

Student Fees Procedure

1. Purpose

- 1.1 This procedure outlines the processes relating to tuition fees for students of Perth Bible College

2. Scope

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

3. Responsibility

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

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. Procedure

Publication of Fees

- 5.1 The Fee schedule of tuition fees and other charges and Census Dates will be available to students online via the Perth Bible College website.
- 5.2 It is the responsibility of the Principal to oversee the publication of fees.

Payment of Fees in Instalments

- 5.3 Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments.
- 5.4 Students are to submit their request in writing to the College Administrator. Evidence is required to demonstrate compelling or compassionate circumstances as to why the student is unable to pay their fees.
- 5.5 Applications are assessed on their individual merits.
- 5.6 The College Administrator will notify the student within five working days of the outcome of his or her request.

Non-Payment of Fees

- 5.7 Students are responsible at all times for the timely payment of fees and charges.
- 5.8 If a student does not pay the fees on the due date, the College Administrator will issue a warning notification to the student, which will include:
 - 5.8.1 the outstanding balance.
 - 5.8.2 the due date that has passed.
 - 5.8.3 the date which all outstanding monies are to be paid by.
 - 5.8.4 the College's intent to suspend or cancel the student's enrolment if payment is not received by the due date; and

5.8.5 the student's right to appeal the decision to cancel or suspend his or her enrolment for non-payment of fees within 20 working days, as per the College's *Student Complaints and Appeals Policy* and accompanying procedure.

5.9 Any student who has outstanding fees after the appeal timeframe has lapsed (20 working days) and the specified due date will have his or her enrolment suspended or cancelled. Perth Bible College will notify the student of this decision.

5.10 For overseas students, the notification of their suspension or cancelled enrolment will also:

5.10.1 inform the student of his or her need to seek advice from DoHA on the potential impact on their student visa; and

5.10.2 inform the student that his or her CoE has been cancelled, and their non-payment of fees has been reported to DoHA.

6. Procedure 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, policies & forms of this procedure		<i>Student Fees Policy</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	Summary of Changes	Review person/group
	<ul style="list-style-type: none"> Scheduled Policy amendment Admin update 		
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