

ADELAIDE COLLEGE OF DIVINITY INC

ACD Fee Policy

Preamble

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

Legislation/Standards

AQTF Standards for Registered Training Organisations

Educational Services for Overseas Students (ESOS) Act 2000

Higher Education Support Act 2003 – Higher Education Provider Guidelines

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.

Provisions

1. Setting of ACD Topic Fees

- 1.1 The ACD General Board shall determine topic 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 ACD Topic Fees

- 2.1 Topic fees for ACD certificate and diploma courses will be payable to the ACD college with which the student is affiliated. Bachelor and master level topic fees are payable to the ACD.
- 2.2 Topic 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 topic/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 Topic Fees (all courses of study)

- 3.1 Refund of a topic fee in full will apply in the following circumstances:
 - a) the offer of admission to a course or topic is withdrawn;
 - b) the ACD is unable to offer the topic;

- c) a student withdraws before the commencement of the topic.
- 3.2 Topic fees will be refunded within two weeks of the circumstances detailed in (3.1) above.
- 3.3 Refund of a topic fee in full will apply if a student enrolls in a topic and then withdraws on or before the census date for the topic, except that for overseas students the ACD will retain 10% of the full semester topic fee.
- 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 topic is offered.
- 3.6 There will be no refund if a student withdraws after the census date for the topic.

4. Payment of Topic Fees by Instalments

- 4.1 Payment by instalments may be permitted in special circumstances where a student is experiencing financial difficulties.
- 4.2 In the case of a student enrolling in the Certificate IV in Ministry or the Diploma of Pastoral Ministry, an application for payment by instalments should be submitted direct to the student's ACD college. Approval for payment by instalments and any payment schedule will be at the discretion of the ACD college. The ACD reserves the right (upon advice from a student's college) to cancel the student's enrolment if an instalment is not paid by the due date as specified by the student's college.
- 4.3 In the case of students enrolling at bachelor level or above who wish to pay by instalments, the ACD requires that the student's ACD college provide the guarantee detailed in 2.2 above.

5. International Students

- 5.1 Sections 2-4 of this document apply to Australian citizens resident outside Australia enrolling by distance mode in an ACD course of study. These sections also apply to students resident outside Australia enrolling by distance mode who are not Australian citizens, except that these students are not eligible for FEE-HELP loans.
- 5.2 In all cases of overseas students seeking to study in Australia, the requirements of the Educational Services for Overseas Students (ESOS) Act 2000 will be met by the ACD.
- 5.2 The provisions of Sections 2-4 above will apply to overseas students except that students in Australia on a student visa are not eligible for FEE-HELP loans and in a case where ACD policy and the provisions of the relevant Commonwealth legislation are in conflict, the provisions of the Commonwealth legislation will prevail.
- 5.3 If an overseas student agrees to the refund policy detailed in this policy document, any refund of fees will be made in accordance with that policy. Agreement will be indicated by signing a copy of this policy document before commencement of the course.
- 5.4 Should an overseas student not agree to the ACD refund policy, the relevant provisions of the relevant Commonwealth legislation will apply.