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 course 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 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.

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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. Recommeniment 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 Course fees do not include the cost of resource materials, equipment, tools and uniforms required for specific courses.
9.2 Additional fees for the cost of materials, additional equipment or other resources necessary to successfully complete a course will be charged as applicable.

10. Additional Charges
10.1 Course 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 2nd 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 DIBP for Non-payment of Fees’ notice.
11.5 If no response is received, CMI will report the student to DIBP 28 days after issuing the student with an intention to report notice. The student will receive a ‘Cancellation of CoE’ notice.
11.6 CMI may restrict or withhold services or materials from the student if fees are overdue.

This agreement and the availability of complaints and appeals processes don’t remove the right of the student to take action under Australia’s consumer protection laws.