



International Fees, Charges and Refunds Policy and Procedure (CRICOS)

AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

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International Fees, Charges and Refunds Policy and Procedure (CRICOS)

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International Fees, Charges and Refunds Policy and Procedure (CRICOS)

Introduction

Australia-International Institute of Workplace Training (AIWT) ensures that all international students fees are collected in accordance with the requirements of the ESOS Framework and the Standards for RTOs 2015 and that refunds are processed as outlined in this policy.

This policy ensures consistency, fairness and transparency for international students enrolled into an AIWT course of study. It also guides staff in all operational areas to give sound advice to international students of their rights and obligations. AIWT international students are made aware of the Fees, Charges and Refunds Policy before a student accepts enrolment through the Letter of Offer, at orientation and throughout their studies via MOODLE and the Student Handbook.

Purpose

The purpose of this policy and procedure is to clearly outline:

- fees and charges are accurately published
- how course fees are charged and when they are due
- how payments are processed
- overdue fees and applicable charges
- how fees paid in advance are protected
- conditions under which a refund may apply
- how to apply for a refund

Alignment to Standards for RTOs 2015 Clause (www.asqa.gov.au/standards/chapter-2/clause)

- 5.3 Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:
- a) all relevant fee information including:
 - i) fees that must be paid to the RTO
 - ii) payment terms and conditions including deposits and refunds.
 - b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies
 - c) the learner's right to obtain a refund for services not provided by the RTO in the event the:
 - i) arrangement is terminated early
 - ii) the RTO fails to provide the agreed services.

7.3 Protecting pre-paid fees by students: International Student Fees are protected through the Tuition Protection Service (TPS) see point 3.8

Alignment to the Standards for Providers of Education and Training to Overseas

Students National Code 2018 Part B

- 2.1.7 indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course, and the registered provider's cancellation and refund policies
- 3.3.4 list all tuition fees payable by the student for the course, the periods to which those tuition fees relate and payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50 per cent of their tuition fees before their course commences)
- 3.3.5 provide details of any non-tuition fees the student may incur, including as a result of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply
- 3.3.6 set out the circumstances in which personal information about the student may be disclosed by the registered provider, the Commonwealth including the TPS, or state or territory agencies, in accordance with the Privacy Act 1988
- 3.3.7 outline the registered provider's internal and external complaints and appeals processes, in accordance with Standard 10 (Complaints and appeals)
- 3.3.8 state that the student is responsible for keeping a copy of the written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees

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- 3.4.1 amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider)
- 3.4.2 processes for claiming a refund
- 3.4.3 the specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act
- 3.4.4 a plain English explanation of what happens in the event of a course not being delivered, including the role of the TPS
- 3.4.5 a statement that "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

Policy Statement

AIWT will ensure that fees, charges and refunds are accurate

1. Fees and Charges

Marketing and Admissions

- 1.1 AIWT publishes accurate information about fees, charges and refunds in relevant information sources such as the AIWT website, international student prospectus, student agreement and/or Letter of Offer, Student Handbook to ensure that students have access to sufficient information enabling them to make an informed decision on their financial commitment to undertake a course/s with AIWT.
- 1.2 AIWT publishes increases in future fees and charges at least 3 months prior in relevant information sources. AIWT informs students in writing and evidence is kept on the students file.
- 1.3 AIWT will not accept any course money from international students on a student visa until such time as the student has accepted the International Student Course Acceptance Agreement. This can occur concurrently however. Sometimes, due to differences in time zones and similar issues related to dealing with other countries, monies can be received before the International Student Course Acceptance Agreement has been received. In these situations, any monies received from the international student or their representative will not be drawn down upon until a course acceptance of the place offered by the student.
- 1.4 Tuition and administration fees are non-transferable to other students or other institutions.
- 1.5 AIWT holds all pre-paid student fees received from future students in a secure bank account. Student fees are drawn upon once the student has commenced their studies.
- 1.6 AIWT does not collect more than 50% of the total tuition fee unless the student or their sponsor informs AIWT in writing to choose to pay more than 50%. Prepaid fees are protected through the Tuition Protection Service (TPS).
- 1.7 AIWT securely stores a copy of the Letters of Offer including the written agreement outlining the student fees and charges and the Student Course Acceptance Agreement in the Student Management System.

