

Policy Owner: College Director and Principal

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Intent	1
Organisational Scope	1
Definitions	2
Policy Content	
Fees and Charges	2
Fee Schedule and Fee Inclusions	2
Payment of Fees	3
Late Payment of Fees	3
Penalties for Non-Payment or Partial Payment of Fees and Charges	3
Study Load and Fees for International Students	4
Refunds	4
International Students - Overseas Student Health Cover (OSHC)	4
Domestic Students – Commonwealth Loan Scheme - FEE-HELP	4
FEE-HELP Review Procedure	5
Payment Plans	5
Sponsored Students	6
Scholarships	7
Family Bursary	7
Accountabilities and Responsibilities	7
Related Documents	7
Contact Information	8
Approval History	8

1. INTENT

- 1.1 This Policy articulates the basis on which Edith Cowan College ('ECC' or the 'College') charges Student Fees.
- 1.2 This Policy clarifies:
- types of Fees and charges;
 - delegated authority to determine Fees and charges;
 - scholarships and bursaries available to Students;
 - the administration of Fees and charges for Sponsored Students; and
 - penalties for non-payment of Fees and charges; and
 - Fees and charges payment terms.

2. ORGANISATIONAL SCOPE

- 2.1 This Policy applies to prospective and Enrolled ECC Students.

3. DEFINITIONS:

- 3.1 The *Glossary of Policy Terms* applies to this Policy.

4. POLICY CONTENT:

Fees and Charges

- 4.1 ECC may charge fees for Enrolment, Tuition, penalties, materials provision and various other activities.
- 4.2 ECC has the right to increase Course or Tuition Fees and charges from time-to-time without notice.
- 4.3 Tuition fees are published on the [ECC website](#).
- 4.4 A binding contract is created between ECC and a Student when an applicant accepts an offer made by ECC and pays Fees.
- 4.5 To be considered Enrolled at ECC, Students will have paid applicable Fees and charges, or arranged payment terms, prior to commencement of classes in any Study Period – see the [Enrolment Policy](#).

Fee Schedule and Fee Inclusions

- 4.6 Tuition Fees are charged according to the approved Tuition Fee for the Course. Unit fees vary by Course and/or type of Unit.

Payment of Fees

- 4.7 All Students must pay Fees prior to commencement of studies to secure their place. The amount of deposit required is stated in the Letter of Offer.
- 4.8 The total Tuition Fees stated in the Letter of Offer are indicative only and are based on a Full-Time Study Load for one Study Period. The final Tuition Fees incurred may vary depending on Unit selections, Study Load and promptness of payment. ECC holds a credit to the Student account where the incurred Tuition Fees are less than the amount paid in advance.
- 4.9 Throughout their Enrolment, Students are required to pay the Fee for each Study Period by the due date.
- 4.10 A Student who fails to pay each Study Period Fee in full by the due date may have their Enrolment terminated and (in the case of International Students) subsequently reported to Immigration for Cancellation of Enrolment due to non-payment of Fees.

Late Payment of Fees

- 4.11 Payments made after the due date may incur a late payment penalty.
- 4.12 If fees remain unpaid after Week Four (4) of the Study Period, the Student will be issued with a *Notice of Intention to Report* for non-payment of Fees.
- 4.13 Final results will be withheld until full payment, including late penalty charges, has been received.
- 4.14 Students will not be allowed to re-Enrol in Courses or re-Register in Units until all

outstanding debts are settled.

Penalties for Non-Payment or Partial Payment of Fees and Charges

- 4.15 If a Student owes fees and discontinues their Enrolment, re-Admission will be refused until the outstanding balance including late charges is paid in full.

Refunds

- 4.16 Refunds of Tuition Fees and Charges will be calculated and issued according to the [Refunds Policy](#).

International Students - Overseas Student Health Cover (OSHC)

- 4.17 It is a condition of an International Student visa that the Student obtains and maintains Overseas Student Health Cover (OSHC) for the duration of their program and time in Australia.
- 4.18 ECC collects funds for OSHC during the Admissions process and sends them to ECC's partner OSHC provider, which arranges the cover for the Student. The OSHC cost is listed in the Letter of Offer.
- 4.19 An International Student may arrange their own OSHC, at their own cost. Evidence of OSHC must be provided to ECC Admissions by the Student.

Domestic Students - Commonwealth Loans Scheme – FEE-HELP

- 4.20 Provisions of the Commonwealth Loans Scheme FEE-HELP are determined by the Commonwealth Government.
- 4.21 A Student who provides false or misleading information shall have their Offer of Admission withdrawn, their Enrolment terminated and FEE-HELP debt forfeited.
- 4.22 Each Study Period, the Student will be provided with a Commonwealth Assistance Notice setting out the amount of their Tuition Fees and the amount which has been converted to a FEE-HELP Loan.
- 4.23 Students have fourteen (14) Calendar Days from the date of the Commonwealth Assistance Notice to advise ECC if they believe that there is an error in the Commonwealth Assistance Notice.
- 4.24 Students are responsible for meeting their obligations under the FEE-HELP Loan.

FEE-HELP Review Procedure

- 4.25 A Student may apply for FEE-HELP re-credit after the Census date if the Student has been unable to complete the requirements of a Unit of Study and the Student can provide sufficient evidence that this was due to Exceptional Circumstances beyond their control.
- 4.26 A Student must complete and lodge the ECC Request for FEE HELP Form within the [timeframes set for FEE-HELP re-credit by the Australian Government Department of Education, Skills and Employment](#).
- 4.27 ECC will make a decision on such requests within thirty (30) Calendar Days of their receipt.
- 4.28 A Student cannot apply for a re-credit if they have successfully completed a Unit.

