



Tuition Payment and Refund Policy

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Purpose:	This policy sets out the provision of information regarding student fees and refund scenarios.
Scope:	This policy is relevant to all EIT students and administrators.
Overview:	
Essential Supporting Documents:	
Related Documents:	- Admissions and Deferment Policy - Student Consultation Policy

Introduction

The EIT has an established scale of fees as follows:

- A designated fee for a student to enrol in a complete course.
- A designated fee for a student to enrol in an individual Unit (without enrolling in a completed course) that will be based on the credit point value of that unit.
- The level of fee is set by the Governance Board and may be varied to accommodate the financial resources of the student and the student's country of origin.
- All essential resources (documents, software, kits, etc) required to complete the unit/course are provided by the EIT as a part of the standard fee.
- Where completion of a unit requires the student to pass an examination, the standard fee will include one attempt at the examination. If further attempts at the examination are required an additional fee may be levied to cover the cost of delivering the examination.



Fees and Refunds for Individual Units

- A student is not permitted to enroll in a unit until the fees due have been received.
- For cancellations prior to 14 days before the start of delivery of a unit, a refund will be provided, less 10% of the fee.
- For cancellations between 7 and 14 days before the start of delivery of a unit, a refund will be provided, less 20% of the fee.
- For cancellations less than 7 days before the start of delivery of the unit, there will be no refund.
- An enrolment can be transferred to another person for 10% of the fee, for the unit, up to 2 days before the start of delivery.
- For a unit that contains a formal examination assessment component, the unit fee includes one attempt at the examination for the unit. Students requiring two or more attempts at the examination will be required to pay the additional examination fee for each attempt.

Fees and Refunds for a Course (see following section if it is without prior arrangements about instalments)

- To enroll in a course a sum of 25% of the total fee for the course must be paid before the enrolment can be approved.
- Students are expected to attempt all units in the course as they become available. The attempt may be deferred to the next delivery time providing a request is made 14 days before the start of the Unit.
- A deferment may also be granted for health, or other appropriate personal reasons.
- Once 25% of the unit included in the course has been attempted, a further payment of 25% of the total fee must be made to maintain the enrolment, and so on until all the units in the course have been completed. These payments must be made 14 days prior to the commencement of the next unit.
- If an attempted unit has not been completed, through failure to participate or to complete the set assignments, then a new enrolment in that unit is required. The additional fee for this unit will be calculated from the proportion this unit makes to the course as a whole (by its point value).
- For a unit that contains a formal examination assessment component, the course fee includes one attempt at the examination for each unit. Students requiring two or more attempts at the examination will be required to pay the additional examination fee for each attempt.

Course Deferment after the Commencement of a Course

If a student needs to suspend studies, but definitely intends to re-join a future course, then at the time of postponement the student must complete a course withdrawal declaration form.

The student can re-join at the point where a subsequent class reaches the last unit in the course that the student successfully completed. A re-joining fee of US\$200 applies at the time that the student re-joins. Students can only postpone and re-join a course twice; thereafter it is treated as a full withdrawal. Any payments made in advance will be held by the EIT in readiness for re-joining.



Withdrawal prior to Course Commencement

It is stated on the EIT enrolment forms that a “fee equivalent to 1 monthly instalment (approximately 6% of the total course fee) will apply for written cancellations received less than 14 days prior to the commencement date of the course. However substitutes who pass the enrolment requirements are welcome.” This applies to all payment options.

Withdrawal from a Course

If a student decides to withdraw completely from course a \$200 withdrawal fee may apply. Students are asked to complete the withdrawal declaration form.

Students who have paid in advance (payment option 1) can apply for a pro-rata refund of the fee paid.

The refund will consist of the balance after deductions for:

1. Units attended by the student up to the point where the Course Coordinator receives written notice of the student’s request for withdrawal. The withdrawal declaration form must be received before the first topic of the unit is commenced otherwise the unit is deemed to have been attended and the full fee for that unit is due. Therefore it is important to submit the withdrawal declaration form as soon as the decision is made.
2. The US\$200 withdrawal fee.
3. The value of any courses reference manuals supplied by the EIT in advance. This is determined by the Course Coordinator.

Students who have chosen to pay in quarterly or monthly instalments do not receive a refund on full withdrawal. Payment of all instalments is required up to and including the unit where the student provided the EIT with the completed withdrawal declaration form. As applies to students who pay in advance, the withdrawal declaration form must be received before the first topic is commenced, otherwise the unit is deemed to have been attended and the full fee for that unit is due. If paying by instalments there is no need for a deduction for materials as the course reference manuals are provided in batches in arrears.

Payments and Conditions

Unlike most academic bodies, The Engineering Institute of Technology allows students the option to pay their course fees upfront, in 6 instalments or in monthly instalments. These options are available in order to alleviate the financial stress on students.

With these payment options, however, the EIT has some fairly exacting rules in place:

- The first instalment is to be received before the commencement of the course. Students can begin the course if the money has been received.
- Money that is paid by instalments, but which is not paid by the due date, will result in a student’s suspension from the course.



- Reinstatement occurs when the payment is received.

If a failure to pay results in the student missing large amounts of the course work, a transfer to another course will be necessary. This will facilitate re-entry to the course at the point where the study was terminated. A transfer will incur a fee of US\$200.