
Higher Education Fees Policy

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1.0 Purpose

This document outlines the policy for tuition fees and other charges for higher education courses at the Engineering Institute of Technology (EIT).

2.0 Scope

This policy applies to EIT's higher education:

1. domestic students enrolled in a fee-paying higher education course with EIT who are not claiming or do not satisfy the criteria for FEE-HELP loan assistance ("domestic non FEE-HELP") and
2. domestic students enrolled in a fee-paying higher education course with EIT who are claiming FEE-HELP assistance ("domestic FEE-HELP"); and
3. international students enrolled in an EIT higher education course who are studying the course from overseas via online learning ("international online"); and
4. international students enrolled in an EIT higher education course who hold a student or temporary residence visa and are studying on campus at EIT in Australia ("international on-campus")

Tuition fees may be refundable in certain circumstances. Refer to the *Refund Policy Domestic Students* or *Refund Policy International Students*.

This policy does not remove the right to take further action under Australia's Consumer Protection Laws nor does it prevent the student from pursuing other legal remedies.

All dollar amounts referred to in this policy are in Australian Dollars, unless otherwise specified.

3.0 Objectives

The objectives of this policy are to:

- Provide information on higher education course fees and administrative charges that have been set by the Governance Board.
- Ensure that all fees and charges are compliant with legislation.

4.0 Implementation

4.1 EIT Responsibilities

The Higher Education Manager is responsible for implementation of this policy and ensuring that student fees are published in accordance with relevant legislation.

EIT Staff who have access to information relating to applications, including, but not limited to, fee payment details, must maintain the confidentiality of students' information in accordance with the EIT *Privacy Policy*. The disposal of records relating to applications should be in accordance with the EIT *Records Management Policy*.

The Learning Support Officer (LSO), together with the Accounts Department, is responsible for the administration of student fees and charges. EIT will issue:

- An enrolment invitation will be sent to all students via the student's email address for each study period which will include details of the unit(s) name, unit(s) code, payment date(s), census date, and start date.
- Invoices to the student's email address in accordance with enrolment and liability status of the student and in accordance with the published tuition fees.

4.2 Student Responsibilities

Students should ensure they are familiar with EIT's fees, charges and circumstances for refunds (see *Refund Policy Domestic Students* or *Refund Policy International Students*), before accepting an offer for admission to EIT's higher education courses.

Students are responsible for:

- Providing accurate information regarding enrolment and fee payments
- Paying all fees by the due dates set by EIT and/or providing all necessary information for accessing FEE-HELP by the required dates

Failure to pay outstanding fees will result in cancellation of a student's enrolment.

4.3 Fees - General

Tuition fees can be defined as the compulsory fees for tuition that are determined by EIT, published on the EIT website and advised in both the Student Agreement, and the Letter of Offer attached to the Student Agreement, as being the tuition fees for the unit(s) or course. Tuition fees and other charges:

- are set each year by the Dean and will apply at the time that a letter of offer is issued
- are subject to annual review
- may be varied for international online students to accommodate the financial resources of the student and the student's country of origin

- are calculated based on the credit point value of that unit
- must meet legislative requirements regarding incidental fees, fines and penalties, none of which are included in the tuition fee.

EIT's tuition fees are based on the following principles:

- All essential electronic learning resources (documents, software, etc.) required to complete the unit/course, excluding reference texts, are provided by EIT as a part of the standard tuition fee.
- Some reference texts and kits may need to be purchased by the student in addition to the unit/course fee, but EIT will endeavour to keep this cost to a minimum.
- 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 administering the examination.
- Tuition fees do not include incidental fees, fines and penalties.

4.4 Publication of Fees

The *Fee Schedule* of tuition fees and other charges is available to students on EIT's website. Tuition fees will be published in the *Fee Schedule* before October 1 for all units with a census date in the first half of the following year, and before April 1 for all units with a census date in the second half of that year.

Fees for future periods of study are indicative only and are subject to change.

