Guidelines for Tuition Fees Payment for Domestic and International Students

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General

1. Each prospective student on applying to study at Asia Pacific International College (the College) acknowledges and agrees to the Tuition Fees Payment terms and conditions as an integral part of Letter of Offer and Acceptance Agreement.

2. The terms and conditions set out herein shall apply equally to commencing students and to continuing students, unless specified otherwise.

3. The College reserves the right to amend these Terms at any time without notice.

Fees

1. The annual Domestic and International student Course fees and course durations as advertised by the College are for standard full-time courses, where students are progressing without failures.

2. Domestic/International students who have been permitted to undertake a study load of more than the normal full-time study load are required to pay an additional tuition fee above the normal full-time Domestic/International student course fees, computed pro-rata according to the additional study load.

3. Domestic/International students who have been permitted to undertake a study load less than the normal full-time workload may be eligible for a partial credit or refund of the international student program fees paid, computed as the pro-rata difference between the actual study load undertaken and the normal full-time study load for the course.

4. Where the College determines- in accordance with the above terms-, that a continuing Domestic/International student is eligible for a partial credit of their semester tuition fees paid, the
amount of credit computed accordingly will be transferred as payment or part payment of the student’s fees payable for the next semester or refunded if a valid request has been submitted by the student.

5. Commencing and continuing Domestic/International students are required to pay their semester fees as stated in their Domestic/International Student Offer & Acceptance Agreement throughout their study period with the College.

Payment of Tuition Fees

1. Course tuition fees are payable in Australian dollars.

2. Domestic and International students are required to pay in full the appropriate full-time international student course fees for a semester. The maximum amount that can be paid before a student commences a Program is 50% of the total fees of the total fees.

3. Commencing Domestic and International students are required to pay their tuition fees at the time of accepting a place in a course with the College. Continuing students are required to pay the due fees by the specified date, which will be no earlier than two weeks prior to the start of the semester.

4. A student whose study load in any given semester is less than the normal study load may be eligible for a partial credit or refund of their tuition fees already paid. The status of each student’s enrolment is considered within 4 weeks (or 20 working days) after the first day of commencement of the semester, in accordance with the aforementioned terms.

Fee Extension

Students experiencing financial difficulties may apply for a fee extension, depending of their circumstances and payment history with APIC.

If approved, the Fee Extension is for the one invoice/instalment only. Students will need to lodge a new application for subsequent invoices/instalments.

If approved, students may gain an extension of up to 2 weeks provided they apply before the payment due date specified on their invoice.

Students who do not meet the payment dates set out in their invoice/instalment will not be eligible for future applications for fee extensions and all fees payable for the semester in default will become payable immediately.

Non-Payment of Tuition Fees

Enrolment in a course can only be effected upon the payment in full of the tuition fees and administrative charges for the first semester 4 weeks prior to the commencement of the semester as per the scale of fees and charges published on the College’s website and advised at the time of application. Subsequent tuition payments must be made at least 4 weeks prior to the commencement of the semester under consideration. The College reserves the right to charge a late payment fee of $110.00. This penalty fee will be repeated each week that the tuition fees continue to be outstanding.

The College may exclude, suspend from class or examinations students who have not paid the due fees and charges by the schedule due date. Subsequent reinstatement may be subject to payment of late payment fees
and other charges. If a student continues to default on payment of fees, legal action may be taken to recover the debt. The College reserves the right to recover from the student the costs of any such action taken. This shall be in addition to the late fee and interest charges.

**Payment Plans**

Generally speaking the College does not offer any payment plans. Students who have serious and unavoidable difficulty paying their fees on time due to compassionate and compelling circumstances may apply for a Payment Plan. Compassionate and compelling circumstances include, but not limited to:

1. Bereavement of close family members such as parents, grandparents, spouse or other family member providing financial sponsorship– death certificate should be provided.
2. Major political upheaval or natural disaster in home country resulting in documented evidence of loss of family income.
3. Changed economic conditions in Australia or home country that could not have been reasonably foreseen that has impacted on the student’s capacity to pay fees.

If approved, the Payment Plan is for the one semester only. Students will need to lodge a new application for subsequent semester, though ordinarily the College is not in a position to extend the Payment Plan to cover additional semesters.

If approved, a Payment Plan will allow for a maximum of 4 payments at times specified by the College, with the first payment to be made before the start of the semester to which the Payment Plan applies.

If approved, a Payment Plan will specify the amount to be paid for each of the payments. The amounts specified will be at the request of the student and approved by the Registrar. The first payment must be for a substantial portion of the total fees.

Students who do not meet the payment dates set out in the Payment Plan will not be eligible for future payment plans and all fees payable for the semester in default will become payable immediately.

**Cancellation of Enrolment**

1. Where a student is starting/continuing classes but has not paid fees by the due date the College will issue the student with a notice of intention to cancel the Confirmation/s of Enrolment unless fees are paid by a stipulated date. Failure to pay by the stipulated date will result in the Confirmation/s of Enrolment being cancelled after the internal/external appeal process being completed.
2. Students who have been advised that their enrolment will be terminated due to non-payment of fees will be able to access the College’s Internal Appeal Process.
3. The Payment Terms and associated Guidelines, and the availability of complaints and appeals processes, do not remove the right of the student to take action under Australia's consumer protection laws.
4. Where a Confirmation of Enrolment has been cancelled due to non-payment of fees under this policy the student will no longer be able to attend classes and is deemed to have ceased to study at the College formally.
Associated Documents

- APIC - Refund Application Flowchart
- APIC - Refund Checklist
- APIC - Refund Application Form
- APIC - Fee Extension Application
- Refund Outcome Letter