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# International Student Fees Payment Terms Policy

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## 1 Purpose

Each prospective international student on applying to Sunraysia Institute of TAFE acknowledges and agrees to the terms and conditions of payment for their fees upon signing the International Student Offer and Acceptance Agreement. This policy identifies the terms and conditions of payment.

## 2 Scope

This policy applies to all commencing and continuing International Students at Sunraysia Institute of TAFE as well as the Finance Department and International Students Unit.

## 3 Policy

**3.1** Each prospective international student on applying to the Sunraysia Institute of TAFE acknowledges and agrees to the terms and conditions outlined in this policy and the International Student Fee Refund Policy and Procedure upon signing the International Student Offer and Acceptance Agreement.

**3.2** The Sunraysia Institute of TAFE reserves the right to amend these Terms at any time.

**3.3** Course fees

3.3.1 Course fees are calculated for each specific course.

3.3.2 Information on course fees is provided in the International Student Offer and Acceptance Agreement.

3.3.3 All course fee information is listed on the Institute website and International Student Course Guide.

3.3.4 Course fees and durations are for standard full-time courses.

**3.4** The annual international student program fees and program durations as advertised by the Institute are for standard full-time, where students are progressing without failures.

**3.5** Sunraysia Institute of TAFE reviews annually all tuition fees for International Students. Students who pay the total annual tuition fees in advance (i.e. fees for two semesters) are guaranteed against future fee increase.

**3.6** International Student fees are payable in Australian dollars.

**3.7** Commencing international Students are required to pay in full the appropriate full-time international student course fees one semester in advance by the payment due date on an issued invoice.

**3.8** Commencing international students are required to pay the fee before the issue of a Confirmation of Enrolment (CoE).

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- 3.9** Continuing International Students are required to pay in full the appropriate full-time international student course fees one term in advance by the payment due date on an issued invoice.
- 3.10** Continuing international students are required to pay the fee by the date specified on the invoice, and will not continue study until payment is made.
- 3.11** The Institute cannot require the student to pay more than 50% of their course tuition fees prior to starting except where the course has a duration of less than 25 weeks; however, the student can choose to pay more than 50% of tuition fees before they start their course.
- 3.12** Payment Terms and Conditions relating to packaged student offers will differ in accordance with Individual higher education partner policies and procedures.
- 3.13** Failure to comply with the required payment date will result in a penalty in addition to the set fees, exclusion from further studies or the termination of the offer of a place or of enrolment at the Institute. Students will be advised that failure of payment will lead to a 21-day intention to report to the Department of Home Affairs that may impact on their Student Visa.

## 4 Definitions

Acronym/Term	Definition
ESOS Act 2000	Education Services for Overseas Students Act 2000.
ESOS Regulations 2001	Education Services for Overseas Students Regulations 2001.
ESOS Legislation Amendment 2012	Education Services for Overseas Students Legislation Amendment 2012.
International Student	A person holding an Australian Student Visa and is defined as an Overseas Student in the ESOS Act.
ISU	International Students Unit
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
Program	A selected training course from a Training Package.
Package Offer	A Combination of VET Preliminary Course and Higher Education Main Course on one visa subclass.

## 5 Legislative Context

- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2001 (ESOS Regulations)
- Education Services for Overseas Students Legislation Amendment 2012
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code).

## 6 Associated documents

### 6.1.1 Associated Policies

- Student Complaints and Appeals Policy.

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**Authorised by:** the Leadership Team

**Original issue:** 10/09/2009

**Endorsed by:** the Leadership Team

**Maintained by:** General Manager, Operations

**Last review date:** 19/11/2018

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- International Student Fee Refund Policy

#### 6.1.2 Associated Procedures

- Student Complaints and Appeals Procedure
- International Student Fee Refund Procedure

#### 6.1.3 Associated Forms

- Nil.

#### 6.1.4 Other associated documents

- International Student Offer and Acceptance Agreement
- Student Notified of Cessation of Studies Report
- The Education Services for Overseas Student Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012
- ESOS Compliance & Policy Framework

## 7 Responsibility

The General Manager Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

## 8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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