4.5 General Terms and Conditions

The following terms and conditions apply:

- The *Higher Education Fees Policy* must be read and acknowledged by the student prior to any payments being made.
- All students who have accepted an offer for admission, other than domestic students who have applied for assistance under the FEE-HELP loan scheme ('domestic FEE-HELP' students), will be required to make payment (whether by installment or in full) for current units on or before the required payment date.
- For 'international on-campus' students, payments will be held in the name of Engineering Institute of Technology, in accordance with Section 29 of the *Education Services for Overseas Students Act 2000* (ESOS Act).
- The advertised census date is the last date in the study period for any student to withdraw without incurring financial liability for tuition fees for the current unit(s). See also the relevant *Refund Policy*.
- Domestic students who intend to apply for FEE-HELP assistance must have proof of acceptance for the loan prior to the unit start date for which they are claiming FEE-HELP assistance.
- Tuition fees, incidental charges, fines and penalties are located on EIT's website. Students should access this site regularly to ensure they have up-to-date information.

- Administrative fees or charges, incidental charges, fines and penalties are not refundable.
- Fees are subject to change.
- Students repeating units will be required to pay for such units prior to the start of the unit/s.

4.6 Fee Payment Options and Conditions – ‘International Online’ Students and ‘Domestic Non FEE-HELP’ Students

EIT allows ‘international online’ and ‘domestic non FEE-HELP’ fee-paying students the option to pay their tuition fees for current units upfront or in instalments. These options are available in order to alleviate the financial stress on students.

Rules which apply for payments are as follows:

- For unit enrolment to proceed, the first installment or upfront payment is to be received on the required payment date prior to the start of the unit(s).
- Students can only begin the course/unit(s) if the installment or upfront payment has been received. Late payments may result in automatic deferral for the study period, with units instead being resumed in the next available study period.
- For those students paying by installments, payment dates will be set ahead of time and provided to the student at the start date of the study period.
- Fees not paid by the due date will result in a student’s suspension from the course, and may also result in:
 - Inability to access unit results
 - Inability to access online resources
 - Non-acceptance for enrolling in further units (automatic deferral)
 - Limited access to a Records of Results
 - Delay or inability to graduate from EIT
- Reinstatement of the above items occurs only when the payment is received.

4.7 Fee Payment Options and Conditions – ‘International On-Campus’ Students

EIT requires ‘international on-campus’ students to pay their tuition fees upfront, in advance for each semester.

Rules which apply for payments are as follows:

- For unit enrolment to proceed, the payment for each semester must be received in advance, no later than 2 weeks prior to the end of the previous semester.
- Students can only begin the course/semester/unit(s) if payment has been received.
- Fees not paid by the due date will result in a student’s suspension from the course, and may also result in:
 - Inability to access unit results
 - Inability to access online resources
 - Non-acceptance for enrolling in further units

- Limited access to Records of Results
- Delay or inability to graduate from EIT
- Reinstatement of the above items occurs only when the payment is received.

International on-campus students should be aware that missing due dates for payment may have significant visa implications and may contravene a student's visa conditions, which could lead to the cancellation of a student's visa. The Department of Home Affairs (DoHA) may also make other impositions.

4.8 Fee Payment Options and Conditions – 'Domestic FEE-HELP' Students

The FEE-HELP loan scheme can assist eligible domestic students to pay their tuition fees, by offering a HELP loan for all or part of the tuition fees. FEE-HELP does not cover any other administrative or incidental fees that might be payable as a result of a student's enrolment.

A student will be a 'domestic FEE-HELP' student for any unit where all or part of the fees are to be paid through the FEE-HELP scheme.

