



Document Control

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## Fees Policy

### 1. Scope

The *Fees Policy* applies to all students, and to all fees and charges payable to King's Own Institute (KOI) for tuition and related ancillary services of an academic nature. This also includes any such fees paid to an education agent to be remitted to KOI.

### 2. General Provisions

Up-to-date information about fees and charges is available to students online on the KOI website (<http://www.koi.edu.au>). Students are expected to check this website frequently for important information and updates.

Tuition fees may be refundable under some timings and circumstances. Other fees and charges, when incurred, are not refundable (see Section 7 below).

This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws or to pursue other legal remedies.

All staff designated to access information relating to fees applications are obliged to preserve confidentiality in accordance with KOI's *Privacy Policy*, *Student Code of Conduct* and relevant privacy legislation. Records relating to fees applications will be retained and disposed of in accordance with the *Records Management Policy*.

### 3. Publication of Fees

Course and unit of study fees and Census Dates for students wishing to enrol in the first half of any year will be available on the KOI website [www.koi.edu.au](http://www.koi.edu.au) from 01 October of the preceding year, and by 01 April for students wishing to enrol in the second half of any year.

Fees for future study periods published in brochures and on the KOI website are indicative and subject to annual increases.

### 4. Tuition Fees

Course tuition fees are approved by the Governing Council, and subject to annual review.

Unit of study tuition fees are calculated as a portion of the total course fee, based on the unit of study contribution to the Equivalent Full Time Study Load (EFTSL) for the course.

Tuition fees cover the costs associated with studying at KOI including:

- course materials, such as unit of study outlines, reading lists, tutorial or seminar topics and problems, assignment and essay questions, and requirements and guidelines for the presentation of work;
- access to library books, periodicals and guides;
- access to computers or other online resources;
- admissions services, including application costs, except for special admissions tests;
- examinations or assessments;
- reassessment of results where a student has failed an assessment and thereby failed a unit of study.



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

Students will be charged the full amount for repeating units.

#### 4.1 Variations of Fees

KOI will not normally vary fees within a calendar year.

KOI may only vary a published Higher Education tuition fee and/or a published Census Date for a unit of study if:

(a) the variation is:

- (i) necessary because of circumstances that did not apply at the time the student contribution amount was determined under subsection 19-87(2) of the *Higher Education Providers Act 2003* or the tuition fee was determined under subsection 19-90(2) of *the Act*; or
- (ii) to correct an administrative error;

and

(b) KOI has advised the *Department of Education and Training* in writing, of its intention to vary the student contribution amount or tuition fee at least 5 working days before making the variation;

and

(c) where the variation to the student contribution amount or tuition fee for a unit of study will, in KOI's reasonable view, disadvantage a student (as per *Higher Education Provider Guideline 5.25.5*) enrolled or seeking to enrol in the unit of study affected by the variation, but it is made up to two months before the Census Date.

Where a variation is made under the above conditions, KOI will withdraw the previous schedule and publish the new fees schedule on the KOI website as soon as practicable after making that decision.

## 5. Payment of Tuition Fees

International students must pay their fees for each study period in advance in accordance with the current certificate of enrolment which provides admission to their course.

Domestic students must pay their fees for each study period on or before the Census Date.

Students who experience difficulty paying their full tuition fees by the due date may be granted permission to pay their fees by instalments – this is subject to written application and **only** granted in circumstances that are accepted by KOI as **compassionate and compelling (special)**. Additional fees and conditions may be applied – students in this situation should speak to a Finance and Accounts Officer for more information.

Students who are unable to pay their fees as above, and where special circumstances do not apply, may not be permitted to enrol. Poor financial planning does not constitute special circumstances.

## 6. Non-refundable Fees and Charges

Some administrative and incidental fees and charges are not refundable once incurred. They are charged separately from tuition fees. Non-refundable fees and charges may include things such as:

- special admissions tests
- goods or services that are in addition to tuition fees and are 'incidental' to the students studies
- fines or penalties that are not to raise revenue or cover administrative costs, e.g. fines or penalties for late enrolments, late variations to enrolments, late withdrawals from a course; or a review of grade, if a student has already passed the unit of study, but wants to improve their grade.

Non-refundable fees and charges may change, or be added to from time to time. Current non-refundable fees and charges are listed on the KOI website [www.koi.eud.au](http://www.koi.eud.au) and in the table below.



