

## ***Non-Academic***

### ***Fee and Refund Policy***

<b>Version Control and Modification History Table</b>				
<b>Date</b>	<b>Version</b>	<b>Modification</b>	<b>Approval Authority</b>	<b>Approved &amp; Published Date</b>
12/11/18	1.0	New Fee Policy and incorporation of existing Fee HELP Refund Policy and Non-Fee HELP Refund Policy	Mr Gerald Lipman, Chief Executive	12 November 2018
11/10/19	1.1	Removed reference to the Office of the Training Advocate	Mr Gerald Lipman, Chief Executive	14 October 2019
20/11/19	2.0	Re-crediting FEE-HELP; non payment of fees appeal process and information regarding tuition protection insurance	Mr Gerald Lipman, Chief Executive	20 November 2019
31/3/2020	2.1	Revision to titles and new TPS arrangements	Natalie Simmons, CEO	31 <sup>st</sup> March 2020
20/11/2020	3.0	Revision to adjust to align to deliver of subjects in semester or block mode	Natalie Simmons, CEO	March 2021
19/05/2021	4.0	Privacy information updated due to Department of Education recommendation re: student data reporting; position title changes	Natalie Simmons, CEO	19/05/2021

## 1 POLICY STATEMENT AND PURPOSE

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The purpose of this policy is to detail the requirements for payment of fees, the actions taken in relation to overdue fees and the refund policy for both Fee Help and Non-Fee HELP students.

## 2 SCOPE

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This policy applies to all ICHM students.

## 3 DEFINITIONS

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Fee HELP	Is an Australian Federal Government loan scheme that assists eligible fee paying students pay all or part of their tuition fees. More information is available at <a href="https://www.studyassist.gov.au/help-loans-and-csps/fee-help">https://www.studyassist.gov.au/help-loans-and-csps/fee-help</a>
Fee HELP student	Includes all students eligible for Fee HELP irrespective of whether or not they have elected to access Fee HELP. Eligibility rules for Fee HELP are available at <a href="https://www.studyassist.gov.au/help-loans-and-csps/fee-help">https://www.studyassist.gov.au/help-loans-and-csps/fee-help</a>

## 4 POLICY DETAILS

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### 4.1 Fees

ICHM determines and sets fees and scholarships on a yearly basis for the following year. Fees and scholarships can change from year to year. The initial letter of offer to a student will include details of the fees for the first year of study and will note that fees in later years may be different. Scholarship amounts set for all years of the course will be confirmed in the letter of offer.

Fees are due on or before the 'Payable by' due date shown on the invoice. All fees are payable in Australian dollars.

Payments can be made via the following payment methods:

- Credit card payment via Visa or Mastercard
- Bank transfer to:
  - o ICHM ESOS TRUST ACCOUNT
  - o Branch number (BSB) 085-070
  - o Account number 654703258
  - o SWIFT NATA AU 3305A
  - o All bank transfers must include the students full name and student number in the transfer description
  - o A copy of the bank transfer form must be emailed to ICHM at [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au)
- International payments can be made via Flywire via [www.ichm.flywire.com](http://www.ichm.flywire.com).

All or part of tuition fees can be paid via instalments on an approved payment plan. The Finance Manager will issue a payment plan contract with terms and conditions on request. Any amounts not included in a payment plan are due on or before the payment date.

Uniform fees must be paid up front and cannot be included on a payment plan.

Fees are not charged for reassessment of assessment items and/or applications for Recognition of Prior Learning.

#### **4.2 Overdue fees**

Students will be contacted by ICHM in relation to overdue fees to arrange immediate payment.

Where the student is not able to be contacted and/or the payment remains outstanding for one week past the payment due date, ICHM may, at its discretion, advise the student of ICHM's intent to suspend the student from all classes until payment is received.

Where payment remains outstanding for 2 weeks or more after the payment due date, ICHM may, at its discretion, inform the student of its intent to cancel their enrolment.

Where ICHM intends to cancel the enrolment of an international student, ICHM will inform the student of the intent to cancel their Confirmation of Enrolment (COE) and report the student to the Department of Home Affairs. In accordance with Standard 9.4.1 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the intent to report and cancellation of enrolment with ICHM will be on the basis of non-payment of fees.

Students can appeal a decision, intention to suspend or cancel their enrolment, in accordance with the Non-Academic Grievance Policy & Procedure which can be found on the ICHM website. The appeal would be at the second stage of the formal process. The student would be required to submit an appeal within 20 working days of receipt of the email indicating the intent. Where a student appeals a decision, the student will be allowed to return to classes during the period that the appeal is considered.

#### **4.3 ICHM initiated refunds for International Students**

Where a student is not accepted by ICHM or is not granted a visa to study in Australia, there will be a full refund of monies paid to ICHM, except the amount of any non-refundable GTE assessment paid.

In the unlikely event that ICHM is unable to deliver the program, the Australian Government's Tuition Protection Service (TPS) will assist the student in finding an alternative course or to get a refund if a suitable alternative is not found. For further information about the TPS, please go to <https://tps.gov.au>

#### **4.4 Student initiated refunds – Non-Fee HELP students**

Where a student wishes to withdraw prior to course commencement, the New Student Fee will not be refunded, even if the student failed to fulfil the conditions in a conditional or provisional offer.

Where a student wishes to withdraw from a unit or units of study after Course Commencement Date, they must advise the Program Director Academic in writing. The date the correspondence is received by the Program Director Academic is the effective date.

