



ASIA PACIFIC INTERNATIONAL COLLEGE

## General Regulations Governing All Academic Degrees

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## **1. PREAMBLE**

### **1.1. Applicability of General Regulations**

1.1.1. The General Regulations shall apply to all students enrolled in any program at Asia Pacific International College (APIC) and shall govern the entire academic process.

1.1.2. The Registrar of the College is the nominated officer to ensure full implementation of all APIC General and Specific Regulations.

### **1.2. Regulations at Schools and Centres**

1.2.1. These General Regulations should be read in conjunction with the regulations of individual Schools where relevant. However, it is anticipated that Schools and Centres will not introduce any specific regulations unless there are special circumstances such as those that may relate to the requirements of specific professional bodies or that which may be required at law in a specific situation.

1.3. **SUSPENDED**

### **1.4. Regulations Applicable to Research Degrees**

1.4.1. There will be specific regulations applying to students undertaking degrees involving research. These are spelt out in the General Regulations.

### **1.5. Regulations Conflicts**

1.5.1. Where there is a conflict in the aforementioned regulations and unless otherwise stated, the General Regulations shall take precedence.

### **1.6. Institution**

1.6.1. The regulations contained herein apply to Asia Pacific International College, hereinafter referred to as "APIC" or "the College".

1.7. **SUSPENDED**

## **2. ADMISSIONS**

2.1. **SUSPENDED**

2.2. **SUSPENDED**

2.3. **SUSPENDED**

2.4. **SUSPENDED**

2.5. **SUSPENDED**

### **3. STUDYING AT APIC**

3.1. **SUSPENDED**

3.2. **SUSPENDED**

3.3. **SUSPENDED**

3.4. **SUSPENDED**

3.5. **SUSPENDED**

### **4. TUITION FEES, SCHOLARSHIPS AND FINANCIAL ASSISTANCE**

#### **4.1. Fees and Charges**

- 4.1.1. Tuition fees for each course are normally reviewed and updated periodically and advertised on the College web site and other promotional materials. All applicants shall be given full information on the applicable fees and charges as part of the admission package sent to them prior to enrolment.
- 4.1.2. In addition to tuition fees, some administrative charges also apply for admission, enrolment, credit application processing and similar tasks. These charges are advertised on the College web site.
- 4.1.3. Fees are generally payable for each semester in advance of that semester and for the units of study that the student has enrolled in. All due tuition and administrative fees applicable to the semester under consideration must be paid prior to the commencement of the study. A late payment fee may be charged where the fees have not been paid by due date.
- 4.1.4. A student is not formally enrolled and cannot be taught or included in the class list unless all his or her tuition and administrative fees have been paid in full or payment responsibility for the same has been accepted in writing by an employer organisation.
- 4.1.5. APIC charges interest on outstanding fees from the date the fees become overdue. The interest rate shall be equal to that used by the ATO in respect of late payment of taxes. See *Domestic/International Student Non-Payment Guidelines*.
- 4.1.6. A student whose enrolment has been cancelled under the above regulations is liable to pay such charges as may be specified by APIC from time to time to cover the losses incurred due to overhead charges incurred, other additional costs incurred and expenses associated with recovering non-payment of fees owed by subject student.
- 4.1.7. APIC applies a refund policy that is published on the College website. All refunds shall be made pursuant to these regulations and APIC's current refund policy. Different refund policies apply to international and domestic students respectively.
- 4.1.8. International students must pay their due tuition fees for the first semester to APIC; and any other charges required such as the first year's instalment of the International Student Health Cover payment.
- 4.1.9. A student who is liable to APIC for outstanding fees and charges is not entitled to graduate to access his or her results or the issue of an academic transcript, or testamur, or any other official document.
- 4.1.10. APIC's refund policies are at all times in accordance with State and Federal requirements relating to fee charges and refunds of charges for international and domestic students. As a condition of enrolment in a course at APIC the College requires all applicants to familiarise themselves fully with all relevant

College policies, including the Refund Policies advertised on the College web site.

