# International Student Fee Policy

**Policy No: 017**

<table>
<thead>
<tr>
<th>Applicable Standards</th>
<th>Linked Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Code: Standard 3</td>
<td>International Student Agreement</td>
</tr>
<tr>
<td></td>
<td>Fee Refund Policy</td>
</tr>
<tr>
<td></td>
<td>Request for Fee Extension Form</td>
</tr>
<tr>
<td></td>
<td>Request to Pay Fees in Instalments (Payment Plan) Form</td>
</tr>
<tr>
<td></td>
<td>Student Complaints and Appeals Policy</td>
</tr>
</tbody>
</table>

## 1. Purpose

This policy and procedure specify college’s requirements for collecting student fees for international students.

## 2. Scope

This policy and procedure applies to all the international students enrolled by ALTEC. This policy does not cover the matter of refund of student fees, which is covered under the policy *Fee Refund Policy*.

## 3. Definitions

- **Tuition Fee**: Covers the cost of providing the course of study and use of resources at ALTEC.
- **Materials Fee**: Covers the cost of learning materials and resources provided by ALTEC.
- **Application Fee**: Covers the administrative costs of enrolment.
- **Fees**: A total of tuition, materials and application fees.
- **Pre-paid Fees**: Advance Fees paid by new and current students who are going to commence their studies or a course on a future date.
- **ALTEC Student Fee Trust Account**: A separate bank account set up to hold pre-paid student fees.
- **Fee Due Date**: Four (4) weeks prior to commencement of an Academic term as per ALTEC’s academic calendar.
- **Fee Extension**: Specific and agreed period for which the Fee Due Date has been approved and extended by ALTEC on student’s written request.
- **Extended Date**: The last day/date of the Fee Extension period.
- **Payment Plan**: An arrangement of payment of tuition fees in set instalments within an agreed period as approved by ALTEC on student’s written request.
- **Academic Term**: Usually one quarter of the total study period in an academic year calculated in weeks (e.g. for a 40-week academic year, an Academic Term would be of 10 weeks).
- **Academic Semester**: Comprising of two Academic Terms.
- **Credit Transfer Students**: Students who have been granted academic credit for the unit(s) of competency completed in another Australian institute as part of a nationally recognised qualification in accordance with Australian Qualifications Framework (AQF).

## 4. Policy Statement

### 4.1: FEES

4.1.1 ALTEC charges tuition, materials and application fees for its registered courses for international students according to the level of study. Fees are reviewed annually and published in the *International Student Fee Schedule* as part of the International Student Fee Agreement. Fees for all the courses are also published in the respective course brochures, prospectuses and ALTEC website.
4.1.2 The total Fees for an international student remain unchanged for the prescribed duration of the course and as set out in the International Student Agreement.

4.1.3 Refund of Fees is governed by ALTEC’s Fee Refund Policy.

4.1.4 ALTEC will send fee statements and/or reminders to all its current students either by post or email at least a week prior to Fee Due Date.

4.2 PRE-PAID FEES

4.2.1 ALTEC will hold Pre-paid Fees paid by both new and current students in trust in a separate bank account under the name, ALTEC Student Fee Trust Account, until the time when either the student(s) have commenced their prescribed course(s) according to course start date on their eCoEs or various provisions for refund of student fees have exhausted as per ALTEC’s Fee Refund Policy.

4.2.2 ALTEC will monitor the Pre-paid Fees account and draw appropriate amounts from it at various times in accordance with its Fee Refund Policy while ensuring that student entitlements are not affected at any time.

4.3: CREDIT TRANSFER STUDENTS

4.3.1 The total Fees for Credit Transfer Students will be calculated as follows;

\[ \text{Tuition Fee: Charged on a pro-rata basis for each unit of competency allocated for the duration of the course.} \]

\[ \text{Materials Fee: Charged in full same as any other international student.} \]

\[ \text{Application Fee: Charged in full same as any other international student.} \]

4.3.2 Credit Transfer Students will be liable for a minimum of one Academic Term fee even if their total study load works out to be less than the number of units of competency scheduled in an Academic Term after grading of all the credits.

