



**IONA COLLEGE**  
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

## **Fees Policy and Procedure**

*Approved by the Board of Directors on 26 May 2022*

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## 1. Purpose

The Fees Policy and Procedure sets out the approach that Iona Trinity College of Higher Education Pty Ltd (**the College**) will adopt towards the management of student fees.

The Policy provides the College with a framework and guidance for determining and administering course fees fairly and transparently and in accordance with relevant legislation, standards and codes including the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Education Services for Overseas Students Act 2000* (ESOS) and the *Higher Education Support Act 2003* (HESA).

## 2. Scope

This Policy applies to:

- all prospective and currently enrolled students of the College;
- all staff of the College whether full-time, part-time, casual or contract;
- members of the College's Governing Bodies;
- individuals engaged in providing services to the College or receiving services from the College, such as students, contractors or consultants;
- all fees and charges payable by students.

Unless otherwise specified in this Policy, 'student' refers to both domestic and international students.

## 3. Policy

### 3.1 Principles

The College informs prospective students of all fees associated with their proposed studies as known at the time and provides advice on the potential for changes in fees during their studies.

As far as practicable, the College provides reasonable notice of any changes in fees to current students.

This Policy is based on the following principles:

- The College provides comprehensive, accurate, timely and publicly available information on fees to prospective and current students to support informed decision-making about the College's educational offerings.
- The College sets reasonable and competitive fees for its educational services.
- The College will prevent as far as possible any impact that a change in fees might have on a student's choice of, or ability to participate in, a course at the College.

## 4. Procedure

### 4.1 Determination and publication of fees

Tuition and non-tuition fees are reviewed on an annual basis by the College's Principal and the Board of Directors. The review will include assessments of:

- financial sustainability and viability, and
- competitiveness of the fees based on benchmarking, industry expertise, and other strategic considerations

The Board of Directors determines the tuition and non-tuition fees based on the advice of the Principal and other stakeholders as appropriate.

The Principal (or delegate) is responsible for ensuring that tuition and non-tuition fees published on the website are at all times, accurate and current.

#### 4.2 Fees, Charges and Information on Changes to Fees

Tuition fees payable by a student are determined in accordance with the selected course and the residency status of the student.

Where an enrolled international student's residency status changes to that of permanent resident prior to the census date, domestic student fees for that course will apply from that study period.

Non-tuition fees include, but are not limited to, fees for:

- admission applications for non-domestic students
- reassessment
- deferral of enrolment
- change of course
- late enrolment
- reinstatement
- interim and final transcripts
- replacement Testamur
- replacement student ID card
- overdue tuition fees.

In addition to the non-tuition fees that the College charges, students should be aware that the United Theological College (UTC) Theological Library impose fines for overdue or lost books, and charge a fee for photocopying, for which the College's students are liable to UTC.

For each course, the College publishes indicative tuition and non-tuition fees on its website, including advice on the potential for changes to fees over the duration of a course.

The College's current tuition and non-tuition fees are available at [itc.edu.au](http://itc.edu.au).

Fees included in the *Letter of Offer and Written Agreement* are accurate at the time of issue but remain subject to change.

As a rule, tuition fees are published at least three (3) months before commencement of the study period in which they are due and, non-tuition fees or variations to published tuition fees at least two (2) months before they are due.

Tuition and non-tuition fees are likely to increase annually.

#### 4.3 Due dates

Fees are payable each study period by the due date as specified in the payment schedule in the Letter of Offer, the study period fee statement, or as advised on the website.

Payment after the due date will incur a late payment fee.

Non-payment of fees by the census date may result in suspension or termination of enrolment.

The College will only grant an extension of a payment due date or waive a late payment fee for compassionate or compelling circumstances. Requests should be submitted in writing to the Principal (or delegate) identifying the compassionate or compelling circumstances and accompanied by supporting documentation, where possible.

The Principal (or delegate) will respond within ten (10) business days. In the event of a favourable response, the student will be advised regarding the maximum extension period for the payment.

#### 4.4 Payments

The College will only accept the following forms of payment:

- Direct funds transfer to the College's nominated bank account, or
- Credit Card

A receipt for payment will be issued at the time of the transaction.

