

Student Fees and Charges

Policy

Carrick Higher Education (the Institute) will charge a range of Fees and Charges for programs and courses in relation to market demand.

Enrolment

The student shall pay the Institute the Fees referred to in Item 3 of the schedule ("Fees") in the Agreement and Carrick Higher Education shall enrol the student in the course detailed in the Agreement.

There shall be no requirement for Carrick Higher Education to issue any qualification prior to the completion of the Course detailed in item 2 of the schedule. Carrick Higher Education may, at its discretion, vary this condition but only if the Fees referred to in Item 2 of the Agreement are paid in full.

Students are required to have a signed Agreement in place prior to commencing classes.

Definitions

Course Fees or Fees - refers to Fee charged for the qualification/course. All other charges are additional to the Course Fee.

Enrolment Fee - refers to the administration and processing Fee for enrolling a student.

OSHC - refers to Overseas Student Health Cover, medical insurance scheme for overseas students.

1.0 Course Fee Payment

1.1. International Students Only

International Students must pay course Fees, Enrolment Fee OSHC, and any other Fees set out in the Enrolment Agreement to secure their enrolment with the Institute. Furthermore, the following applies:

1.1.1 Students will pay the same Course Fee at time of enrolment until completion of the same course however re-scheduling of any course or subject may incur Fee increases. Enrolment in a new course will result in new Course Fees being charged.

1.1.2 Course Fees will not be transferred to another educational institution.

- 1.1.3 Enrolment Fee, Accommodation Placement Fee and Airport Pickup Fee are non refundable.
- 1.1.4 Course Fees can be paid in full, annually in advance, or an initial deposit of one trimester's Fees is payable on enrolment. Balance of Fees is to be paid in accordance with the payment plan that is set out in the Enrolment Agreement.
- 1.1.5 In accordance with the Enrolment Agreement, late payment of Course Fees will incur:
 - a 7.5% penalty on the Fee instalment owed to the Institute; or
 - a penalty of \$75 per week for every week or part of a week that payment is overdue
- 1.1.6 The Institute reserves the right to take any action it deems necessary if payments are not paid in accordance with the Enrolment Agreement.
- 1.1.7 In the event that a student abandons their course, all outstanding fees due remain payable to the Institute.
- 1.1.8 A refund of Course Fees will only be paid in accordance with the Institute's Refund Policy.
- 1.1.9 Students who need to repeat a subject due to non-satisfactory assessment are required to repay the required Course Fees for that subject for the trimester in which they will repeat.

1.2 Australian Residents Only

Students must pay Course Fees to secure their enrolment with the Institute. Furthermore, the following applies:

- 1.2.1 Students will pay the same Course Fee at time of enrolment until completion of the same course however re-scheduling of any course or subject may incur Course Fee increases. Enrolment in a new course will result in new Course Fees being charged.
- 1.2.2 The VTAC administration Fee (Victoria only) is non-refundable.
- 1.2.3 Course Fees will not be transferred to another educational institution.
- 1.2.4 Course Fees can be paid in full, annually in advance, or an initial deposit of one trimester's Fee is payable on enrolment. Balance of Fees is to be paid on a payment plan that is set out in the Enrolment Agreement.
- 1.2.5 In accordance with Enrolment Agreement, late payment of Course Fees will incur:
 - a 7.5% penalty on the Fee instalment owed to the Institute; or

- a penalty of \$75 per week for every week or part of a week that payment is overdue
- 1.2.6 The Institute reserves the right to take any action it deems necessary if payments are not paid in accordance with the Enrolment Agreement.
- 1.2.7 In the event that a student abandons their course, all outstanding fees due remain payable to the Institute.
- 1.2.8 A refund of Course Fees will only be paid in accordance with the Institute's Refund Policy.
- 1.2.9 Students who need to repeat a subject due to non-satisfactory assessment are required to repay the required Course Fees for that subject for the trimester in which they will repeat.

2.0 Tuition Fee Protection

The Institute assures the security of international student Fees through its compliance with the requirements of the *Education Services for Overseas Students Act 2000 (ESOS)* and also the Overseas Student Tuition Assurance Scheme (OSTAS) through its membership of the Australian Council of Private Education and Training (ACPET) Australian Student Tuition Assurance Scheme (ASTAS).

3.0 Advanced Standing

The Institute will ensure that a student's prior studies are recognised, providing they are able to demonstrate satisfactory achievement of the performance outcomes within that course requirement. (See CHESMP 6 Advanced Standing and Credit Transfer policy).

- 3.1. A student may receive advanced standing with advanced standing for no more than 50% of the total number of subjects of the course in which they are enrolled.
- 3.2. Students will not be charged Course Fees for subjects for which they have been granted advanced standing.

4.0 Course Materials

- 4.1. Course Fees do not include the cost of buying textbooks, equipment, tools and uniforms required for specific courses.

5.0 Additional Charges

5.1. Course Fees do not include cost of any additional documents required for specific reasons. See charges below for additional documents*:

Re-Issue of Student ID	\$10.00
Attendance letter	\$20.00
Interim Academic Transcript	\$20.00
Re-Issue of Academic Transcript	\$20.00
Replacement Testamur	\$50.00
Letter of Completion	\$20.00

5.2. Fees associated with Graduation*:

Graduation Fee	\$100.00
Amendment to Graduation Fee	\$ 20.00
Regalia Hire Fee	\$ 80.00
Regalia Hire Refundable Deposit	\$ 50.00
Late Regalia Return Fee	\$ 20.00/hour

* Please note that graduates are issued with an academic transcript, testamur, and letter of completion as part of the Graduation Fee. Fees for these items are charged where students specifically request them apart from those issued for graduation.

6.0 Payment Methods

6.1. Students may make payments using the following methods:

6.1.1. Online Payment

6.1.1.1. Students can pay online by using a credit card (American Express and Diners Club credit cards are not accepted).

6.1.1.2. Go to the Carrick website: www.carrickeducation.edu.au or MyCarrick and click on **Pay My Fees**.

6.1.2. Bank Drafts payable to "Carrick Institute of Education",

6.1.2.1. If overseas, bank draft must be sent via Telegraphic Transfer.

6.1.3. Paying in person at the Client Services Department

6.1.3.1. Electronic Funds Transfer (EFTPOS) is available at the Client Services Department.

6.1.3.2. Credit Card Payment at the Client Services Department will incur an additional 2.0% charge.

6.1.3.3. The Client Services Department does not accept payments in cash.

6.1.3.3.1. Students may pay in cash by going directly to the Institute's bank and depositing cash into the Institute's bank account. When depositing cash, students should use the deposit slip issued to them.

Related Policies

CHESMP 6 Advanced Standing and Credit Transfer

CHESMP 28 Refund Policy

CHESMP 35 Deferral, Suspension and Cancellation

CHESMP 49 Higher Education Awards and Graduation Policy

CHESMP 50 Higher Education Awards and Graduation Procedures

Policy Location

P: Drive

MyCarrick

Website