Invoicing and Payment

- 1.8 AIWT accounts issues regular invoices for each study period 4 weeks prior to a study period/ term start listing itemised components of course related fees & charges (GST Free). If applicable additional goods and services purchased will be invoiced separately e.g. airport pick up, additional mentoring or coaching or equipment which are optional, but a student may wish to access.
- 1.9 Fees must be paid as per the payment schedule outlined in the Letter of Offer. AIWT prefers to receive payment by electronic bank transfer, EFTPOS or Credit Card (surcharge applies). International students must ensure that they add their Student ID and Full Name when transferring money into the nominated AIWT bank account.
- 1.10 AIWT issues a receipt for every payment made to AIWT. It is highly recommended that students keep their payment records in a secure place.

International Fees, Charges and Refunds Policy and Procedure (CRICOS)

Issuing of Qualification/s

1.11 AIWT will issue qualifications and record of results only if all fees relating to this qualification are paid in full.

Late Fees and Non-Payment of Fees

1.12 All AIWT Fees must be paid by the due date.

1.13 AIWT will issue one (1) warning letter for overdue fees via email.

1.14 AIWT will issue a **Notice of Intent to Cancel** the enrolment (NOITC) if overdue fees are not paid within 7 days, after the warning letter has been sent. The issuing of a NOITC will automatically attract a \$100.00 late fee and immediate lock out of MOODLE.

1.15 International Students must immediately make arrangement with the AIWT accounts team to avoid being cancelled for non-payment of fees.

1.16 Entering a debit arrangement (Payment Plan) will incur a 5% service fee. This will be added to the amount owed.

1.17 All direct debit plans must commence and end within the term. This means no amounts owing can be carried to the next term of study.

1.18 Any direct debits dishonoured by the bank will incur an additional \$100 dishonour fee. This fee is applicable to each default. Again, the amount will be added to the current amount owing and needs to be cleared within the term.

1.19 Continuous Non-Payment of Fees will result in the following actions by AIWT:

- Remove access to AIWT's resources, computer systems or online course;
- Withhold academic transcripts and/or qualifications;
- Cancellation of enrolment;
- Report Non-Payment of fees on PRISMS to inform the Department of Education and the Department of Home Affairs;

1.20 Outstanding debts will be referred to a debt collection agency where fees are more than 35 days past the due date and where no alternative arrangements have been made.

Policy Access

AIWT students are made aware of the Fees, Charges and Refunds Policy before a student accepts the enrolment through the Letter of Offer. The policy is easily accessible through the AIWT website and MOODLE.

Fees and Charges

All Fees and Charges are listed and explained in APPENDIX B

2. Refunds of Prepaid Fees

2.1 AIWT's Refund Policy (CRICOS) includes provision for refunds of

- tuition fees
- resource fees
- accommodation services (where relevant)
- airport pickup (where relevant)
- Refunds for OSHC should be referred to the OSHC provider (where relevant)

2.2 This policy applies to all intending, commencing and continuing international students who have paid fees in advance.

2.3 As soon as an international student accepts a place offered by AIWT and pays the associated fees, a binding contract is created between the student and AIWT which is outlined in the Letter of Offer and the attached terms and conditions of enrolment.

2.4 International students who apply for a refund under this policy are afforded the principles of natural justice, including the ability to lodge a complaint or appeal against any decision relevant to an application for refund request.

2.5 This policy and the availability of complaints and appeals processes do not remove the right of any student to take action under Australia's consumer protection laws.

International Fees, Charges and Refunds Policy and Procedure (CRICOS)

Student Default

Student Visa Refusal

- 2.6 If a student visa application has been refused by the Department of Home Affairs (DOHA), the student agrees to provide AIWT with a copy of the decision letter from DOHA to confirm that the student visa application has been refused.
- 2.7 For the student to receive a refund, a copy of this letter must be provided to AIWT as evidence of the visa refusal and in order for the student to obtain a refund in accordance with the Refund Policy (CRICOS).

Student Visa Refusal due to Fraudulent Documents

- 2.8 If a student visa application has been refused by DOHA due to fraudulent documents, the student is not entitled to a refund.
- 2.9 Where the refusal letter is not provided, the refund will be calculated as per a student withdrawal as listed in APPENDIX A.