#### 4.2. **Scholarships and Financial Assistance**

- 4.2.1. APIC normally awards tuition subsidies to a limited number of students on the basis of academic or other merit either directly or acting on behalf of particular donors.
- 4.2.2. Scholarships are normally awarded for study in a particular course, covering part or all of that course's tuition fees and are not normally transferable. Specific criteria are attached to the award of particular scholarships.
- 4.2.3. The Registrar will normally receive applications from prospective students for the advertised scholarships in accordance with the relevant conditions.
- 4.2.4. Scholarship recipients are bound by the conditions of their scholarship. Barring exceptional circumstances as determined by the College, the scholarship will be terminated if the holder breaches any of the scholarship conditions.
- 4.2.5. Scholarship holders who seek leave of absence will cease to hold their scholarships for the period of absence and must reapply to have their scholarship reinstated. The application for reinstatement of scholarship shall be considered by the College paying due attention to the student's academic performance and other criteria that the particular scholarship has. Reinstatement of a scholarship is not automatic and is at the College's discretion.

#### 4.3. **Financial Assistance**

- 4.3.1. APIC shall either make a grant payment or loan an amount within the criteria established for financial assistance, normally to those in need of emergency aid and or in severe financial hardship due to no fault of their own. See also *Fee Extension Guidelines*.
- 4.3.2. The purpose of financial assistance is not to provide continuous funding support but to assist individual students in unforeseen circumstances and where they cannot receive support from other sources.
- 4.3.3. All applications for financial assistance must be made in writing to the Registrar in confidence. There is no guarantee that APIC can provide financial assistance to any student. Financial assistance depends on the availability of funds, outside donations and other circumstances.
- 4.3.4. All recipients of financial assistance must agree to abide by the conditions attached to the assistance notified at the time of granting that assistance.
- 4.3.5. Students who are in receipt of a Government loan, such as FEE-HELP do not normally qualify for financial assistance though exceptional cases may provide grounds for considering such applications.

### 5. **ENROLMENT**

- 5.1. **SUSPENDED**
- 5.2. **SUSPENDED**
- 5.3. **SUSPENDED**

**6. ASSESSMENT**

6.1. **SUSPENDED**

6.2. **SUSPENDED**

6.3. **SUSPENDED**

6.4. **SUSPENDED**

6.5. **SUSPENDED**

6.6. **SUSPENDED**

6.7. **SUSPENDED**

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6.9. **SUSPENDED**

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6.11. **SUSPENDED**

6.12. **SUSPENDED**

6.13. **SUSPENDED**

6.14. **SUSPENDED**

6.15. **SUSPENDED**

6.16. **SUSPENDED**

6.17. **SUSPEDNED**

6.18. **SUSPENDED**

6.19. **SUSPENDED**

6.20. **SUSPENDED**

6.21. **SUSPENDED**

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6.24. **SUSPENDED**

6.25. **SUSPENDED**

6.26. **SUSPENDED**

- 6.27. **SUSPENDED**
- 6.28. **SUSPENDED**
- 7. DISTINCTION, HIGH DISTINCTION AND HONOURS DEGRESS**
- 7.1. **SUSPENDED**
- 7.2. **SUSPENDED**
- 8. SPECIALISATION, MAJORS AND MINORS**
- 8.1. **SUSPENDED**
- 8.2. **SUSPENDED**
- 8.3. **SUSPENDED**
- 9. POSTGRADUATE AWARDS**
- 9.1. **SUSPEDNED**
- 9.2. **SUSPENDED**
- 10. ACADEMIC PROGRESSION**
- 10.1. **SUSPENDED**
- 10.2. **SUSPENDED**
- 10.3. **SUSPENDED**
- 11. CODE OF CONDUCT AND DISCIPLINE**
- 11.1. **SUSPENDED**
- 11.2. **SUSPEDNED**
- 11.3. **SUSPEDNED**
- 11.4. **SUSPEDNED**
- 11.5. **SUSPEDNED**
- 11.6. **SUSPEDNED**
- 11.7. **SUSPEDNED**
- 11.8. **SUSPEDNED**
- 11.9. **SUSPENDED**
- 11.10. **SUSPENDED**
- 11.11. **SUSPENDED**

11.12. **SUSPENDED**

## **12. GRADUATION, TRANSCRIPTS AND TESTAMURS**

12.1. **SUSPEDNED**

12.2. **SUSPENDED**

12.3. **SUSPEDNED**

## **13. STUDENT REPRESENTATIVE BODY**

13.1. **SUSPENDED**

13.2. **SUSPENDED**

13.3. **SUSPENDED**

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13.5. **SUSPENDED**

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