

International Students Fees Policy

1. Purpose and Objectives

To clarify the requirements and expectations regarding fees, and the College Administrative responsibilities.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Parent/Guardian	The parent(s) or guardian(s) of the international student (or intending international student) who signed the letter confirming the international student's offer of placement at Canterbury College.
Student	A student enrolled at Canterbury College or the parent(s)/legal guardian of a student where that student is under 18 years of age.

3. Policy Scope/Coverage

This policy applies to the College's employees, international students enrolled from Prep to Year 12 and their parent(s)/legal guardian(s).

4. Policy statement

4.1 General

Fees shall be set by the Board and reviewed each year as part of the budget process. The Board reserves the right to change fees at any time. Parents/guardians shall be notified of any changes as they occur.

4.2 Payment of Fees and Charges

4.2.1 Fees are charged per semester. Accounts shall be issued on two occasions through the College year:

4.2.1.1 At the beginning of Semester 1;

4.2.1.2 At the beginning of Semester 2.

4.2.2 All College fees are due within 21 days from the date of issue.

4.2.3 Where accounts remain unpaid after 21 days of the issue of the statement, the student is in breach of their visa conditions, the College reserves the right to take action to recover the fees due.

4.2.4 If it is not possible to pay an account within 21 days of the date of issue, parents are required to contact the Director of Business and Finance immediately in order to discuss other payment arrangements.

4.2.5 If the College fees remain unpaid and no special arrangements have been made that are satisfactory to the Principal then the student's membership of the College shall be terminated until the fees are paid in full, or other arrangements made. No reduction in fees shall be given for such a period of termination.

4.3 Application Fee

The College's Application Fee is not refundable.

4.4 Enrolment Bond

- 4.4.1 The Enrolment Bond must be paid prior to the student's commencement at the College.
- 4.4.2 The Enrolment Bond is refundable within a reasonable time upon written request, subject to:
 - 4.4.2.1 One full term's notice of withdrawal is provided in writing by the parents/guardians to the Principal before the removal of the student and there are no outstanding monies owing to Canterbury College; or
 - 4.4.2.2 The enrolled student completes Year 12 and there are no monies owing to Canterbury College.
 - 4.4.2.3 In the event of the enrolment being cancelled before entry, the bond is not refundable.
- 4.4.3 Should any Enrolment Bond remain non-refundable after 1 year following the student's departure from the College, the Enrolment Bond shall be deemed as a general-purpose donation to the College.

4.5 Semester Fee

- 4.5.1 Any current Semester Fee is not refundable.
- 4.5.2 Parents must give a minimum of one full term's notice, in writing, to the College prior to the withdrawal date. If withdrawal is to be effective at the end of the school year, written notice must be given by the end of Term 3.
- 4.5.3 Full Fee-Paying Overseas Students shall incur a minimum of one Semester Tuition Fees charged irrespective of their actual start date at Canterbury College.

4.6 Action on Overdue Accounts

- 4.6.1 The Board of Directors has determined that the College will not educate students whose fees are unpaid except where special arrangements for payment have been made in writing.
- 4.6.2 A notice of intention to cancel enrolment due to non-payment of fees will be issued. If payment is not received, the student is in breach of their visa and the enrolment will be cancelled. The College is then obligated to report the student to the Department of Home Affairs for non-payment of fees.
- 4.6.3 A notice of intention to cancel enrolment due to non-payment of fees will be issued. If payment is not received, the student is in breach of their visa and the enrolment will be cancelled. The College is then obligated to report the student to the Department of Home Affairs for non-payment of fees.
- 4.6.4 The parents/guardians shall be liable for any expenses, costs or disbursements incurred by Canterbury College in recovering or attempting to recover outstanding monies on an indemnity basis, whether by a debt collection agency fees or solicitors retained by the College.

5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

6. Roles and Responsibilities

College Board

- Responsible for setting and reviewing College fees each year.

Director of Business and Finance

- Responsible for the collection of fees and implementation of the College policy relating to fees.

7. Review

This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College's policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

Version Number:	v1.02021
Policy Library:	College Operations
Responsible Officer	Principal
Approval Authority:	College Board
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Related Policies/Procedures:	International Students Complaints and Appeals Policy International Students Monitoring Course Progress and Attendance Policy International Students Deferment, Suspension and Cancellation Policy International Students Refund Policy International Students Welfare and Accommodation Policy International Students Transfer Policy International Students Entry Requirements Policy
Acknowledgements:	ISQ School Handbook for CRICOS Registration National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Australian Government (DESE) ESOS Framework Department of Home Affairs (Immigration)