Student withdraws enrolment prior to course start

- 2.10 Where a student cancels or defaults in accordance with the meaning given in this policy, the cancellation fee and/or refund listed in APPENDIX A applies.
If a student withdraws due to compassionate or compelling reasons, AIWT encourages the student to provide sufficient evidence in their application and attach evidence from a third party.
- 2.11 Students who have not prepaid fees when entering an AIWT pathway course and are not financial at the time of cancellation need to consider the following:
- A cancellation fee applies as listed in APPENDIX A
 - If any fees are outstanding or overdue, these fees must be paid prior to AIWT cancelling the enrolment.
 - AIWT reserves the right to engage a debt collection agency to collect outstanding fees.

Student withdraws enrolment after course start

- 2.12 Where a student cancels or defaults in accordance with the meaning given in this policy, the cancellation fee and/or refund listed in APPENDIX A applies.

Provider Default

- 2.12 In the unlikely event AIWT ceases to provide a course of study and AIWT is at fault, all unspent pre-paid tuition fees to date will be refunded to the student within fourteen (14) days of the default day including other associated fees, AIWT will:
- offer you an alternative place at AIWT expense, that is accepted by you in writing; or
 - refund any prepaid fees or the unused portion.

Tuition Protection Service

The TPS is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- Complete their studies in another course or with another education provider; or
 - Receive a refund of their unspent tuition fees.
- 2.13 If AIWT is unable to provide a place in an alternative course and AIWT is not in a position to refund the unexpended pre-paid tuition fees, AIWT will notify the TPS Director within three (3) business days of the default or intention to default. At this time, AIWT will have fourteen (14) days to satisfy its tuition protection obligations to current students.
Subsequent to the fourteen (14) days lapsing, AIWT will have a further seven (7) days to advise the TPS Director of the final outcome.
The student shall be referred to the Tuition Protection Service www.tps.gov.au, who will place the student in a suitable alternative course or if a suitable course cannot be found, pay a refund as calculated by the TPS Administrator.

International Fees, Charges and Refunds Policy and Procedure (CRICOS)

Where the student wishes to obtain further information about the Tuition Protection Service (TPS), it can be found at the following website: <https://tps.gov.au/StaticContent/Get/StudentInformation> . For further information relating to the Tuition Protection Service (TPS) see APPENDIX C which gives a comprehensive overview of arrangements provided by the TPS.

3. Procedure

How to apply for a refund?

All international students seeking a refund for any purpose must complete the "Application for Refund Form" including any supporting evidence as required and email to futurestudents@aiwt.edu.au if the course has not yet commenced and to studentservices@aiwt.edu.au if the course has commenced.

It should be noted that making an application for a cancellation of enrolment or a letter of release are not indicators that you are also seeking a refund and an "Application for Refund Form" must be completed at all times a refund is being sought.

If the applicant is under the age of 18 years, the guardian must sign the refund form.

A processing time of up to 28 days applies, however students are generally informed in writing within 7 days by accounts if the refund application has been declined.

Circumstances which do not qualify for a refund:

- The international student has no pre-paid fees against their current enrolment;
- If the international student has loaned equipment and/or resources from AIWT which has not been returned;
- A complaint or appeal is in progress that is related or linked to the application for a refund.

Payment of Refunds:

Refunds will be provided into the international student's nominated bank account in their own name unless:

- The international student is under the age of 18 years, in which case, the refund will be provided to the parent or legal guardian responsible for the international student.
- In the event that the international student is deceased or incapable of nominating a bank account, the refund will be provided to the parent or legal guardian as nominated on the international student's emergency contact details form.
- Under no circumstances will an international student's refund be paid to an education and/or migration agent or other third party without the international student's written consent and that consent is written in the English language.

Where a refund is processed for overseas payments for international students in accordance with this policy, international students will be charged any bank fees associated with the transfer of funds which will be deducted from the refund.

Written Confirmation or Decline of Refunds Application

Refunds Approved

In all cases where a refund is approved and processed, the international student will receive a written statement that details how the refund was calculated and where it was paid into.

Refunds Declined

In all cases where an international student applies for a refund and the refund is declined, a written statement will be provided to the international student outlining the reasons for the decision by AIWT to reject the application for a refund.