4.4: FEE DEFAULT AND LATE FEE CHARGES

All the student must pay their due fees on the Fee Due Date. Failure to pay the Fees on the Fee Due Date may result in late fee charges and/or ALTEC issuing a notice of intention to suspend or intention to cancel student’s enrolment at ALTEC.

The late fee will be charged as follows:

- Late 01-07 days from the Fee Due Date: $50
- Late 08-14 days from the Fee Due Date: $100
- Late 14-28 Days from the Fee Due Date: $250

In compelling circumstances where the student is unable to meet the Fee Due Date for specific reasons, they must apply for either a Fee Extension (3.4.4) or a Payment Plan (3.4.5) to avoid a fee default.

4.5: FEE EXTENSION

4.5.1 Request for Fee Extension must be submitted by the student PRIOR TO FEE DUE DATE.

4.5.2A Fee Extension can only be granted to a student on evidence(s) of compelling and unavoidable circumstances. Students must apply for a Fee Extension in writing using “Request for Fee Extension” form, available from the reception or ALTEC website. A completed form should be submitted back to the reception along with any supporting documents for processing.

4.5.3 A decision will be made on the request for fee extension within two working days and the student will be notified accordingly in writing. If required, student may need to attend an interview with the CEO before a decision is made on the application.
4.5.4 ALTEC reserves the right to decline a request for Fee Extension based on its own discretion and decision as well as past disciplinary record of the student.

4.5.5 Fee Extension can only be granted for a maximum duration of **SIX (6) weeks** from the Fee Due Date.

4.5.6 Fee Extension cannot be further extended and all the Fees due must be paid in full on the Extended Date.

4.5.6 Failure to pay the due Fees by the Extended Date may result in ALTEC issuing a notice of intention to suspend or intention to cancel student’s enrolment at ALTEC.

4.6: PAYMENT PLAN

4.6.1 Request for a payment plan must be submitted by the student **PRIOR TO FEE DUE DATE**.

4.6.2 A Payment Plan can only be offered to a student on evidence(s) of compelling and unavoidable circumstances. Students must apply for the payment plan in writing using “Request to Pay Fees in Instalments (Payment Plan)” form, available from the reception or ALTEC website. A completed form should be submitted back to the reception along with any supporting documents for processing.

4.6.3 A decision will be made on the request for a payment plan within two working days and the student will be notified accordingly in writing. If required, student may need to attend an interview with the CEO before a decision is made on the application.

4.6.4 ALTEC reserves the right to decline a request for a Payment Plan based on its own discretion and decision.

4.6.5 A Payment Plan can only be granted for a maximum duration of **EIGHT (8) weeks** from the Fee Due Date.

4.6.5 For a Payment Plan to remain valid and effective, all the set instalments as described in the “Request for Paying Fees in Instalments” must be paid on their respective due dates.

4.6.6 Failure to pay the due instalments of the Payment Plan and/or meet the terms and conditions of the Payment Plan may result in ALTEC issuing a notice of intention to suspend or intention to cancel student’s enrolment at ALTEC.

5. Appeals

Once a decision is made on a student’s application for either a Fee Extension or a Fee Payment Plan, the student will be notified in writing of the outcome, including reasons for the decision.

Student should also refer to ALTEC’s **Student Complaints and Appeals Policy**, available with the Student Administration Office as well as online at – [www.altec.vic.edu.au](http://www.altec.vic.edu.au) for information on lodging an appeal against a decision.

6. Responsibility

CEO has the responsibility to effectively implement the policy and maintain this policy and procedure.

Student Administrative Officer has the responsibility to provide the student details and fee status to CEO for effective implementation and maintenance of this procedure.

Course Coordinators have the responsibility to provide information on student academic performance and making recommendation to the CEO.