

Fees and Charges Policy

1. Purpose

The purpose of this policy is to provide information in relation to fee payment & charges of course money to students in accordance with the requirements of ESOS Act, National Code 2018(Standard 3) and Standard for RTO 2015 (clause 5.3).

2. Enrolment

- All fees must be paid to the CMI directly. Students should not pay the fees to an agent and/or third party in relation to the application for enrolment and tuition fee.
- Students are required to choose a payment option offered in the written agreement with the CMI.
- Student must pay full tuition fees by the due date or according to payment plan mentioned in the offer letter.
- Students are required to have a signed written agreement in place prior to enrolment.
- 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.

3. Fee Payment

- Fees may include tuition fee, non-tuition fee such as application fee, material fee, and any other charges
- Tuition fees do not include the Overseas Student Health Cover (OSHC), books and/or other materials, application fee etc.
- All due dates on the tuition fees are kept at standard 15th of every month.

For domestic students:

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.

For International students:

- 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.
- 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.
- Prior to a student enrolling, the fees may be altered without notice.
- Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.
- If a course length is extended by the student, then the student will be required to pay the increased fees for the extended component of the course
- Enrolment in a new course will incur any new fees charged.
- Tuition fees will not be transferred to another educational institution.
- Application fee, accommodation placement and airport pickup fees are non-refundable.
- Balance of fees (if any) is to be paid on an instalment program outlined in signed written agreement between student and CMI.
- Students who enrol in additional courses will be required to pay a separate tuition fee as specified for the course.
- Fees paid by credit card will incur a further charge of 2% as a surcharge.
- If the student's visa status changes (e.g. becomes a temporary or permanent resident), the student will continue to pay full overseas student fees for the duration of the enrolled program.
- In case the student fails to pay an instalment, a friendly call reminder along with the Notification Letter (Reminder to Pay) is sent to the students in the first week of following month to give time to students to arrange their funds. If a student fails to make the payment of the outstanding fees even after a final notice and/or email, "Intention to cancel Enrolment" letter will be sent to the student. Student's enrolment will be cancelled after 20 working days of final notice
- The student has the right to appeal against the decision from the date of letter. Refer to complaints and appeal policy for information available on CMI's website.

4. Course Abandonment

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

5. Course Deferral, Suspension or Cancellation

- CMI may defer, suspend or cancel a student's enrolment in accordance with Deferral, Suspension & Cancellation Policy.
- 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 and the student agrees that there shall be no further entitlement to damages whatsoever.
- Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement

6. Course Deferral, Suspension or Cancellation (Student Initiated)

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

7. Tuition Fee Protection

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

8. Recognition of Prior Learning & Obligations to Recognise AQF Qualifications

- 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 Recognition of Prior Learning Policy).
- Credit Transfer will incur a fee of \$10 per unit but not more than \$50 per course.
- Credit Transfer may affect the course duration.
- RPL will incur an application fee of \$200 per unit.
- Credit Transfer may affect the course duration.

9. Recommencement of Course

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.

10. Course Materials

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

11. Late Payment of Fees

- 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.
- 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.
- If payment of tuition fees is not received within 7 days of first reminder notice, CMI will issue the student

with a 2nd reminder notice of overdue fees.

- If student has not contacted the CMI and payment is still overdue after 20 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.
- If no response is received, CMI will report the student to the Department of Home Affairs for non-payment of fees.
- CMI may restrict or withhold services or materials from the student if fees are overdue.

Additional Charges

Course fees do not include cost of any additional documents required for specific reasons.

Students are entitled to 3 assessment attempts for each assessment task where they have been marked NYC on submission of their assessment. First 2 attempts will be free of charge and the 3rd attempt will incur a fee. If the student is unsuccessful after 3 assessment attempts, they will be required to repeat the unit and pay the repeat unit fee.

See Fees and Additional charges table below for more information:

Course Fee	As per course offer and written agreements
Application Fee (Non-Refundable)	\$250
Material Fee	As per the course offer and written agreements
Recognition of Prior Learning Fee	\$200 per unit
Credit transfer Fee	\$10 per unit but not more than \$50 per course
Repeat/Re-enrolling unit Fee	\$300
Re-assessment Fee (after 2 attempts)	\$300
Late payment Fee	\$50 per week
Deferral/Suspension Fees	\$250
Bank Transfer Fee	What the bank charges for the transfer
Credit Card Payment Surcharge	2% surcharge
Recommencement fee*	\$200
Accommodation Services	Depends on Specific Arrangements
Airport pickup	\$100
OSHC (Overseas Student Health Cover)	Outsourced- contact CMI for more details
Re-Issue of Certificates and transcript	\$50
Re-Issue of Student ID Card	\$20
Interim Academic Transcript	No charge
Change of COE Fee	\$250
COE Extension	Depends on course and duration extended

The written agreement and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.