Refunds Payments made in Error

The student agrees to repay AIWT (on demand) for any payments credited to the student in error. AIWT reserves the right to offset the amount of any over payment made in error against any liability (including any future debt) owing to AIWT by the student.

Processing Time

All refunds, except those for provider default, will be processed within twenty-eight (28) days of the written application being received by AIWT.

Right to Appeal a Decision

Students have the right to access the AIWT complaints and appeals process should they disagree following the "Complaints and Appeal Policy".

International Fees, Charges and Refunds Policy and Procedure (CRICOS)

APPENDIX A

Cancellation/ Refund of Fees – please note that the **Application Fee is non-refundable!**

Student Default – Visa refused

Student Default	Timeline	Evidence Required	Cancellation Fee	Refund
Student Visa refused before Commencement	Before Course Commencement	Copy of Letter from DHA student visa decision	5% of total course fee or \$ 500 whichever is less	Full refund minus the cancellation fee
Student Visa refused due to fraudulent documents	Before Course Commencement	Copy of Letter from DHA student visa decision		No Refund
Student Visa refused after the course has started	After Course Commencement	Copy of Letter from DHA student visa decision	5% of total course fee or \$ 500 or applicable tuition fee pro rata	Refund calculated pro rata

Student Default after student visa has been issued

Student with a student visa withdraws	More than 10-weeks before course start		\$ 750.00 withdrawal administration fee	Full refund on prepaid tuition fees
Student with a student visa withdraws	Less than 10 weeks but more than 4 weeks before course start		\$ 1000.00 withdrawal administration fee	80% on prepaid tuition fees
Student with a student visa withdraws	Less than 4 weeks before course start		\$ 1500.00 withdrawal administration fee	50% on prepaid tuition fees
Student with a student visa withdraws	On course start		Full Course Fee	Nil
Change of Visa Subclass	Less than 10 weeks but more than 4 weeks before course start		\$ 1000.00 withdrawal administration fee	Pro rata minus the withdrawal administration fee
Change of Visa Subclass	Less than 4 weeks before course start	Copy of new visa	\$ 1500.00 withdrawal administration fee	Pro rata minus the withdrawal administration fee
Change of Visa Subclass	On or after course start	Copy of new visa	Full course fee for the applicable study period before eligible to switch to domestic course fees	Nil on prepaid tuition fees for the applicable study period

AIWT Default

AIWT fails to provide the course offered, or terminates a service offered or ceases to operate	At all times	Full Refund if the student wishes to transfer to another provider except if the students gets cancelled by provider due to non-payment of fees or non-progression in their course. If TPS is responsible, please check the website https://tps.gov.au/StaticContent/Get/StudentInformation		
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International Fees, Charges and Refunds Policy and Procedure (CRICOS)

APPENDIX B: Fees and Charges

Type of Fees

Application Fee	Is a one-off fee for an international student visa application and is non-refundable
Tuition Fee(s)	This fee is for the actual course and is stated in the Letter of Offer. If taking multiple courses, the tuition fee is detailed per course including the payment due dates for each study period.
Resource Fee	The resource fee is to cover additional learning resources including books, e-books, industry placements, excursions, WIFI, LMS (MOODLE) etc. It is a once off fee per course and is non-refundable after the course has started.
Withdrawal Fee	The withdrawal fee covers the administration cost of a cancellation