A withdrawal received on or before the date the unit of study (i.e. subject) commences, will receive a 50% refund of the tuition fee for that unit of study, less any unpaid amount.

After commencement of the unit of study, the refund will reduce by a consistent percentage of the tuition fee each week between the commencement date of the unit of study and the Census Date of the subject. The refund reduces by that percentage for each week commenced or completed. At the Census Date for the unit of study there will be no refund. Where the student wishes to withdraw after the Census Date, there will be no refund unless ICHM has assessed that the student has compassionate and/or compelling circumstances.

Payments made for uniforms are refundable until Course Commencement Date. Thereafter no refund will be made.

#### **4.5 Student initiated refunds – Fee HELP students**

It is a policy of FEE-HELP that students can withdraw from a unit of study and obtain a full refund of their tuition fees until the Census Date. Please refer to the current FEE-HELP booklets located at <https://www.studyassist.gov.au/> to read the details. The Census Date is not less than 20% through the unit of study. Where a student wishes to withdraw from a unit of study they must advise the Program Director Academic in writing. The date the correspondence is received by the Program Director Academic is the effective date. Where the student wishes to withdraw after the Census Date, there will be no refund unless ICHM has assessed that the student has compassionate and/or compelling circumstances.

Payments made for uniforms are refundable until Course Commencement Date. Thereafter no refund will be made.

#### **4.6 Tuition Protection Scheme (TPS) for students**

In the unlikely event that ICHM is unable to deliver the program, the Australian Government's TPS will assist the student in finding an alternative course or where continuation of study is not possible, students may be entitled to receive a loan re-credit for units of study commenced but not completed. For further information about TPS, please go to <https://tps.gov.au>

The personal information that ICHM may collect and disclose about you to the department in relation to up-front payment tuition protection includes your:

- name, date of birth, contact details and identifiers (e.g., Unique Student Identifier),
- study arrangements and details including enrolments and course progress, and
- payment arrangements, including tuition fees paid or payable, scholarships and payments by third parties. Please note that information about your enrolment will be disclosed to the Department of Education, Skills and Employment for the purposes of administering tuition protection.

#### **4.7 Refund due to misconduct**

If a student is suspended or expelled from ICHM there shall be no refund of fees.

#### **4.8 Visa cancelation**

Where a student's visa is cancelled for reasons other than misconduct, the refund under "Student Initiated Refund – Non-Fee Help" will apply.

#### **4.9 Refunds due to deferral**

Where an international student wishes to defer a unit of study prior to commencement of the unit of study, all fees paid will be rolled over to the following semester.

Where an international student wishes to defer a unit of study after commencement of the unit of study, the refund under "Student Initiated Refund – Non-Fee Help" will apply.

Where a Fee Help student wishes to defer a unit of study prior to commencement of the subject, all fees paid will be rolled over to the following semester or the student may apply for a full refund.

Where a Fee Help student wishes to defer a unit of study after commencement of the unit of study, the refund under "Student Initiated Refund – Fee Help student" will apply.

#### **4.10 Timing of payments**

Where a payment to the student is applicable under this policy, ICHM will pay the amount due within 4 weeks of the refund being confirmed.

#### **4.11 Refund Process**

Students seeking a refund must apply in writing to the Chief Executive Officer.

Refunds are paid in Australian dollars and will only be made if ICHM has already received cleared monies in its bank account.

Refunds may be paid to a third party (i.e. person or organisation other than the student) at the student's request; or where the payment was made by a third party and ICHM is required by Australian Law or by agreement to refund the original payer.

#### **4.12 Student appeals against a decision in related to refunds**

Students who wish to dispute a decision related to the offer pack/written agreement should do so in writing to the Chair of the Non-Academic Grievance Committee.

The Non-Academic Grievance policy provides access to an internal and external grievance and resolution process whereby you have the opportunity to appeal any decision related to any grievance you may have with respect to the offer pack/written agreement. The full policy may be accessed on the ICHM website.

#### 4.13 General

This Policy and the availability of complaint and appeal processes do not remove the right of the student to take action under Australia's consumer protection laws.

International students also have the right to complain to the [Commonwealth Ombudsmen](#).

### 5 QUESTIONS IN RELATION TO THIS POLICY

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If you have any questions regarding this policy, please contact the Admissions Office.

ICHM Admissions Office  
137 Days Road, Regency Park  
SA 5010, Australia  
Email: [admissions@ichm.edu.au](mailto:admissions@ichm.edu.au)  
P: (61 8) 8228 3636  
Cricos Provider No. 02914G

### 6 RESPONSIBILITIES AND AUTHORITIES

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The Chief Executive Officer is authorised to consider and approve all refunds.

The Finance Manager is authorised to advise the Program Director Academic of a student's suspension from class for overdue payment. The Finance Officer will advise the Chief Executive Officer of the intention to suspend prior to the suspension taking effect.

The Finance Manager will make a recommendation to the Chief Executive Officer for approval in relation to providing a student with a notice of intent to cancel enrolment and report a student to the Department of Home Affairs. Once approved by the Chief Executive Officer, the notice of intent will be emailed to the student (both personal and ICHM email address).

### 7 REVIEW

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The Chief Executive Officer is responsible for the review of this policy on a 3-yearly basis.

### 8 APPROVAL

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<b>FEE AND REFUND</b>	
<b>Policy Owner</b>	Chief Executive Officer
<b>Version Number</b>	4.0
<b>Approval Authority</b>	Chief Executive Officer
<b>Approval Date</b>	19 May 2021
<b>Next Review Date</b>	19 May 2024