FEE-HELP requirements are as follows:

- Domestic students requesting a FEE-HELP loan must submit an electronic Commonwealth Assistance Form (eCAF) via the eCAF website in order for enrolment to be completed.
- Domestic students who intend to apply for FEE-HELP assistance must have proof of acceptance for the loan prior to the start date of the unit(s).
- Students requesting a FEE-HELP loan should have, or should apply for, a valid Tax File Number (TFN) with the Australian Government. Eligible students who do not have a TFN at the time of enrolment should select the upfront payment option and may then apply for deferred payment, providing that the certificate of application to the Australian Taxation Office is supplied.
- EIT is required to issue a Commonwealth Assistance Notice (CAN) to each Commonwealth assisted student within 28 days of the census date. The CAN will be sent electronically to students to the student's email address. The CAN contains information about:
 - the units in which a student is enrolled
 - the cost of any upfront payments made
 - any amounts deferred to the Australian Taxation Office (ATO)
 - student learning entitlement consumed
 - the student's CHESSN (Commonwealth Higher Education Student Support Number), which is assigned to all students who receive Commonwealth assistance for their higher education.
 - The student's 25% FEE-HELP loan fee (for undergraduate, domestic full-fee paying students only)

4.9 Non-Refundable Fees and Charges

Incidental charges, fines and penalties are non-refundable, and are additional to tuition fees.



The *EIT website* shows non-refundable fees and charges, noting that fees and charges may vary from time to time.

4.10 Refunds

Students who wish to apply for a refund of tuition fees should refer to the applicable refund policy, either the *Refund Policy Domestic Students* or *Refund Policy International Students*.

4.11 Appeals

Students may seek a review of any decision related to fees, or a refund application, by submitting an appeal to the Higher Education Manager within 28 days of receiving the notice. The appeal must be accompanied by supporting documentation. Refer to the *Student Complaints, Grievances and Appeals Policy.HE*.

5.0 Definitions

Admission: the process for admitting an applicant into a course at EIT, following a successful application and acceptance of the offer of a place by the applicant in the course. Admission is part of the enrolment process.

Applicant: a person who applies for a place in a course at EIT. An applicant becomes a student upon enrolment.

Census Date: The last date when students may withdraw without incurring financial liability for tuition fees.

Course: A single course leading to an Australian higher education award.

Course Entry Requirements: the entry requirements that an applicant must satisfy to be admitted into a particular course, that are additional to the general entry requirements.

Current Unit(s): A unit or group of units which start in the next chronological teaching and study period. See also *Unit*.

Deferment: an agreement to allow an applicant to defer taking up the place they have been offered until a later time, or to enrol in 0 units for a set duration.

Domestic Student: An Australian Citizen, Australian Permanent Resident or a New Zealand Citizen with a Special Category Visa who meets residency criteria. This includes students who are paying tuition fees directly without using the FEE-HELP loan scheme ('domestic non FEE-HELP' students) and students who are using the FEE-HELP loan for all or part of a unit(s) tuition fee ('domestic FEE-HELP' students).

Enrolment process: An applicant wishing to study with EIT begins the enrolment process by applying for admission.

FEE-HELP: a loan scheme offered by the Australian Government only to domestic students to help eligible fee paying students to pay all or part of their tuition fees.

Fee Schedule: Published on the EIT website, the Fee Schedule shows tuition fees, incidental charges, fines, and penalties plus payment dates, start dates, and census dates.

International Student: A student who is not a domestic student. This includes students on student visas or temporary residence visas ('international on-campus') and those studying off-shore via online learning ('international online').

Offer: the offer of a place on an EIT higher education course to a successful applicant.

Payment Date: The official date when payment is required

Start Date: The official date that the teaching period of a unit commences.

Tuition Fee: The compulsory fees for tuition that are determined by EIT.

Unit: A discrete unit of study, where a combination of units makes up a course of study. See also *Current Unit(s)*.

Withdrawal: A formal procedure where a student decides to discontinue a course without the intention of returning or discontinues a unit with the intention of enrolling in it at a later date.

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Admissions Policy.HE
- Credit and Recognition of Prior Learning Policy.HE
- Privacy Policy.DS
- Records Management Policy.DS
- Refund Policy Domestic Students.HE
- Refund Policy International Students.HE
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE

7.0 Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students, potential students and EIT's community via the website, other publications and at student orientation.