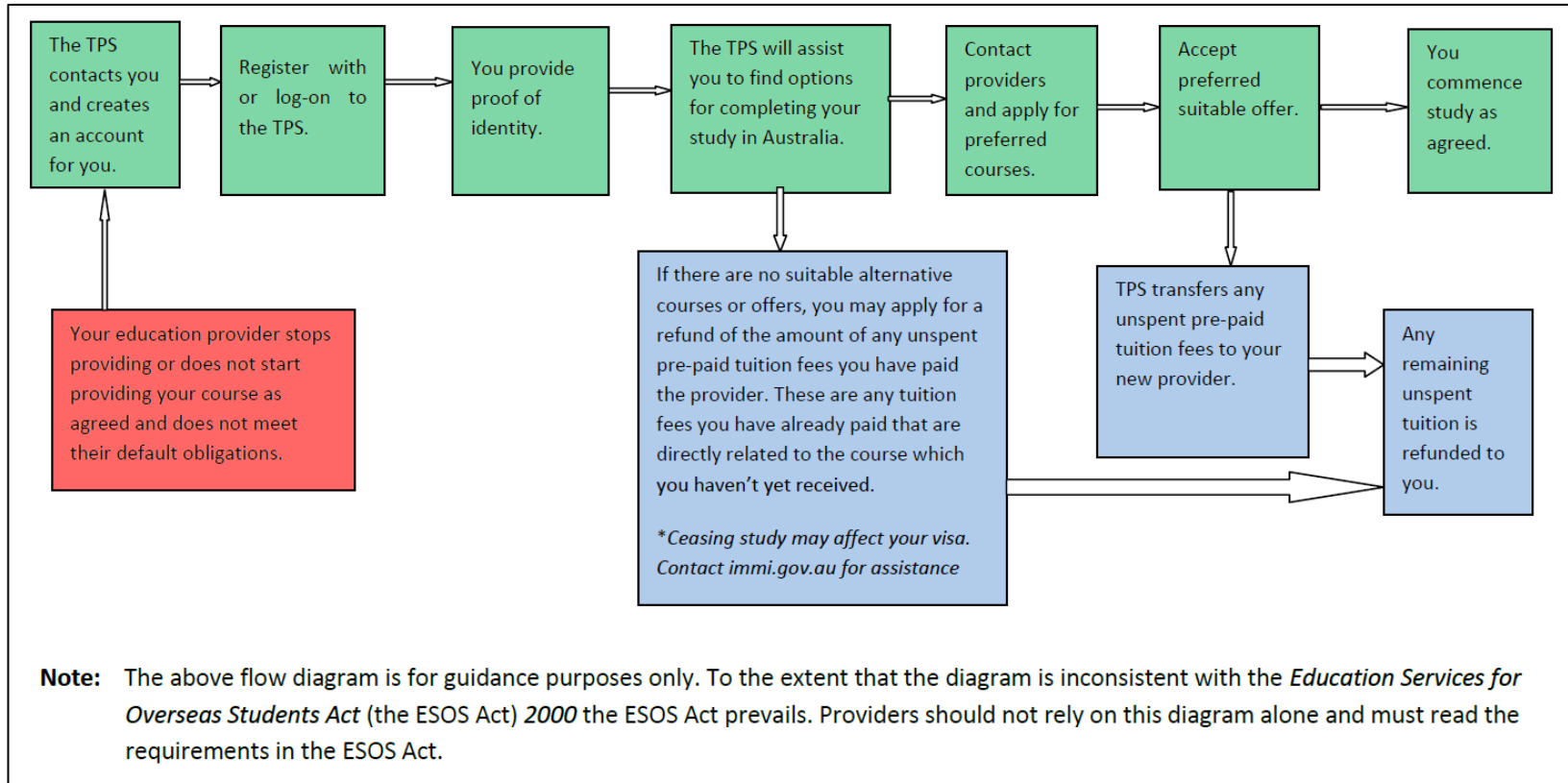
Other Fees and Charges

Credit Transfer	No charge
Recognition of Prior Learning (RPL): Application Fee; and Assessment Fee	\$ 200.00 Depending on qualification/ Unit selection
Re-assessment Fee (CRICOS) per Assessment	\$ 50.00
Reprint of Statement of Attainment	\$ 50.00
Reprint of Testamur	\$ 50.00
Postage of qualification within Australia	Registered mail only \$ 20.00
Postage of qualification outside of Australia	Registered mail only A minimum of \$ 50.00 depending on country
Photocopying & Printing:	\$ 0.20 Black and white \$ 0.40 Colour
Re-issue of Student Card	\$ 20.00
Airport Pick up	\$ 100.00
Late Payment of Fees (issued with warning letter)	\$ 100.00
Cancellation Fees	As per the policy
Credit Card Fees	Mastercard Credit – 0.5% Visa Credit – 0.9% Mastercard Debit – 0.6% Visa Debit – 0.5%
Bank Fees (General)	At cost
Bank Dishonour Fee	\$100.00 per default
Direct Debit Fees	\$ 100.00 to set up facility 5% service fee of the total owing amount
Debt Collection	10% of the total amount outstanding



APPENDIX C

The TPS Overview - How Does It Work for International Students?



