

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.
Board	The Canterbury College Board of Directors
Parent/Legal Guardian	The parent(s) or legal 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/ legal guardians shall be notified of any changes as they occur.

4.2 Payment of Fees and Charges

4.2.1 Account statements are issued in January of each year. Payments can be completed in six-month intervals i.e.

4.2.1.1 At the beginning of Semester 1 (during January);

4.2.1.2 At the beginning of Semester 2 (during July).

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 / legal guardians are required to contact the Director of 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 enrolment 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 Enrolment Acceptance Fee

4.3.1 The Enrolment Acceptance Fee is a non-refundable non-tuition fee, payable once upon acceptance of an enrolment.

4.4 Semester Fee

4.4.1 Any current Semester Fee is not refundable.

4.4.2 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.

4.4.2.1 Where a parent / carer wishes to terminate the enrolment contract due to an increase in fees as communicated by the College at the end of the year, the parents/ carers will be provided 14 (fourteen) calendar days in which to provide a written cancellation to the Principal.

4.4.3 Full Fee-Paying Overseas Students shall incur a minimum of one Semester Tuition Fees charged irrespective of their actual start date at Canterbury College.

4.4.4 In special circumstances the requirement for a term's notice may be exempted upon written request. The Principal may make this decision based on the information/evidence provided. The decision to exempt the requirement of a term's notice is at the absolute discretion of the College.

4.5 Action on Overdue Accounts

4.5.1 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.

4.5.2 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 (Immigration and Citizenship) for non-payment of fees.

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4.5.4 The parents/ legal 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

6.1 College Board

- Responsible for setting and reviewing College fees each year.

6.2 Head of Business and Infrastructure

- 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 every two years. Canterbury College, however, reserves the right to review this policy at any time

Version Number:	v2.02026
Policy Library:	International Students
Responsible Officer	Principal
Approval Authority:	Board
Last Approval Date:	March 2026
Review Date:	March 2028
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 – Education Services for Overseas Students (ESOS) Framework Department of Home Affairs (Immigration and Citizenship)