

Fee and Charges Policy

1.0 Purpose

The object of this policy is to provide guidelines to the various fee and charges applicable to the students during the course of admissions, enrolment and study.

2.0 Responsibility

1. The Administration Manager is responsible for the implementation of this policy and to ensure that the staff is made aware of the application of this procedure and that staff implement its requirements

3.0 Policy Principle

NAHB will charge a range of fee and charges for programs and courses

1. Enrolment

- Students are required to have a signed Payment Agreement in place prior to commencing classes.
- The student shall pay the Fees as outlined in the Letter of Offer and College shall enrol the student in the course as detailed in the Written Agreement.
- There shall be no requirement for College to issue any qualification prior to the completion of the Course. College may at its discretion vary this condition but only if the Fees referred to Fee Payment Agreement are paid in full.
- Students are required to have a signed Written Agreement in place prior to enrolment

2. Fee Payment

- Students must pay course fees tuition fees, Application fee, OSHC or any other non-tuition fees as mentioned on letter of offer and written agreement, to secure their enrolment with College. AUD 250.00 will be charged as Application fee is Non-refundable.
- Students will pay the required fee at time of enrolment until completion of the same course as per written agreement however re-scheduling of any course or subject may incur fee increase or decrease
- Enrolment in a new course may incur any new fees charged.
- Application fee, accommodation placement and airport pickup fees are non-refundable.
- Fees can be paid in full or an initial deposit payable on enrolment as mentioned in the Letter of Offer/Written agreement.
- Balance of fees is to be paid on an instalment program outlined in Payment Agreement that is scheduled on enrolment.
- Late payment of Fees will incur a penalty on the fee instalment owed to College as referred in the Payment Agreement.
- College may restrict or withhold services or materials from the student if fees are overdue.
- Fees paid by credit card will incur a further charge of 3% as a surcharge.

- A late payment fee of AUD 50.00 for every 7 days will be charged if fee paid after the due date as indicated on the student's payment plan.
3. **Course Abandonment**
- In the event a student abandons the course, all fees due are payable to College upon demand.
4. **Course Deferral, Suspension or Cancellation**
- College may at its discretion defer the commencement date, cancel or vary a course prior to course commencement. In the event of deferral or cancellation before course Commencement College will refund fees in accordance with the ESOS Act Section 27 and the student agrees that there shall be no further entitlement to damages whatsoever.
 - Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement
 - Regarding cancellation of a student's enrolment during the course refer to the College Refund Policy.
5. **Course Deferral, Suspension or Cancellation (Student Initiated)**
- In the event of deferral or cancellation before course Commencement College will refund fees in accordance with the College Refund Policy
 - Upon suspension of the course, the fees scheduled in Payment Agreement, remain due on the scheduled dates.
 - Regarding cancellation of enrolment during a course refer College Student Refund Policy.
6. **Tuition Fee Protection**
- College assures the security of student fees through its compliance with the requirements of the Education Services for Overseas Students Act 2000 (ESOS).
Refer Tuition Fee Protection Policy
7. **Recognition of Prior Learning & Obligations to Recognize AQF Qualifications**
- RPL will be charged per qualification. Please refer the Course Guide and Fee Structure for more details.
8. **Course Materials**
- Course fees do not include the cost of resource materials, equipment, Kits and tools and uniforms required for specific courses.
 - Additional fees for the cost of materials, additional equipment or other resources necessary to successfully complete a course will be charged. Material Fee includes learning resources (PowerPoint handouts, textbooks, printouts, Soft copies of learning resources), Beauty , Nails and Hairdressing kits, Uniforms.
9. **Course Extension**
- Course extension arising due to implementation of intervention strategy or on request by student to complete pending units will be charged based on the total duration of the extension.
 - Extension course fee will be calculated as follows :

(Total Course Fee / Total duration of the course in weeks) x duration of extension courses in weeks

Unit Re-assessment

Students can submit their assessment per unit in 2 attempts. These are free of charge. The student will be re-enrolled for training for the unit after 2 failed attempts. The CoE shall be extended. (Total Course Fee / Total duration of the course in weeks) x duration of extension courses in weeks

10. Additional Charges

Course fees do not include cost of any additional documents required for specific reasons. See charges below for additional documents:

- Re-Issue of Student ID Card \$20
- Re-Issue of Certificates and transcript \$50
- Unit re-assessment due to plagiarism or other form of student misconduct \$ 200

This agreement and the availability of complaints and appeals processes don't remove the right of the student to take action under Australia's consumer protection laws (Standard 3.2 d – The National Code 2017).

I acknowledge that I have read and understood the Fees and Charges Policy of College.

Student Name: _____ Student Signature _____ Date: / /

Document History		
Version No, Date	Modification Details	Modifications made by:
1.0, June 2017	Published the first version of the policy	PG

Related Documents

- Refund Policy
- Complaints and Appeals Policy
- Credit Transfer Policy

Documents where Policy is quoted

Website content

Review Date: June 2019