Current (as at 12 May 2016) KOI non-refundable fees and charges include:

Item	Fee
Enrolment Fee - International Students only (includes RPL assessment if relevant)	\$250
Revised eCoE – International Students only (2 <sup>nd</sup> or subsequent eCoE issued for any reason)	\$150
Reinstatement of Enrolment Fee - International Students only	\$250
RPL Assessment after eCoE issued - International Students only	\$100
RPL Re-assessment – Domestic students after Census Date	\$100
Simulation software licence fee (if applicable)	At cost set by the software provider (indicative cost - \$68.00 in T0115)
ID Card Replacement	\$10
Late payment Fee	\$200
Late withdrawal fee – International Students only	See 5.1 points 6 and 7 of the <i>International Student Refund Policy</i>
Replacement Testamur	\$50
Interim Transcripts	\$10
Replacement Completion Letters	\$15
Replacement Official Transcript	\$15
Replacement Cross-Institutional Transcript	\$15
Library Late Return Fee	\$2 per day
Library lost Items	\$200
Additional Printing	10c per single sided page
Hire of graduation gown and mitre	At cost

## 7. Refunds

Under some circumstances students who withdraw from unit(s) of study may be eligible for a full or partial refund depending on timing of withdrawal and other circumstances.

For full details of Refunds please see the *Domestic Student Refund Policy* or the *International Student Refund Policy* (both available on the KOI website [www.koi.edu.au](http://www.koi.edu.au)).

## 8. Penalties for Non-Payment

Any student who has an overdue debt to KOI and does not make full payment shall cease to be entitled to any privileges of KOI and KOI may at its discretion cancel enrolment (automatically withdrawing access to KOI services including classes, email, library, insurance, etc.), and refuse access to official documentation (examination results, graduation, etc.).

Late payment fees may be charged to encourage students to pay their invoices by the due date or Census Date (as applicable), as shown in the *Letter of Offer and Written Agreement*. A late payment fee will apply to any fees paid after the due date or Census Date (as applicable) during a study period.

A student's enrolment may be discontinued for non-payment of fees. To be reinstated, cancelled students must pay all outstanding amounts, including late fees, and may be charged a reinstatement charge, depending on circumstances

Appeals against cancellation and late payment fees must be submitted in writing to KOI within 20 working days of the notice of penalty.

KOI will take appropriate legal debt recovery action where students default on payments.



## 9. Privacy

KOI will maintain the confidentiality and security of student information. However, information collected from students in the application process will, as required, and in accordance with the *ESOS Act*, The *National Code 2007* and the *Migration Act 1958*, be provided to the *Department of Education*, the *Department of Immigration and Border Protection (DIBP)* and other State or Territory government agencies. KOI is bound by the *Australian Privacy Principles (APPs)* under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* with respect to the collection, use and disclosure of personal information. For more information please see KOI's *Privacy Policy* available on the KOI website.

## 10. Australian Consumer Law

This *Fees Policy*, and the availability of a complaints and appeals process, does not remove the right of a student to take action under Australia's consumer protection laws.

## 11. Definitions

<i>Census Date</i>	The official deadline (generally the end of Week 4 of a trimester) for Domestic Students to finalise enrolment and fees in a unit of study or course. KOI determines a Census Date for each trimester. Census Dates are published on the KOI Website <a href="http://www.koi.edu.au">www.koi.edu.au</a> and in the <i>Student Handbook</i> (also available via the KOI website)
<i>Due date (for payment of fees)</i>	The deadline for payment as shown on the fee invoice and indicated in the <i>Letter of Offer and Written Agreement</i> for International Students. Domestic students must pay by the Census Date.
<i>Domestic student</i>	Domestic students are students who are Australian citizens, Australian Permanent Residents (holders of all categories of permanent resident visas, including Humanitarian Visas), or New Zealand citizens.
<i>International student</i>	A student who is not a Domestic Student, including students on temporary residence visas and any visa which allows a student from overseas to study in Australia.
<i>Overseas Student Health Cover (OSHC)</i>	It is an Australian Government requirement that all international students studying in Australia on a student visa are covered by <i>Overseas Student Health Cover (OSHC)</i> for the duration of their visa. If students are accompanied by family and children, they must have the compulsory family policy for <i>OSHC</i> .

\*\*\*\*\* END OF POLICY \*\*\*\*\*