

# Student Fees and Charges Policy



Queensland Institute of Business Technology Pty Ltd

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## Document

<b>Document Name</b>	Student Fees and Charges Policy
<b>Brief Description</b>	Griffith College charges students fees for various activities. In some cases, the fee covers the cost of delivering the service, in other cases, the fee acts as a disincentive or penalty. This Policy applies to all students and outlines student fees and charges.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	04/03/2008
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
11/12/2018	7	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

<b>Name</b>	<b>Location</b>
Refund Policy	<a href="#">Policy HUB</a>
Records Management Policy	<a href="#">Policy HUB</a>
Overseas Student Health Cover Policy	<a href="#">Policy HUB</a>
Enrolment Policy	<a href="#">Policy HUB</a>
Tuition Fees Procedure	Policy HUB
Payment Options Procedure	Policy HUB

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# 1 Purpose and Scope

## 1.1 Introduction

Griffith College charges students fees for various activities. In some cases, the fee covers the cost of delivering the service, in other cases, the fee acts as a disincentive or penalty.

## 1.2 Purpose

The purpose of this Policy is to outline the different types of fees and charges Griffith College students may incur.

## 1.3 Scope

This Policy applies to all Griffith College students.

# 2 Policy Statement

## 2.1 Tuition Fees

Tuition fees are levied by Griffith College to cover the costs of delivering a course or program. The latest tuition fees are available on the [Griffith College website](#). Tuition fees are also published annually in the Griffith College Brochure.

Program tuition fees will vary each year. The total Trimester tuition fees that a student will be liable for may vary depending on the number of courses in which they enrol. Students must pay the tuition fee applicable to a course in the Trimester they are enrolled. Fees on all offerings are subject to change, though Griffith College makes every effort to ensure that they are correct at the time of printing. When fees are increased, all Griffith College agents and representatives are notified.

Tuition fees vary depending on whether the student is local or international. For the purposes of calculating fees payable, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency visa. Tuition fees are levied based on the courses a student is enrolled in on the census date.

It is the student's responsibility to ensure that tuition fees are paid before enrolment at the commencement of each Trimester. If tuition fees are outstanding, the student will be blocked from enrolling in a new Trimester's courses and must contact the Griffith College office immediately.

Students who are granted Permanent Residency status prior to the Census Date for a Trimester will be charged as a domestic student for that Trimester, providing they submit documentary evidence for their change of visa status. Students who are granted Permanent Residency status after the Census Date, will be enrolled in the following Trimester as a domestic student providing, they submit documentary evidence for their change of visa status.

### 2.1.1 New students

- International: Tuition fees for the first Trimester are paid prior to arrival in Australia
- Local: Tuition fees for the first Trimester are paid prior to enrolment at Griffith College

### 2.1.2 Continuing students

Students continuing their studies into the next Trimester will be advised of the due date for payment via the Griffith College Student Portal. Payments not received by the due date will incur a penalty.

For further information, please see the [Tuition Fees Procedure](#).

## 2.2 Fee Estimates & Provisional Invoices

Estimates of a Trimester's tuition fees may be accessed via the Griffith College Student Portal. Under the MyAccount heading, select Fee Calculator. A student may select the courses planned for enrolment in the upcoming Trimester to determine the fee amount. An option will be displayed to "Create Provisional Invoice".

## 2.3 Payment Options

Refer to the [Payment Options Procedure](#) for details. It is the student's responsibility to ensure that an appropriate payment option has been actioned prior to the commencement of Trimester.

A three-part triplicate receipt will be printed for all student fee payments made to Griffith College with a Finance Copy, a Banking Copy and a Student Copy. The student copy will be available for collection from Griffith College for a period of 90 days. After this time, the original student copy will be destroyed by a secure document destruction service. An electronic copy of either the Finance Copy or the Banking Copy the student transaction receipt can be provided on request requested after the original student copy has been destroyed. Please refer to the [Records Management Policy](#) for more information.

## 2.4 Other fees and charges

The Higher Education Support Act 2003 sets standards for incidental fees. The Incidental Fees levied by Griffith College available from the [Griffith College website](#).

All students who are studying on a student visa must maintain current Overseas Student Health Cover. Refer to the [Overseas Student Health Cover Policy](#) for more information.

## 2.5 Unpaid fees

Griffith College reserves the right to cancel a student's enrolment in a course or courses during a Trimester, where the student has an amount outstanding. Where this happens, providing the student remains enrolled in at least one course, the student will receive a credit for the amount charged for the course/s, and will not be required to pay cancellation fees for the course/s. Griffith College will provide the student 5 working days' notice of the intention to cancel enrolment in a course. If this results in the student not being enrolled in any courses, then the student is deemed to be terminated and the Refund Policy applies.

All student accounts which have outstanding fees at the end of a Trimester, will result in final grades being withheld until the account is paid in full. The student's enrolment may be terminated in accordance with the [Enrolment Policy](#). If it is the student's final Trimester with Griffith College, then the official academic record and award certificate (testamur) will be withheld until the account is paid in full. The implications of this situation could result in a student being unable to graduate from Griffith College; or Griffith College withholding results from a new institution which the student wishes to enrol in after their Griffith College studies.

Griffith College reserves the right to initiate debt collection, where deemed necessary, to collect outstanding payments.

## 2.6 Refunds

Tuition fees will not be refunded unless the student has completed, cancelled or withdrawn. For more information, see the Griffith College [Refund Policy](#).