- 4.29 Where a Student is not satisfied with the decision made by ECC, they may lodge a Formal Complaint within twenty-eight (28) Calendar Days, as per the [Student Complaints Policy](#).
- 4.30 ECC will inform Students in writing the outcome of a Formal Complaint and will inform Students of their right to lodge a grievance with the [Administrative Appeals Tribunal \(AAT\)](#).

Sponsored Students

- 4.31 A Sponsored Student is an International Student for whom there is an agreement between ECC and a Sponsor for all or part of the Student's fees to be paid to ECC by the Sponsor.
- 4.32 A proposed Sponsorship Agreement must be in the form required by ECC and must be approved by the College Director and Principal before it is implemented.
- 4.33 Upon approval of a Sponsorship Agreement and once a Student has been linked to a Sponsorship Agreement, the Student's liability for Tuition Fees and any other charges is calculated according to the relevant sections of this Policy and apportioned between the Student and the Sponsor.
- 4.34 Where the Sponsorship Agreement does not apply to the total amount of Tuition Fees and/or any other charges, the Student is required to pay the balance by the due date to avoid incurring a late payment charge.
- 4.35 A Statement of Account is issued to the Student indicating the portion of Fees and charges for which the Student is liable under the Sponsorship Agreement.
- 4.36 A separate invoice is issued to the Sponsor for the portion of the Student's Fees and charges which the Sponsor is liable for under the Sponsorship Agreement.
- 4.37 Students are required to pay their portion of the charges by the due date as specified on the Statement of Account. A late payment Fee will be charged if the amount due is not paid in full by the due date. The penalties for non-payment or partial payment apply in respect of the portion of Fees and charges for which the Student is liable under the Sponsorship Agreement.
- 4.38 Payment by the Sponsor is required according to the Statement of Account and invoice documentation sent to the sponsoring body by ECC.
- 4.39 Sponsors will be subject to ECC Policy for debt recovery procedures and, at the discretion of the College Director and Principal (or Nominee), may have legal action imposed to recover such charges as are outstanding.
- 4.40 A Sponsor's debt would not normally cause a financial encumbrance to be placed on a Student; however, in specific circumstances such action may be taken.
- 4.41 If a financial encumbrance is placed on a Student due to a Sponsor debt, the Student will be informed of such action by the College Director and Principal (or Nominee).
- 4.42 Sponsors may liaise with ECC to negotiate an extension to the due date for a Sponsor payment.
- 4.43 Where a Student is eligible for a refund of Tuition Fees (based on eligibility in the *Refunds Policy*), the Fees paid will be refunded, less the refund processing fee as per the relevant schedule, on application. The refund will be apportioned to the Sponsor in respect of fees paid by the Sponsor and/or to the Student in respect of Fees paid by

the Student.

Scholarships

- 4.44 Where the donor of the Scholarship is external to ECC, the donor will be recorded as the Sponsor of the Student and the details of the donor's scholarship agreement will form the basis of the Sponsorship agreement.
- 4.45 Where the Sponsorship Agreement does not apply to the total amount of Tuition Fees and/or any other charges, the Student is required to pay the balance by the due date to avoid incurring a late payment charge.
- 4.46 Scholarships and Bursaries are non-Refundable – see the *Refunds Policy*.

Family Bursary

- 4.47 The Family Bursary applies where two or more Students from the same family study at ECC or another Navitas institution. The first family member can be studying at ECC at the same time as other family members or may have studied at either ECC or another Navitas institution previously.
- 4.48 The Family Bursary is granted to the second and subsequent family member(s) who study at ECC for all Courses except for ELICOS Courses.
- 4.49 The Family Bursary may only be granted to the same student once, irrespective of the number of family members who are currently or who previously studied at ECC or another Navitas institution.
- 4.50 The Family Bursary covers a proportion of the published Tuition Fee for up to eight (8) Units in the initial Course.
- 4.51 The Family Bursary does not apply to additional Units or repeat Units that may also be undertaken.
- 4.52 Students must pay the full amount for their first four (4) Units as shown on their Letter of Offer to confirm their place at ECC. If the Student remains Enrolled at ECC, at the end of Week Four (4) of their first Study Period, the Family Bursary entitlement for the first Study Period will retrospectively be credited to the Student's account and automatically applied for the remaining Units at time of Registration.
- 4.53 An ECC Student who believes they are eligible for a Family Bursary must complete a [Family Bursary Form](#).
- 4.54 Applications for the Family Bursary will be submitted by Students prior to the first Study Period at ECC.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The **College Director and Principal** is responsible for the operation of this Policy at ECC, following approval of Tuition Fees and charges by the Board of Directors.
- 5.2 All **Students and Staff** are responsible for acting in accordance with this Policy.

6. RELATED DOCUMENTS:

6.1 Relevant to this Policy are:

Admissions Policy
Credit and Recognition of Prior Learning (RPL) Policy
Enrolment Policy
Refunds Policy

7. CONTACT INFORMATION:

For queries relating to this document please contact:

POLICY OWNER	College Director and Principal
ALL ENQUIRIES CONTACT:	Quality and Compliance Manager
TELEPHONE:	08 6279 1133
EMAIL ADDRESS:	justask@ecc.edu.au

8. APPROVAL HISTORY:

POLICY APPROVED BY:	Senior Management Group
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DATE LAST MODIFIED:	January 2018
REVISION HISTORY:	May 2022. Policy Owner changed to College Director and Principal. FEE-HELP Review, Scholarship and Family Bursary information added. Language in Schedules 1-3 made more consistent.
NEXT REVISION DUE:	May 2024