outline the fees for OSHC.

### **5.6 Penalties for Non-Payment of Fees**

Any student who has an overdue debt to the Institute and does not fully settle this debt shall cease to be entitled to any privileges of the Institute. The Institute may at its discretion cancel enrolment (automatically withdrawing access to the Institute services including classes, email, LMS, insurance, etc.), and refuse access to official documentation (assessment results, graduation, etc.). Late payment fees may be charged to encourage students to pay their invoices by the due date as shown in the LOO. A late payment fee will apply to any fees paid after the due date. A student's enrolment may be cancelled for non-payment of fees. To be reinstated as a student, cancelled students must pay all outstanding amounts, including late fees. Appeals against cancellation and late payment fees must be submitted in writing to the Institute within 10 working days of the notice of penalty and be in accordance with the *MITP07 Complaints and Appeals Policy and Procedure*. The Institute will take appropriate legal debt recovery action where students default on their payments.

### **5.8 Fee Refunds**

Under some circumstances students who withdraw from a training product may be eligible for a full or partial refund depending on the timing of withdrawal and other circumstances. Information on eligibility for fee refunds is found in the *MITP10 Refund Policy and Procedure*.

### **5.9 Fees Registry**

A fees registry is to be maintained with details on unit of competency tuition fees, reassessment fees, re-enrolment fees and recognition of prior learning fees. Fees registry will also contain material fees. The fees registry must contain fees for both domestic and international students. *MFA85 Fees Registry* template is outlined in Appendix.

### **5.10 Implications on funding entitlements**

If students may be accessing any government funding entitlement that may reduce their ability to access such funding in the future (such as arrangements that limit funding to one qualification for a person). This information is to be provided to all prospective learners prior to enrolment and included in all marketing and advertising materials.

## 6 Procedures

### 6.1 Setting of fees

| Procedure   | Responsibility             |
|---|----------------------------|
| Review the fees from the <i>MFA85 Fees Registry</i> in August every year and update tuition fees, non-tuition fees. If required, update the miscellaneous fees. | Vocational Management Team |
| Submit the updated fees to the PEO for endorsement.   | Vocational Management Team |
| Endorse the <i>MFA85 Fees Registry</i> and inform the Vocational Management Team.   | PEO                        |

### 6.2 Communicating fees to prospective learners and students

| Procedure   | Responsibility                   |
|---|----------------------------------|
| Forward the <i>MFA85 Fees Registry</i> to Marketing and Admissions Manager to publish.                        | Vocational Management Team       |
| Publish the fees in the Institute website and other printed materials including LOO for prospective learners. | Marketing and Admissions Manager |
| Compare fees on marketing material with approved <i>MFA85 Fees Registry</i> .                                 | Head of Operations               |

### 6.3 Formalisation of enrolment and Payment Plan

| Procedure  | Responsibility                   |
|--|----------------------------------|
| Develop a payment plan based on the approved fees.                   | Marketing and Admissions Manager |
| Obtain approval for the payment plan from Head of Operations.        | Marketing and Admissions Manager |
| Review payment plan and grant approval.                              | Head of Operations               |
| Include the payment plan in LOO and forward to prospective learners. | Marketing and Admissions Staff   |
| Prospective learner to confirm the payment plan by signing the LOO.  | Prospective learner              |

### 6.4 Making the payment and requesting extensions

| Procedure  | Responsibility                 |
|--|--------------------------------|
| Make the payment outlined in the LOO in person of cash, personal cheques, money orders, and credit cards (except DINERS) or deposit money into the Institute's bank account on or before the due date. | Prospective learner/Student    |
| Notify the Institute of the payment (if deposit to bank).  | Prospective learner/Student    |
| Confirm the prospective learner of the payment receipt.  | Marketing and Admissions Staff |
| If unable to make the payment by the due date, submit a written request to Student Services Coordinator requesting an extension on the due date.   | Student                        |

|  |                              |
|--|------------------------------|
| Review the request and approve or reject the request based on situation. | Student Services Coordinator |
| Notify the student of the outcome.                                       | Student Services Coordinator |

