

## P17 Fees and Charges Policy

### 1. Enrolment

- 1.1 Students are required to choose a payment option offered in the written agreement with the CMI.
- 1.2 Students are required to have a signed written agreement in place prior to enrolment.
- 1.3 There shall be no requirement for Central Melbourne Institute to issue any qualification prior to the completion of the Course. CMI may at its discretion, vary this condition but only if the Fees referred to Fee Payment Agreement are paid in full.

### 2. Fee Payment

- 2.1 Students must pay a deposit of their tuition fees and an administration fee as outlined in the letter of offer.
- 2.2 **For domestic students:**
  - a) CMI will accept payment of no more than \$1000 from each individual student prior to commencement of their course and no more than a total of \$1500 on the course start date.
- 2.3 **For International students:**
  - a) Students, or the person responsible for paying the tuition fees, can choose one of 3 payment plan options provided on the student written agreement to pay their tuition fees.
  - b) Once the student or person responsible for paying the tuition fees, has chosen a payment option and signed the student written agreement, student is required to follow the payment schedule provided.
- 2.4 Enrolment in a new course will incur any new fees charged.
- 2.5 Tuition fees will not be transferred to another educational institution.
- 2.6 Application fee, accommodation placement and airport pickup fees are non-refundable.
- 2.7 Balance of fees (if any) is to be paid on an instalment program outlined in signed written agreement between student and CMI.
- 2.8 Fees paid by credit card will incur a further charge of 2% as a surcharge.

### 3. Course Abandonment

- 3.1 In the event a student abandons the course, all fees due are payable to CMI upon demand.
- 3.2 International students are not allowed by Government regulations to transfer to other Institutes prior to completing the first six months of their principal course.

### 4. Course Deferral, Suspension or Cancellation

- 4.1 CMI may defer, suspend or cancel a student's enrolment in accordance with P13\_ Deferral, Suspension & Cancellation Policy.
- 4.2 CMI may at its discretion defer the commencement date, cancel or vary a course prior to course commencement. In the event of a cancellation before course commencement, CMI will refund fees in accordance with the ESOS Act Section 27 and the student agrees that there shall be no further entitlement to damages whatsoever.
- 4.3 Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement

### 5. Course Deferral, Suspension or Cancellation (Student Initiated)

- 5.1 Students may defer, suspend or cancel their course in accordance with CMI P13\_ Deferral, Suspension & Cancellation Policy.
- 5.2 In the event of deferral or cancellation before course commencement, Central Melbourne CMI will refund applicable fees in accordance with P28\_ Refund Policy.
- 5.3 Upon suspension/deferment of the course, the fees scheduled in Payment Agreement, remain due on the scheduled dates.
- 5.4 Regarding cancellation of enrolment during a course refer to P28\_ Refund Policy.

### 6. Tuition Fee Protection

- 6.1 CMI assures the security of student fees through its compliance with the requirements of the Education Services for Overseas Students Act 2000 (ESOS).

### 7. Recognition of Prior Learning & Obligations to Recognise AQF Qualifications

- 7.1 CMI will ensure that a student's prior knowledge and skills are recognised; providing they are able to demonstrate satisfactory achievement of the performance outcomes within that course requirement

(refer to CMI's P25\_ Recognition of Prior Learning Policy).

- 7.2 Credit Transfer will incur a fee of \$10 per unit but not more than \$50 per course.
- 7.3 Credit Transfer may affect the course duration.
- 7.4 RPL will incur an application fee of \$200 per unit.
- 7.5 Credit Transfer may affect the course duration.

#### **8. Recommencement of Course**

8.1 Students who have left studies at CMI for any reason and return after being away for 10 weeks or more to continue their studies will be charged a recommencement fee of \$200.

#### **9. Course Materials**

9.1 Tuition fees do not include the cost of resource materials, equipment, tools and uniforms required for specific courses. Materials fees cover the cost of course materials and consumables, Textbook and Stationery fees.

#### **10. Additional Charges**

10.1 Tuition fees do not include cost of any additional documents required for specific reasons. See charges below for additional documents:

a) Re-Issue of Student ID Card	\$20
b) Re-Issue of Testamurs and transcript	\$50
c) Re-enrolment per unit	\$300

#### **11. Late Payment of Fees**

11.1 A late payment fee of AUD \$50.00 for every 7 days will be charged if fee paid after the due date as indicated on the student's payment plan.

11.2 If payment of tuition fees is not received within 7 days of payment due date, CMI will issue the student with a reminder notice of overdue fees.

11.3 If payment of tuition fees is not received within 14 days of first reminder notice, CMI will issue the student with a 2<sup>nd</sup> reminder notice of overdue fees.

11.4 If student has not contacted the CMI and payment is still overdue after 28 days from the issue of second reminder notice, CMI will issue the student with an 'Intention to Report to DHA for Non-payment of Fees' notice.

11.5 If no response is received, CMI will report the student to DHA 28 days after issuing the student with an intention to report notice. The student will receive a 'Cancellation of CoE' notice.

11.5 CMI may restrict or withhold services or materials from the student if fees are overdue.

***A maximum of 3 attempts for assessments are allowed, each 'Not Satisfactory' attempt will be reviewed by the Assessor and areas to focus on for further study will be recommended. If after the 3rd attempt the student still cannot complete the assessment task satisfactorily, the student will be required to repeat the unit and bear the re-enrolment costs and the course duration may be affected.***

CMI Material Fee Statement					
Course Code	Course Code & Title	Campus	Fee Type	Fee Inc. GST	Description of Fee
HLT42015	Certificate IV in Massage Therapy	CBD	Material	\$500	Towel Hire 170 towels per student \$195.50 Massage Oil 2 litres per student. \$49.95 Text - Foundations of Massage 3rd Edition Casanelia & Stelfox \$82.95 Face sheild \$5 Paper towel \$100 Hospital grade disinfectant \$19.60 Hand soap \$30 Hand sanitiser \$17
HLT52015	Diploma of Remedial Massage	CBD	Material	\$700	Towel Hire 170 towels per student \$276 Massage Oil 3 litres per student \$70.80 Textbook of Remedial Massage Grace & Deal \$136.75 Face sheild \$5 Paper towel \$130 Hospital grade disinfectant \$29.40 Hand soap \$35 Hand sanitiser \$17
SIS30315	Certificate III in Fitness	Malvern	Material	\$300	The Essentail Guide to Fitness for the Fitness 3E Instructor Marchese \$150 Face sheild \$5 Stationary/Printing/Copying \$145
SIS42015	Certificate IV in Fitness	Malvern	Material	\$300	Fitness Trainer Essentials for the Personal Trainer Attridge and Felice \$150 Face sheild \$5 Stationary/Printing/Copying \$145