

Student Fees Policy

1. Purpose

- 1.1 This policy outlines the tuition fee charges and payments for students studying at Perth Bible College.

2. Scope

- 2.1 This policy applies to all students of Perth Bible College.

3. Responsibility

- 3.1 The Principal is responsible for the implementation of this policy.

4. Definitions

<i>Appeal</i>	A request for a decision to be reviewed by an independent arbiter. Appeals can be lodged about academic and non-academic decisions made, including: <ul style="list-style-type: none"> • student misconduct; • refused transfer requests; • course progress; and • student enrolment cancellation.
<i>CoE</i>	A Confirmation of enrolment (CoE) is an official document, provided electronically, that is issued by the Dean of Students at Perth Bible College to an overseas student when they enrol in a Perth Bible College course. This CoE must accompany their application for a student visa, submitted through DoHA.
<i>Compassionate or Compelling Circumstances</i>	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
<i>DoHA</i>	The Department of Home Affairs, which includes responsibility for immigration matters.
<i>Domestic Students</i>	A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa.
<i>FEE-HELP</i>	A loan scheme to help eligible students pay their tuition fees. Australian citizens and holders of a permanent humanitarian visa are eligible for FEE-HELP assistance.

<i>Overseas Student</i>	A student studying in Australia on a student visa issued by DoHA.
<i>Payment Plan</i>	A plan for paying any outstanding debts.
<i>Tuition Protection Service (TPS)</i>	The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist overseas students whose education providers are unable to fully deliver their course of study.

5. Policy Provisions

Principles

- 5.1 This policy applies to all tuition fees and any incidental or additional fees, which may include:
 - 5.1.1 Application Fee (for Overseas Students only);
 - 5.1.2 Overseas Student Health Cover (OSHC) (for Overseas Students only);
 - 5.1.3 accommodation placement fee (optional); and
 - 5.1.4 accommodation fee (optional).
- 5.2 All fees charged and accompanying refund policies are included in the College's prospectus and published on the College's website.
- 5.3 All Perth Bible College staff and their immediate family members are entitled to a Staff Discount of 50% of course fees.

Course Tuition Fees

- 5.4 Course tuition fees and increases are approved by the Board of Management and are subject to an annual review.
- 5.5 Fees for individual units of study within a course are calculated as a proportion of the total course fee, which is based on the units contributed to the Equivalent Full Time Study Load (EFTSL) for the course.
- 5.6 Tuition fees cover the costs associated with resources and facilities provided as part of the course of study and include:
 - 5.6.1 course learning materials such as unit outlines, unit guides, reading materials, assessment information and other learning materials;
 - 5.6.2 student administration services such as admissions (excluding special admissions applications, credit, and RPL applications);
 - 5.6.3 assessments and examinations, including reassessments (not including repeating an entire unit); and

5.6.4 access to computers, online resources, and other campus facilities for learning.

5.7 Tuition fees are charged on a 'per unit of study' basis.

5.8 Students will be charged the full amount of unit tuition fees for repeating units.

Payment of Fees

5.9 Fees can be paid in the following ways:

5.9.1 in full at the beginning of each semester.

5.9.2 through the government FEE-HELP scheme (see Fee-Help).

5.9.3 part up-front cash payment and part FEE-HELP funded.

5.10 Payments made by Credit Card may attract a 2.5% surcharge in line with real costs.

5.11 Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments. Further information about this process can be found in the *Student Fees Procedure*.

Tuition Assurance Schemes

5.12 The fees of all Australian students are underwritten by a Tuition Assurance guarantee which was entered into as part of the approval as a Higher Education Provider.

5.13 The fees of all overseas students are insured through Perth Bible College's contribution to the Tuition Protection Service (TPS).

Penalties for Non-Payment of Fees

5.14 Any student who has outstanding fees to Perth Bible College and does not make full payment shall cease to be entitled to any privileges of the College. Perth Bible College may, at its discretion, cancel enrolment if a student fails to make the required tuition fee payment by the due date or Census Date (as applicable). However, enrolment may be reinstated if all outstanding payment has been made within 10 working days of the due date or Census Date (as applicable), including any late fees.

5.15 If a student has not paid relevant fees by the due date or Census Date (as applicable), and has not rectified the situation, PBC may impose penalties such that the student may:

- 5.15.1 not be permitted to enrol in current or subsequent courses;
- 5.15.2 have access to library services and other applicable services removed;
- 5.15.3 not receive official graduation documents or results; or
- 5.15.4 not be permitted to graduate.

5.16 For overseas students, non-payment of fees may impact their enrolment and consequently their student visa. See the *Student Fees Procedure* for further details.

Record Keeping

5.17 Perth Bible College will retain records of all receipts of payments made by students for at least two years after the student ceases to be enrolled.

6. Policy Information

Date first approved: 29/06/2009	Date of effect: 29/06/2009	Date last amended: 16/06/2021	Date of next review: June 2022
Approved by		Board of Management	
Authorised Officer		College Administrator	
Supporting documents, procedures & forms of this policy		<i>Student Fees Procedure</i>	
Related Legislation and Codes of Practice		<u>Higher Education Standards Framework 2015, Part A: Standard 7.2</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u> <u>National Code 2018, Standard 9</u>	
Audience		Public	

7. Version History

Review Table			
Date	Review Type <ul style="list-style-type: none"> Scheduled Policy amendment Admin update 	Summary of Changes	Review person/group
29/06/09	Admin Update	Conversion from Policy Manual to new format.	Adam Niven
22/10/13	Admin Update	3.1.1.1 b Fee change	Approved by BoM 21/10/13

20/03/14	Admin Update	3.1.1.1 b and c & 3.2.1.3 b and c "week four" changed to "census date" Minor grammatical correction.	Adam Niven.
18/12/14	Admin	Minor spelling correction	Adam Niven
25/02/18	Policy amendment	Adjustments to 1.2 & 3	David Smith
14/02/2019	Policy Amendment	Updated 1.4 and added 2.3.2 as a CRICOS requirement	Hanlie van Rooyen
05/04/2019	Policy Amendment	Inserted 3 as a FEE-HELP requirement, renumbered 4.	Hanlie van Rooyen
15/08/2019	Policy amendment	New template and amendments made.	Natalie Tierney Capital Review Group consultant