### 6.5 Penalties for late payments

| Procedure  | Responsibility               |
|--|------------------------------|
| Review the student fee payments after the due date and generate a list of students with outstanding fees and forward to Student Services Coordinator.  | Finance Officer              |
| <i>Outstanding Fees reminder letter (First Warning, Notice of Intention to Report for non-payment)</i> to be sent to the students and a follow up call to be made. International Students should be notified with a warning letter outlining student default and breach of visa obligations. | Student Services Coordinator |
| Impose restrictions on student enrolment and access to Institute facilities.<br>Impose late penalty fee on the student record.   | Student Services Coordinator |
| Refer to <i>MITP08 Deferral, Suspension and Cancellation Policy and Procedure</i> for further guidance on cancelling a student's enrolment or suspending a student.  | Student Services Coordinator |

### 6.6 Payment refunds

| Procedure  | Responsibility |
|--|----------------|
| Refer to <i>MITP10 Refund Policy and Procedure</i> for details of the refund process and how to obtain a fee refund. | Student        |

### 6.7 Changes in fees

| Procedure  | Responsibility                   |
|--|----------------------------------|
| Initiate a fee change and review the <i>MFA85 Fees Registry</i> . Forward the updated fees to PEO for endorsement. | Vocational Management Team       |
| Endorse the <i>MFA85 Fees Registry</i> and inform the Vocational Management Team                                   | PEO                              |
| Notify Marketing and Admissions Manager to withdraw the previous fee schedule and replace with the new fees.       | Vocational Management Team       |
| Withdraw the previous fee information and replace with the updated fees.<br>Notify the students of the fee change. | Marketing and Admissions Manager |
| Compare fees on marketing material with approved <i>MFA85 Fees Registry</i> .                                      | Head of Operations               |

## 7 Review

This policy will be subjected to an annual review from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

## 8 Appendix – Fees Registry

| Training Product | Unit of Competency | Domestic/<br>International | Tuition Fees | Reassessment Fee | Re-enrolment Fee | RPL Fee | Non-tuition Fee |
|------------------|--------------------|----------------------------|--------------|------------------|------------------|---------|-----------------|
|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |
|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |
|                  |                    | Domestic                   |              |                  |                  |         |                 |
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|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |
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|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |
|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |
|                  |                    | Domestic                   |              |                  |                  |         |                 |
|                  |                    | International              |              |                  |                  |         |                 |



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| <b>Related Policies/Documents:</b>         | MITP07 Complaints and Appeals Policy and Procedure<br>MITP08 Deferral, Suspension and Cancellation Policy and Procedure<br>MITP10 Refund Policy and Procedure<br>MFA85 Fees Registry<br>MFAxx First Warning on Overdue Payment Letter<br>MFAxx Notice of Intention to Report for Overdue Payment Letter |   |
| <b>Responsibility:</b>                     | Vocational Management Team, PEO, Student Services Coordinator, Marketing and Admissions Staff, Marketing and Admissions Manager, Head of Operations and Finance Officer   |   |
| <b>Approved By:</b>                        | PEO   |   |
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| 1  |   | Creation of policy  |
| 2  |   | Updates of policy   |
| 3  | 14/01/2009  | Updates of policy   |
| 4  | 28/06/2010  | Updates of policy   |
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| 7  | 08/02/2011  | Updates of policy   |
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| 9  | 06/05/2012  | Updates of policy   |
| 10   | 21/05/2012  | Updates of policy   |
| 11   | 01/06/2012  | Updates of policy   |
| 12   | 09/07/2012  | Amended clause 4.2 to include updated procedures for domestic students  |
| 13   | 12/03/2013  | Added clause 4.4 for information on credit information for debt collection  |
| 14   | 12/04/2013  | Amended clause 4.1  |
| 15   | 17/04/2014  | Amended clause 5.0  |
| 16   | 01/09/2016  | Reviewed and updated the next review date   |
| 17   | 01/08/2017  | Reviewed, inserted new paragraph under Clause 5.0 and updated the next review date                                    |
| 18   | 01/09/2017  | Reviewed, amended the term 'VET Fee Help' to 'VET Student Loans', updated clause 5.0 and updated the next review date |
| 19   | 01/02/2018  | Reviewed, amended clause 3.2, inserted clause 2.10 and updated the next review date                                   |
| 20   | 18/04/2018  | Amended policy and procedure sections and updated policy name.  |