

Fees and Charges

Policy and Procedure



POLICY.

Australian Academy of Higher Learning Pty Ltd trading as Technical Institute of Victoria (TIV) will ensure that it applies fees and charges to the International students as per the CRICOS approved fees structure. TIV reviews fees and charges on a regular basis.

PURPOSE

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

SCOPE

This policy/procedure applies to all international students.

4. POLICY STATEMENT

- TIV will charge a range of fee and charges for courses. These charges will be provided to the student in the Written Agreement prior to issue of the CoE.
- Students are required to have a signed Written Agreement in place prior to enrolment and they shall pay the Fees as outlined in the Written Agreement.
- Students are required to have a signed Payment Plan in place prior to commencing classes.
- Enrolment in a new course may incur any new fees.
- Application fee, accommodation and airport pickup fees are non-refundable. (Refer Fee Schedule for details)
- Fees can be paid in full or an initial deposit payable on enrolment as mentioned in the Letter of Offer/Written agreement. If fee is paid in full prior to course commencement, the student must acknowledge that in the written agreement that the full fee is being paid at their own will and not upon TIV's request.
- Fees paid by credit card will incur a further charge. (Refer Fee Schedule)
- Regular Invoices will be sent by the Finance Department 10 days before the due date.

Procedure

Late Fee Payment

- Balance of fees is to be paid on an instalment program outlined in Payment Agreement that is prepared and given to the student on Induction and enrolment day.
- Late payment of Fees will incur a penalty on the fee instalment owed to TIV as referred in the Payment Agreement. (Refer Fee Schedule)
- TIV may restrict or withhold services or materials from the student if fees are overdue.
- Late payment fee can be waived off on CEO/Operations Manager/Finance Department's discretion.

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Cancelation of Course on Non-Payment

- a) First warning / reminder notification will be sent to the student if the payment is overdue by 7 days from the payment due date. This warning/reminder can be made by SMS/Email.
- b) Second warning/reminder will be sent to the student if the payment is overdue by 14 days from the payment due date. This warning/reminder can be made by SMS/Email.
- c) Final intention to report notification will be sent to the student if the payment is overdue by 28 days from the payment due date. Student will be given 20 days to access the TIV appeals process. This warning must be in written format posted at the student's postal address.
- d) If at any time during the above process, student chooses to make the payment, student will be charged late payment fee amounting to the number of days in the late payment period.

Course Abandonment

In the event a student abandons the course, all fees due are payable to TIV upon demand.

Provider Initiated Course Deferral, Suspension or Cancellation

- a) TIV 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 TIV 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.
- b) Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement.
- c) Regarding cancellation of a student's enrolment during the course refer to the TIV Refund Policy.

Student Initiated Course Deferral, Suspension or Cancellation

- a) In the event of deferral or cancellation before course Commencement TIV will refund fees in accordance with the TIV Refund Policy.
- b) Upon suspension of the course, the fees scheduled in the Payment Agreement, remain due on the scheduled dates.
- c) Regarding cancellation of enrolment during a course refer TIV Student Refund Policy.

Tuition Fee Protection

TIV assures the security of student fees through its compliance with the requirements of the Education Services for Overseas Students Act 2000 (ESOS).

Recognition of Prior Learning & Obligations to Recognize AQF Qualifications

RPL will be charged per qualification. Please refer the Fee Schedule

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Course Materials

- a) Tuition fees do not include the cost of resource materials, equipment, Kits and tools and uniforms required for specific courses.
- b) 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/Online Recourses), Chef's Uniform and Chef's kit.
Please refer the Fee Schedule for further information.

Course Extension/Re-enrolment

- a) Course extension or Re-enrolment arising due to implementation of intervention strategy with meeting academic course progress above >50% or on request by student to complete pending units will be charged based on the total duration of the extension.
- b) Extension course fee will be calculated as per the term/s. (units scheduled as per the annual Timetable)

Unit Re-assessment

- a) Student can re-submit the assessment per unit in 2 attempts. These are free of charge.
- b) If the student fails in the 2 free attempts; the third attempt will be Re-assessment and it will be chargeable to the student. Refer Fee Schedule.
- c) Student may also be charged to re-attempt the unit due to act of plagiarism or other academic misconduct. Refer Fee Schedule
- d) If the student fails after the Re-submission and Re-assessment, then the student will be required to Re-sit for training for the unit. The CoE will be extended as per 4.9 above.

Additional Charges

- a) Student ID cards are issued free of charge.
- b) Testamurs, Statement of Results and Completion letter and Statement of attainments are issued free of charge
- c) Re-issue of the above documents will incur a charge. Refer Fee Schedule

RESPONSIBILITY

The Operations Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy. The CEO has overall responsibility for the implementation and review of this policy.

Any complaints or breaches in relation to this policy should be reported to the Operations Manager in person or by email to: garry@techinstitute.vic.edu.au

Appendix 1 - Fee Schedule

Additional Charges	AUD \$
Application Fee	AUD\$200.00
Airport Pick Up Fee	AUD\$100.00
Accommodation Charges (Approximation varies upon the length of the accommodation arrangements)	AUD\$350 per week
Credit card surcharge	2%
Recognition of prior learning (RPL) per unit	AUD\$350.00
Late Payment Fee - per day after the payment due date (Second Week)	AUD\$10.00
First 2 Re-submissions	Free
Re-sit Per Unit	AUD\$350.00
Re-assessment due to act of plagiarism or any other form of academic misconduct	AUD\$350.00
Re-issue of Student ID	AUD\$20.00
Student Printing Black and White	20 cents per page
Re-issue of Testamurs/ Record of Results/ Statement of Attainment	AUD\$100.00
Re-enrolment fees (applicable for students reported for Non-commencement and students who are re-enrolling in the same course on compassionate grounds)	AUD\$200.00
Accessing Student Records	AUD\$10.00
SIT30816 Certificate III in Commercial Cookery Material Fee Breakdown: <ul style="list-style-type: none"> • Ingredients required for kitchen classes • TIV Chef's Uniform for kitchen practical training (mandatory) = AUD\$150.00 + • Chef's Knife Kit = AUD\$170.00 + • Chef's Kitchen Shoes = AUD\$80.00 • Assessment material online and printed=AUD\$400 	AUD\$800.00
SIT40516 Certificate IV in Commercial Cookery Material Fee (for standalone course)	AUD\$1300.00
SIT50416 Diploma of Hospitality Management Material Fee (for standalone course)	AUD\$1300.00
SIT60316 Advanced Diploma of Hospitality Management (for standalone course)	AUD\$1800.00
AHC40320 Certificate IV in Production Horticulture (for standalone course)	AUD\$2160.00
AHC50320 Diploma of Production Horticulture (for standalone course)	AUD\$1200.00
List of Courses	
AHC30616 Certificate III in Production Horticulture	
AHC31116 Certificate III in Production Nursery	
AHC40316 Certificate IV in Production Horticulture	
AHC50316 Diploma of Production Horticulture	
SIT30816 Certificate III in Commercial Cookery	
SIT40516 Certificate IV in Commercial Cookery	
SIT50416 Diploma of Hospitality Management	
SIT60316 Advanced Diploma of Hospitality Management	
We offer enrolment discounts and promotional fees please contact info@techinstitute.vic.edu.au	
Phone: 03 96393525	