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TPS STUDENT BROCHURE



Fees paid in advance

Under the changed rules, providers are not allowed to collect more than 50 per cent of the total tuition fees for the whole course before you start, unless your course is 24 weeks or less.

After you start your course, your provider cannot require you to pay any remaining tuition fees until two weeks before your second study period.

Any money you pay to a provider that is not directly related to your course, such as for homestay accommodation, is not protected under the TPS.

Keep your contact details up to date

It is very important that your provider has your correct contact details and we encourage you to update these whenever they change, however these must be updated at least every six months. The details required are a current residential address, and a mobile phone number and email address (if you have one). Having current contact details will ensure you can be reached in an emergency or if you need to be assisted by the TPS.

Where can I go if I need help?

The Australian Government is committed to ensuring you have a great education experience here.

If, however, you have a complaint about your education provider you may take the matter to an independent complaints handling body. This will be the relevant State Ombudsman if you are enrolled with a publicly-funded provider or the Overseas Student Ombudsman if you are enrolled with a private provider. Visit the relevant state ombudsman's website or www.oso.gov.au, for more information.

Your responsibilities – some tips to make sure you're covered

- Read your written agreement carefully before you sign it – it is a legal contract
- Make sure you are clear about the number of study periods in your course, how the fees are distributed throughout the course and the difference between tuition fees and other types of unprotected fees such as accommodation
- Understand the terms of any refund you may be entitled to if you do not meet the conditions of the written agreement or in the situation where your visa is not approved
- Keep a copy of all receipts for money you have paid to a provider
- Make sure your provider gives you (and you keep) a record of all study completed at each stage of your course
- Let your provider know as soon as any of your contact details change.

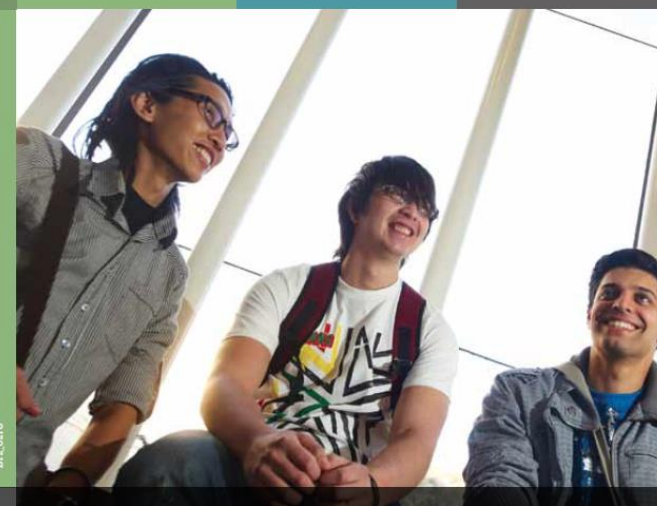
Visit www.aei.gov.au or phone (+61 2) 6240 5069 to find out more about your rights and responsibilities.



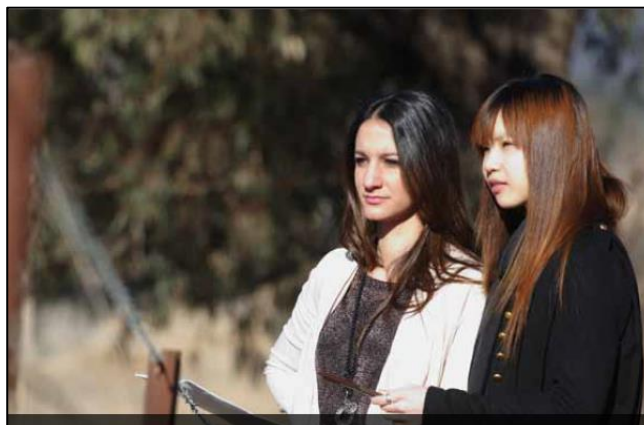
Australian Government

Are you an international student studying in Australia on a student visa?

The Australian Government has brought in new rules to better protect you



Stronger, Simpler, Smarter ESOS – Protecting International Students



Studying in Australia

Australia has been providing high quality education to students from around the world for many years.