#### 4.5 Students

The College will not accept tuition or non-tuition fees until the student has signed the Acceptance of Offer, which is included in the *Letter of Offer* and *Written Agreement* issued by the College.

The *Letter of Offer* and *Written Agreement* will list all tuition fees payable by the student for the course, the periods to which those tuition fees relate, and payment options.

The *Letter of Offer* and *Written Agreement* will list all non-tuition fees likely to be incurred by the student as part of their study at the College. Costs, such as accommodation, transport and books, will be noted for purposes of ensuring students and their parents/guardians are aware of the overall cost of studying at the College.

International students may more than 50 per cent of the total tuition fees payable for a course before beginning the course if the international student makes a request to the College in writing.

The College keeps pre-paid fees received from students before courses have commenced in a separate account at an Australian authorised deposit-taking institution.

The College will ensure there are sufficient funds in this account to repay all tuition fees to every prospective or current student at all times before the course or semester (as applicable) begins should the circumstances arise.

For each student, the College keeps accurate and up-to-date records of tuition and non-tuition fees paid and payable.

### 5. Monitoring and improvement

The College collects data on the payment of fees, including late payments.

Student feedback is sought on their perception and experience of the College's fees level and administration.

The College uses the collected data to monitor trends in payments, fee increases, and perceptions of the College's fees. The College will improve this Policy and Procedure, and associated processes based on the collected data, in particular its impact on students' ability to participate in the College's courses.

The College will benchmark its performance against relevant industry data and will establish targets as appropriate.

The Board of Directors receives an annual report on the adequacy and effectiveness of its strategies for the determination and administration of fees.

## 6. Appeals

A student may appeal against a decision made under this Policy under the provisions of the *Student Appeals Policy and Procedure*.

## 7. Responsibilities

The Board of Directors is responsible for the final determination of fees.

The Principal will review tuition and non-tuition fees annually.

The Student Services Manager is responsible for:

- administering this Policy and Procedure
- ensuring that tuition and non-tuition fees published on the website are accurate and up to date.

## 8. Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Agreement	A document that outlines the terms and conditions of enrolment into a course at the College, and for an international student, will comprise of a Letter of Offer and a Written Agreement, as defined below.
Australian authorised deposit-taking institution	An Australian bank or an institution which has the authority to carry on banking business in Australia.
Census date	The last day in each study period on which a student may vary enrolment into units without incurring an academic penalty and being liable for the full amount of fees associated with the unit.
Course	Is the defined number of units, which make up a qualification in accordance with the Australian Qualifications Framework (AQF).
Domestic student	A student who is an Australian or New Zealand citizen, or holds an Australian permanent visa.

International student	Any overseas student, including those who have student visas, temporary residency, bridging visas and provisional residency (as falling under the <i>Education Services for Overseas Students Act 2000</i> ).
Letter of Offer	A document issued by the College to offer a student a place in a course at the College.
Non-tuition fees	Fees for all the ancillary charges related to the provision of a course such as administrative charges.
Study period	A discrete period of study within a course; one study period at the College is equivalent to one semester.
Unit	Is a single unit of study. Students are required to enrol in units each study period until they complete the required number of units to complete the course.
Tuition fees	Fees payable for teaching of units and courses.
Written agreement	A document accompanying the Letter of Offer outlining the terms and conditions for enrolment into a course at the College and which an international student must accept before, or at the same time as, payment of fees relating to the course.

## 9. Version history

Version #	Changes	Approval Body	Approval Date
1.0	Original version	Board of Directors	26/05/22
1.1	Amended clause 4.2 to specify that admission application fees apply for non-domestic students	Board of Directors	04/10/24

## 10. Additional Information

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Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Documents	Letter of Offer, International students Letter of Offer, Domestic students Refund Policy and Procedure Student Appeals Policy and Procedure

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Enrolment Policy and Procedure

Higher Education Standards Framework (Threshold Standards) 2021 Standards 1.1.2 and 7.2.4

National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards 2.1.7, 3.3.4 and 3.3.5

Other Applicable Legislation and Instruments Education Services for Overseas Students Act 2000  
Higher Education Support Act 2003

Tertiary Education Quality and Standards Agency Act 2011

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