



Student Fees and Charges (non VET FEE-HELP)

Policy

Carrick Institute of Education (the Institute) will charge a range of Fees and Charges associated with programs, courses and services in relation to market demand.

Enrolment

The student shall pay the Institute the Fees agreed to in the Enrolment Agreement and the Institute shall enrol the Student in the course detailed in the Enrolment Agreement.

Students are required to sign the agreement prior to or concurrently with payment of their Fee deposit.

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

Definitions

Course Fees or Fees - refers to the 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.

Guidelines

1.0 Course Fee Payment

1.1 For International Students Only

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 the 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 semester'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.
 - Credit Card Payment at the Client Services Department will incur an additional 2.5% charge
- 1.1.5. In accordance with the Enrolment Agreement, late payment of Course Fees will incur:
 - 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.

1.2 For Local Full Fee Paying Students 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 the 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 semester's Fee 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.
 - Credit Card Payment at the Client Services Department will incur an additional 2.5% charge
- 1.2.5 In accordance with the Enrolment Agreement, late payment of Course Fees will incur:
 - \$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.

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 Act)* and also the Overseas Student Tuition Assurance Scheme (OSTAS) through its membership of the Australian Council of Private Education and Training (ACPET).

The Institute assures the security of domestic student fees via the Australian Student Tuition Assurance Scheme (ASTAS) through its membership of the Australian Council of Private Education and Training (ACPET).

3.0 Recognition of Prior Learning & Obligations to Recognise AQF Qualifications

The Institute will ensure that a student's prior knowledge and skills are recognised, providing they are able to demonstrate satisfactory achievement of the performance outcomes within that course requirement. (See SMP 6 Student Credit Transfer & RPL policy.) Fees are calculated as set out below.

- 3.1. Recognition of Prior Learning Fees will be calculated according to the time taken by teaching / assessing staff to determine competence as listed below:
 - Sydney - Teaching / Assessing cost at \$50 per hour
 - Melbourne - Teaching / Assessing cost at \$48 per hour
 - Brisbane - Teaching / Assessing cost at \$48 per hour
 - Adelaide - Teaching / Assessing cost at \$48 per hour.
- 3.2. Credit Transfer Fees will be calculated at the below price
 - All Campuses - \$4.5 per nominal hour for each accredited Unit of Competency Theory based.
 - \$9 for each accredited Unit of Competency Practical based
- 3.3. This value cannot be applied to promotional offers.

4.0 Reassessment Fees

- 4.1. If a student has been assessed as **Not Yet Competent** in a Unit of Competency during a semester / stage they will be given the opportunity to complete a reassessment during class time within the semester/stage based on their final assessment mark.
- 4.2. A student will not be charged a reassessment Fee if they are assessed as **Competent** during the in-class reassessment process.
- 4.3. Where a student is required to book in a reassessment to be conducted outside of class time, a reassessment Fee will apply.
 - 4.3.1. Reassessment for Theory Units will be charged at \$100 per Unit of Competency.
 - 4.3.2. Reassessment for *Theory Component of Practical Unit of Competency* will be charged at \$100 per Unit of Competency.
 - 4.3.3. Reassessment for *Practical Component of Practical Unit of Competency* will be charged at \$200.
- 4.4. Where a student has booked a reassessment session outside of their regular class time and they fail to attend without good reason, such as a medical condition supported with documentary evidence, the student will be charged a \$50.00 administration Fee for rebooking the session.
- 4.5. Students are allowed to sit for two reassessments for a given Unit of Competency.
- 4.6. If the student is deemed **Not Yet Competent** after two reassessments, the student will need to repeat the Unit of Competency and pay Fees as outlined under Repeat Unit of Competency/Semester/Stage below.

5.0 Repeat Unit of Competency/Stage/Semester Fees

- 5.1. A student may repeat a Unit of Competency/Stage/Semester subject to timetable availability and at the Institute's discretion.
- 5.2. The onus is on the student to inform the Institute of any Unit of Competency that needs to be repeated.
 - 5.2.1. Academic staff will then program the student into the relevant Unit of Competency / Stage / Semester to be completed.

If a student is required to repeat a Unit of Competency, the following Fees apply:

Repeat of Unit of Competency

MELBOURNE/ADELAIDE/BRISBANE PRICES		SYDNEY PRICES	
Course	Price per Unit of Competency	Course	Price per Unit of Competency
Commercial Cookery	\$300.00	Commercial Cookery	\$320.00
Patisserie	\$300.00	Patisserie	\$320.00
Hairdressing	\$300.00	Hairdressing	\$320.00
Hospitality, Tourism, Event Management & Business	\$220.00**	Hospitality, Tourism, Event Management & Business	\$250.00**
Community Welfare	\$250.00	Not Applicable	NA

** Promotional price does not apply in this instance

- 5.3. If a student is required to repeat an entire Stage/Semester of their course, the following Fees apply:

Repeat of Stage/Semester

MELBOURNE/ADELAIDE/BRISBANE PRICES		SYDNEY PRICES	
Course	Price per Stage	Course	Price per Stage
Commercial Cookery	\$3000.00	Commercial Cookery	\$3200.00
Patisserie	\$3000.00	Patisserie	\$3200.00
Hairdressing	\$3000.00	Hairdressing	\$3200.00
Hospitality, Tourism, Event Management & Business	\$2200.00*	Hospitality, Tourism, Event Management & Business	\$2500.00*
Community Welfare	\$2500.00	Not Applicable	NA

* Unless promotional price applies please see Offer Code VOC09

6.0 Course Materials

- 6.1. Course Fees do not include the cost of buying textbooks, equipment, tools and uniforms required for specific courses.
- 6.2. Additional Fees for the cost of materials, additional equipment or other resources necessary to successfully complete a course will be charged.

7.0 Additional Charges

7.1. Course Fees do not include the cost of the following documents:

Re-Issue of Student ID	\$ 20.00
Attendance letter	\$ 50.00
Graded Transcript	\$ 50.00
Interim Statement of Attainment	\$ 50.00
Re-Issue of Certificate	\$100.00
Re-Issue of Work Based Training Student Assessment Manual	\$ 30.00

8.0 Payment Methods

8.1. Students may make payments using the following methods:

8.1.1. Online Payment

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

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

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

8.1.3. Paying in Cash through a bank

8.1.3.1 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.

8.1.4. Paying in person at the Client Services Department

8.1.4.1. Credit Card Payment at the Client Services Department will incur an additional 2.5% charge.

8.1.4.2. The Client Services Department will accept payments in cash.

Related Policies

AP 42 Change of Course Preference

AP 70 Change of Course Procedures

SMP 6 Credit Transfer and Recognition of Prior Learning

SMP 15 Vocational Course Progress

SMP 28 Refund Policy

SMP 35 Deferral, Suspension & Cancellation

SMP 49 VET FEE-HELP Student Fees and Charges

TA 3 Vocational Assessment

Policy Locations

P: Drive

Website

MyCarrick

Student Management SMP 3

Student Fees and Charges

Version: 8.4

Implemented: July 2011

To be reviewed: July 2012

Responsibility: Project Manager Finance & Shared Services

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