
FEE POLICY

Preamble

This document sets out the arrangements for the setting, payment and refund of ACD topic fees.

Legislation/Standards

Higher Education Support Act 2003 and Higher Education Provider Guidelines

Training and Skills Development Act 2008

AQTF Standards for Registered Training Organisations

Delegations

The ACD Board has delegated overall responsibility for the maintenance of its fee policy to the ACD Executive Officer.

Approvals

This policy was approved by the ACD Board/ACD President on 15 May 2005 and revisions approved on 18 June 2007 and updated January 2011.

Provisions

1. Setting of Fees
 - 1.1 The ACD General Board shall determine unit tuition fees and any other fees in the year prior to which the fees are to be applied.
 - 1.2 Fees will be published on the ACD web site, in the ACD Handbooks and will be posted on ACD Campus notice boards.

2. **Payment of Fees**
 - 2.1 Unit tuition fees and for all courses are payable to the ACD.
 - 2.2 Unit fees will be payable at the time of enrolment. Should a student enrolling at bachelor level or above be unable to pay fees at the time of enrolment, the ACD will require a guarantee from that student's ACD college on behalf of the student, that before the census date for the topics in which the student has enrolled:
 - a) The student will apply for a FEE-HELP loan, or
 - b) The student will pay tuition fees in full for the unit/s in which the student has enrolled, or
 - c) The student will pay part of the tuition fees and apply for a FEE-HELP loan for the remainder, or
 - d) The student's ACD college will pay the ACD for the student's tuition fees. (This will apply whether the student has been offered a scholarship through the college or the student is unable to pay the tuition fees.)

3. **Refund of Tuition Fees (all courses of study)**
 - 3.1 Refund of a tuition fee in full will apply in the following circumstances:
 - a) the offer of admission to a course or unit is withdrawn;
 - b) the ACD is unable to offer the unit;
 - c) a student withdraws before the commencement of the unit.
 - 3.2 Unit fees will be refunded within two weeks of the circumstances detailed in (3.1) above.
 - 3.3 Refund of a unit fee in full will apply if a student enrolls in a unit and then withdraws on or before the census date for the unit.
 - 3.4 The required refund will be returned to the student within six weeks of receiving a written claim from the student.
 - 3.5 Any claim for a refund must be made by the end of the term/semester in which the unit is offered.
 - 3.6 There will be no refund if a student withdraws after the census date for the unit.

4. **Payment of Tuition Fees by Instalments**
 - 4.1 Payment by instalments may be permitted in special circumstances where a student is experiencing financial difficulties.
 - 4.2 For students who wish to pay by instalments, the ACD requires that the student's ACD college provide the guarantee detailed in 2.2 above.