

Fees and Charges Policy

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Contacts	policy@imc.edu.au		
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1. Purpose

The purpose of this policy is to establish the basis of setting tuition fees and charges at the Australian National Institute of Management and Commerce (the Institute). This policy applies to all students and staff at the Institute.

2. Guiding Principles

- This policy intends to address and to provide clarity with respect to the administration and the collection of tuition fees and charges, and to ensure any increase in tuition fees and charges are compliant with Commonwealth government legislation and regulations.
- The Institute is to set its tuition fees in line with its commercial and strategic objectives and to levy tuition fees and charges in line with relevant legislation and internal policies and procedures.
- The Institute's tuition fees are charged at different scales for different cohorts based on student citizenship status, the course taken, and other criteria as established under relevant legislation.
- The Institute is to publish comprehensive information online about tuition fees and charges for students on a timely basis and is committed to ensuring that the administration of tuition fees and charges is consistent with the Institute's published information.

3. Tuition Fees

The Institute sets student tuition fees annually for the year in advance and takes into consideration the following elements when setting the fees. This includes but is not limited to:

- Cost of delivery of programs and units of study including internal operational costs;
- Requirements and limitations imposed by relevant legislation and regulation;
- Market trends; and
- Anticipated budget increases.

The Institute's tuition fees are to be approved by the Institute's Council annually, and all tuition fees will be set and approved in time to meet internal and external timeframes. The Institute reserves the right to amend or adjust its tuition fees provided it meets external and internal requirements, and students are informed on a timely basis. Different rates may be set for non-award courses or units.

4. Tuition Fee Increases

The Institute may increase its fees for currently enrolled students (i.e. returning students) by between 3%-15% each year, but by no more than 30% over 3 years.

Annual tuition fee increases for prospective students will be capped at 25% annually per course or unit for domestic and international students (i.e. year on year increases between different commencing cohorts). Once enrolled, students may be subject to potential fee increases as described above.

The Institute will publish and inform students in writing, by no later than the end of November, for any changes to the tuition fee in the subsequent calendar year. This will be done to ensure that students are fairly notified and therefore not disadvantaged by any tuition fee increase.

The Institute will publish cut-off payment dates for students who are offered a place at the Institute. The tuition fee will be specified in the offer letters. If payment is made after the cut-off date, the student may be subject to a different tuition fee. The different tuition fee usually will be the same rate as advertised to prospective students.

Enrolment and Administrative Charges

- The Institute will levy all students separately for enrolment and administrative charges in accordance with relevant legislation and regulation.
- The Institute will publish enrolment and administrative charges so that information is made available to students.
- The Institute reserves the right to amend or adjust its enrolment and administrative charges provided it meets external and internal requirements, and students are properly informed.

5. Refunds

a) Domestic Students

Tuition fees will be refunded only in the following circumstances:

- i. In the event that the Institute is unable to provide the course, all tuition fees paid are fully refunded
- ii. The student withdraws from a unit of study on or before the census date:
 - a. the fees will be fully refundable, and/or
 - b. the student will not incur a FEE-HELP debt

Note that if the student withdraws from a unit of study after the census date, no tuition fees are refundable, and/or the student will incur a FEE-HELP debt.

Exceptional circumstances may be considered.

b) International Students

Tuition fees will be refunded only in the following circumstances:

- i. The student is refused a visa for study in Australia (formal documentation confirming is required to be provided by the student).

ii. In the event that the Institute is unable to provide the course, all tuition fees paid are fully refundable.

iii. Where a student gives notice in writing at least four (4) weeks before commencement of that semester or the specified date for commencement of a program, they will be entitled to a refund of tuition fees paid for the semester, less twenty per cent (20%) of the prescribed semester fee.

v. Where a student gives notice in writing less than four (4) weeks prior to the commencement of that semester or the specified date for commencement of a program before Census Date, they will be entitled to a refund of tuition fees paid for the semester, less fifty per cent (50%) of the prescribed semester fee.

Note that where a student gives notice in writing of the cancellation of enrolment in a course more than four (4) weeks after the start of the course no tuition fees are refundable.

International Students Fees are protected by the Australian Government's Tuition Protection Service (TPS).

For further information on refunds of tuition fees and charges refer to the Institute's *Student Refund Policy*.

6. Implementation of this Policy

The Institute's Council is responsible for reviewing and approving any changes to tuition fees and charges. The Institute's Finance Team is responsible for publishing fee rates in accordance with Commonwealth publication requirements and is also responsible for administering and collecting the Institute's tuition fees and charges.

Any information obtained by the Institute will be handled in accordance with the Institute's policy on maintaining the confidentiality and privacy of information. For more information refer to the Institute's *Privacy Policy*.

7. Related Documents

Privacy Policy

Student Handbook

Student Refund Policy

8. Change and Version Control.

Historical Version	Approved by	Approval Date
2016.07	Executive Team	12 July 2016