Over 1200 Australian providers teach international students who are in Australia on a student visa. Before an education provider can enrol any international student they have to meet all the same high quality standards required for Australian students, as well as extra requirements to protect the interests of international students. These requirements are in the ESOS Act, which was reviewed in 2009 and since updated to make it simpler, smarter and stronger.

Both publicly-funded and private education providers must meet the same quality requirements and be registered under the ESOS Act.

Providers who deliver education and training to international students may be large or small, deliver one level of course or a mix of courses from basic English language programs through to higher education awards.

What is the ESOS Act?

The *Education Services for Overseas Students Act 2000* (the ESOS Act) and related laws set out the requirements for education institutions (providers) who deliver education services to international students on a student visa. These laws are there to protect international students and also help ensure students meet student visa conditions for attending classes and making satisfactory progress in their studies while in Australia.

What's changed?

For many years Australia has been a world leader in protecting the tuition fees of international students studying in Australia on a student visa.

Changes to the ESOS Act make these protections even stronger. Additionally an Overseas Students Ombudsman was established in 2011 to assist overseas students who have a complaint about a private provider. Students of publicly-funded providers already have access to the relevant State Ombudsman.

Most international students have a positive study experience in Australia and one of the reasons they choose to come to study here is because they are well-protected by providers and the Government. On the rare occasions that a provider is unable to deliver a course you have paid for and does not meet their legal obligations to make alternative course placements or provide you with a refund, it is good to know there is help available.

From 1 July 2012 a Tuition Protection Service (TPS) will operate, backed by all education providers who enrol international students.

Additionally, providers:

- must meet stricter requirements to be registered with the Australian Government
- face tougher penalties if they don't assist or refund students according to the law
- must keep accurate records of student contact details and any units of study completed.

What is the TPS?

The TPS will help you quickly find another course, if your provider can't deliver the course you have paid for. The TPS will use an online placement service to give you all the information you need so you understand your options and can choose an alternative course that best suits you. Additional assistance will be available if you need it. You will still have to meet all the course entry requirements of another provider and any extra costs if the provider is more expensive than the one you originally enrolled with.

What if I can't find a course that I like?

If you are unable to find an alternative course after a reasonable period of time set by the TPS, the TPS will refund you the tuition fees you have paid for the part of the course that you haven't yet received. If you do receive a refund, you are still required to meet all the conditions of your student visa in terms of having a current enrolment. For more information on your student visa obligations, please visit the Department of Immigration and Citizenship (DIAC) website: www.immi.gov.au.

What if I need a new student visa?

If you require a new student visa as a result of a closure of an education provider, you should contact DIAC immediately. Contact details are available on the DIAC website: www.immi.gov.au

Written agreements

Under Australian law, when you accept an offer of a course, it must be in the form of a written agreement. This is the document that you sign when you enrol with an education provider.

In your written agreement, providers must give you detailed information on:

- the course you are enrolled in
- payment plan for tuition fees including the number and length of each study period
- any non-tuition fees
- refund entitlements in different situations
- course requirements including minimum English language
- requirements on attendance and making satisfactory progress
- any services that can support you or keep you safe.



Version Control

Policy Owner	CEO, Accounts
Policy Number	0802
Approved by	Executive Management 13 June 2018
Version History	
Version 001	Original creation
Version 002	Update reflects improved AIWT processes under new management Improved lay out Update to incorporate the National Code 2018 Improved the use of plain language and logical flow of events
Version 2.1	Page 6 Clause 1.15 Long standing debts to be handed to debt collector have been reduced to 35 days from 40 days Direct Debit Fees have been adjusted from \$ 10.00 per payment to a \$ 100.00 set up fee
Version 2.2	Feb 2019 - Cancellation by student after course start – cancellation fees for the applicable study period made clearer
Version 2.3	January 2020 – Adjusted fee for payment plan to 5% on the owing amount and adjusted wording around non-payment of fees, due date and consequences of non-payment e.g. lock out of MOODLE, warning letter to attract \$ 100 late fee.
Version 2.4	August 2020 – Update of Footer Address to West Perth, DHA to DOHA Change of Visa Status to Change of Visa subclass and adjusted Withdrawal fee to a flat fee instead of %.

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