



FEE POLICY

Policy Statement:

The requirement of the ESOS Act 2000 and National Code 2007 requires the providers to outline the necessary fee that a prospective student is required to pay towards his/her studies. The Fee Payment Policy is designed to give a comprehensive knowledge to the students on when and how much they are required to pay during their studies at American College. This policy will be made available to students on College's website www.americancollege.edu.au and Student Handbook.

1) When will American College notify you of fees due?

Your fee is due on the first day your course starts in which you are enrolled. For example, if you are currently studying in Certificate IV and you have a CoE of Diploma of Business too, you will receive orientation letter informing you of the intake date of the course and fee due at least a week before the course starts.

2) How will orientation letter be distributed?

The orientation letter will be distributed to you by postal mail.

Please note: If you change your address, it is a part of your student visa conditions to notify the Institute of this change within 7 days.

It is the **responsibility** of the student to obtain advice regarding the due date.

3) Penalties for not paying fees:

Students are required to pay an initial deposit at the beginning of the course and an Instalment Plan will be made for rest of the tuition amount.

If the fee due is not paid by due date. A First Warning Letter will be issued allowing the student with 7 days to contact the Administration Officer at American College and to pay the dues with late penalty of up to \$200 accumulating over 14 days.

If the student fails to comply with the terms set out in the First Warning Letter issued (Step 4.2). He/she will be issued with a Second Warning Letter allowing him/her 7 days to contact the Administration Department at American College and to pay the dues with the late penalty of up to \$200 accumulating over 14 days.

If the student does not respond to the terms set out in the Second Warning Letter. He/she will be issued with a Notification of Intention to Cancel the Enrolment Letter informing the student that he/she may be reported to Department of Education via PRISMS for Non-Payment of Fee and allowing him/her 20 working days to access the American College's internal appeal process (as outlined in Complaints and Appeal policy).

For more information on this it can be downloaded from
www.americancollege.edu.au

If no Appeals are made between 20 Working days set out in the Intent to Report Letter. The student will be reported to Secretary of Department of Education via PRISMS for Non –Payment of Fees within 14 days.

4) Paying fees in instalments

If paying in instalments, what should I do?

All students wishing to opt for payment plan should indicate at the time of enrolment and sign the payment plan with the Administration Officer.

How many instalments may I pay?

If you wish to pay in instalments, you must pay an initial **deposit** and the remainder can be paid in **easy instalments on monthly basis**.

Payments are to be made as follows:

- 1) Deposit: Minimum deposit payable before the start of the semester.
- 2) Instalment: to be paid every 4 weeks from the Deposit's due date.

Students must pay their entire fees **8 weeks** prior to end date of the course while adhering to the payment plan. This only applies to those students whose application for payment by instalments has been approved.

Once Payment Plan has been approved, you will receive a copy of the application for your personal record.

5) Receipts

Do I receive a receipt indicating how much I have paid? Each time you pay for your fees, you will receive a receipt indicating:-

- Full Payment or Instalment; and
- Your Name and Student ID Number

Please keep the receipts as the evidence of payment/s made to American College for future reference.

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