

Fees other than Tuition Fees

Overview

This document outlines the Australian Institute of Fashion Design Pty Ltd's policies and procedures for informing students about fees other than tuition fees.

Under Subdivision K of the VET Student Loans Rules 2016 The Australian Institute of Fashion Design Pty Ltd can only charge fees other than Tuition fees that clearly communicates to students that the fees are not for tuition, the purpose of the fees, the student's total liability for the fees; and when and how the fees are to be paid.

No fees are allowed to be charged to assess a student's academic suitability to undertake a course or to apply for enrolment or enroll in an approved course.

Definitions

The Act refers to the *VET Student Loans Act 2016*

Student/s in this document 'student' refers to both enrolled students and potential students.

Institute – refers to the Australian Institute of Fashion Design Pty Ltd.

Covered Fees – refers to fees that are covered by a VET Student loan

Tuition Fees – refers to the total amount of fees to be paid by the student to cover the delivery and assessment of the qualification in which they have enrolled and includes general equipment for use in class and learner guides. Only a portion of the tuition fees may be **covered fees**.

Unit refers to any Unit of Competency (as specified by the Course's training package) that form part of the Course.

Unit of Study refers to the Unit of Study as specified on the Schedule of VET Tuition Fees relating to the Course intake, being a cluster of Units.

Other Fees & charges

The following table sets out other fees and charges that a student may be required to pay while studying at the Australian Institute of Fashion Design Pty Ltd:

Fee type	Purpose	Cost	Payment Due
Printing Accounts	The printing account tallies the amount of printing/photocopying done by the Student throughout the year and students will not be able to use the printer if they run out of credit. Printing prices: (prices are subject to change): A4 B&W: 10c, A4 Colour: 50c, A3 B&W: 20c, A3 Colour: 80c	\$10 setup which include \$10 printing credit	Prior to use of Institute Printers
Student	Purchase of this card is optional and is	\$25	At time of

Fee type	Purpose	Cost	Payment Due
Identification card or replacement	available to all students. Only full time students are eligible for QLD transport student pricing and this card may get them further discounts with participating businesses.	(optional)	issue
Repair or Replacement of damaged or stolen equipment	A Student's failure to exercise proper and reasonable care that results in the damage of equipment could require the student to pay repair or replacement costs	Dependant on the damage sustained	After being found responsible for the damage due to negligence
Private tuition fees	Students who have missed classes and are unable to catch up missed work with reasonable assistance from their trainer may pay for targeted private tuition. This is only offered to students when other options of catching up the work has been exhausted	\$60 per hour	Prior to negotiated tuition sessions
Dishonoured Cheque Fee	This is a fee charged to the institute by the banks. The institute passes this charge onto the student	\$50	Following receipt of bank charges
Event Participation Fees	This can include the student graduation. Costs will vary depending on the event. Students are fully informed in advance of event costs and all events required for completion of course work have alternate options that the student can access	Variable	Prior to the Event
Cheque Cancellation Fee	If a refund cheque has been sent and a replacement cheque is required, the College will have to cancel the original cheque before reissuing	\$50.	Prior to reissuing of the replacement cheque
IntegraPay Failed Payment Fees	IntegraPay will charge a failed payment fee for each failed payment. If IntegraPay is unable to collect this, these fees are passed on to the Institute. The Institute will then charge these fees to the Guarantor/s identified in the student	(\$5.00) ¹	After receipt of charges from IntegraPay
Interest Fees for Overdue	These charges will be charged for payments that are more than 60 days overdue	2.5% per month.	In arrears

¹ Subject to change

Fee type	Purpose	Cost	Payment Due
Payments			
Debt Collection Fees	Any fees or charges associated with debt collection / legal action in relation to obtaining payment of the course fees (and any other fees/charged incurred) will be at the expense of the Guarantor/s.	Variable	In arrears
Replacement (or additional copies)	Replacement or additional copies of documents (such as Certificates, Transcripts of Results etc) -	\$25 each.	Prior to reissuing of document
Failed subject fees – reassessment only	Students who fail a Unit of Study/ unit of Competency will be required to re-enroll in that unit to be reassessed for competency (if they still wish to be considered eligible for the unit).	\$100 for written assessments \$200 for practical assessments	Prior to the start of the reassessment
Failed subject fees – full re-enrolment	If students have missed so much of the unit delivery they can reenroll and repeat the whole unit of study. In this case students can't access covered fees again.	Full tuition fees for the Unit of Study as published	Prior to the start of the unit or on payment plan
Equipment and Product Purchases	The institute offers selected equipment and materials available for purchase by students. Purchase is optional	Variable	At time of purchase
Credit Transfer application fee	Students wishing to apply for credit transfer of units already achieved from previous study are required to pay an application fee when submitting the required paperwork – credit transfer form and original transcript of their previous study	\$50.00	Along with required paperwork
RPL costs	Students wishing to have their prior knowledge and experience assessed for Recognition of Prior Learning will be charged a fixed fee for each unit of competency being claimed	\$200 per unit claimed	Prior to the RPL process commencing
Gap training	Students who undertaken the RPL process that identifies the need for gap training must pay this amount for every day of extra training required or enrol in the full unit of competency (subject to availability under loan cap)	\$60 per hour	Prior to gap training being undertaken

Costs not covered by fees or charges

Each qualification will require specific equipment and materials that the student will need to use to practise the skills and knowledge covered by the course at home. These costs are variable and a complete list of required resources are supplied at enrolment.

Preferred brands are suggestions only and students may buy similar items from suppliers of their choice.

Students are required to provide their own digital device and the minimum specifications will vary from qualification to qualification and is specified on the institute website.

Publication

This policy and the procedure is published on the Australian Institute of Fashion Design Pty Ltd's website (www.aicd.edu.au) to ensure students have up to date and accurate information publicly available to them and is also available in the Student Handbook.

Version control, Approval and Review

Document Name: Fees other than Tuition fees				
Date	Version Number	Approved by	Modifications	Review Date
18/01/2017	V1_2017	Board of Directors	Initial development of document	18/01/2018
22/06/2017	V2_2017	Board of Directors	Added cost of Credit Transfer applications, RPL and gap training	22/06/2018
5/10/2017	V3_2017	Board of Directors	Changed references to reflect new credit supplier IntegrayPay	5/10/2019