Fees and Charges Policy (International Education)

# Audience

This policy applies to all TasTAFE employees involved in the collection of international student fees. It applies to students studying Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered programs and their representatives, such as but not limited to education agents. It also applies to students admitted through TasTAFE International on other temporary and provisional visas.

# Purpose

This policy outlines the fees and charges schedule for international students offered a place to study at TasTAFE and ensure that is compliant with the obligations under the Education Services for Overseas Students (ESOS) legislative framework. It also sets out the principles for setting these fees and charges.

# Policy Statement/Details

TasTAFE is committed to upholding the integrity and quality of the international education framework in Australia and remains transparent with the fees and charges that are applied to an international student studying at TasTAFE.

* International students pay tuition fees that are different from domestic student tuition fees. All international student course fees and charges are listed on the TasTAFE website and within marketing information.
* TasTAFE has the right to establish and collect fees from international students, their sponsors and third parties, provided that written consent has been verified.
* TasTAFE will not accept further applications for enrolment from international students who have an existing debt with TasTAFE.
* All fees and charges are in Australian dollars, subject to annual review, and may increase consistently with any Consumer Price Index (CPI) adjustment.
* International students who have signed the Letter of Offer and Acceptance are deemed to have agreed to the terms and conditions outlined in this policy.
* All fees collected from international students will be secured in a separate Trust Account, where funds are readily accessible for international students qualified for a refund event (see [Withdrawal and Refund Policy](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123675/download_latest_version)).
* TasTAFE International will retain 30% of all international revenue collected for international business development activities and distribute the remaining 70% to the relevant teams as approved by the Board.

## Tuitions Fees

1. Tuition fee information is published on the TasTAFE website and in the International Programs Course Guide.
2. Information on tuition fees and due dates for individual international students is provided in the Letter of Offer.
3. Tuition fees and course durations are for standard full-time courses where international students are progressing without disruption to their initial study plan.
   1. Additional fees may apply if a course extension is required.
4. International student applicants who have not been issued a Confirmation of Enrolment (CoE) prior to new tuition fees being published will be required to pay the new tuition fee rates.
5. Tuition fee due dates will be clearly listed on the Letter of Offer and published on the TasTAFE International webpage.

## Payments

1. Commencing international students are required to pay the Acceptance Fee as specific on the Letter of Offer before the issuance of a CoE.
2. TasTAFE will not request or receive more than 50% of the total in tuition fees for a course before an international student begins their study unless the student makes a request to do so in writing.
3. Continuing students will be invoiced for their tuition fees and are required to pay as per the invoice terms. This will occur prior to the commencement of each intake/semester.
4. TasTAFE offer several payment methods that will have clear instructions stated on the Letter of Offer and subsequent invoices.

## Non-payment of fees and charges

1. If fees remain outstanding and the student has not asked for financial consideration, then the student will be contacted as per the [Fees and Charges Procedure](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123815/download_latest_final_file).
2. International students with unpaid fees will not:
   1. be able to enrol in any additional intakes/semesters unless alternative arrangements have been approved and documented;
   2. receive a TasTAFE testamur or Statement of Attainment;
   3. receive a Completion Letter (International Education);
   4. be allowed to officially withdraw and be released on Provider Registration and International Student Management System (PRISMS).

## Financial Consideration and Support

1. Enrolled international students may request for financial consideration by completion the [Financial Consideration Form (International Education).](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120096/download_latest_final_file)
2. A non-refundable administration fee is applicable for Tuition Fee Extension and Tuition Fee Instalment requests (through the Financial Consideration Form). This must be paid in full prior to the request being considered for review.
3. If an instalment plan is approved, the student must follow the outlined payment due dates to avoid incurring a late payment fee.
4. Financial consideration and support will only be considered when evidence of compassionate and compelling circumstances is supplied.

## Credit Transfer

1. International student will be eligible for credit transfers based on the TasTAFE [Credit Transfer Policy](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/4712869/LatestFinalFile).
2. International staff will notify the international student applicants of any potential changes to their course duration and/or tuition fees prior to issuing the Letter of Offer.
3. Tuition Fees will be re-calculated based on a per unit formula, which is detailed in the [Fees and Charges Procedure (International Education).](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123815/download_latest_final_file)

## Recognition of Prior Learning (RPL)

1. International students may request RPL on an individual case-by-case basis to determine if their existing experience or qualifications can be recognised by TasTAFE. No fee reduction is available for RPL.

## Course or Campus Change

In circumstances where the Course Change results in an approval for financial credit to brought across into the new course, financial credit will be calculated based on a per week formula, which is detailed in the Fees and Change Procedure (International Education).

## CoE Extensions

1. If an international student requests or requires a CoE Extension (also known as a Course Extension), a non-refundable administration fee is applicable.
2. Tuition Fees will be calculated based on a per unit formula, which is detailed in the [Fees and Charges Procedure (International Education](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123815/download_latest_final_file)).

## Fees and Charges Table

1. The supporting document [Fees and Charges Table (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120084/download_latest_final_file) will be reviewed and updated as required on an annual basis.

## Fee Waivers

1. Only authorised positions have approval to waive students fees (refer to the Financial Delegation Framework)
2. Completing an offering earlier than stated in the Letter of Offer will not result in a reduction of fees.
3. Any fee waiver requests must come with a written recommendation from the Manager International Business Development based on evidence that support compassionate or compelling circumstances.

# Associated legislation

* [Education Services for Overseas Students Act 2000 (ESOS Act)](https://www.legislation.gov.au/Details/C2017C00292)
* [National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)](https://www.legislation.gov.au/Details/F2017L01182)

# Associated documents

[Financial Consideration Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120096/download_latest_final_file)

[Deferment and Suspension Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120056/download_latest_final_file)

[Course or Campus Change Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7119297/download_latest_final_file)

[CoE Extension Request Form (International Education)](ttps://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7121969/download_latest_final_file)

[Withdrawal Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7119993/download_latest_final_file)

[Refund Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120156/download_latest_final_file)

[Release Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7119970/download_latest_final_file)

[Official Document Request Form (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120152/download_latest_final_file)

# Related Policy and Procedures

[International Education Policy](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7120644/download_latest_version)

[Fees and Charges Procedure (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123815/download_latest_final_file)

[Withdrawal and Refund Policy (International Education)](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/7123675/download_latest_version)

[Complaint Management Policy](https://recordsmanager.education.tas.gov.au/linkgeneratorapi/record/5834466/LatestFinalFile)

# Measure of procedure effectiveness

TasTAFE approach to fees and charges are consistent with the practices outlined in the ESOS Legislative framework.

# Definitions/acronyms

**Acceptance Fee:** Fee paid by an international student to accept their place to study at TasTAFE and receive a CoE.

**CoE:** Confirmation of Enrolment

**Compassionate or Compelling circumstances:** matters which are, beyond the student' control and have a direct impact on the student's course progress or wellbeing.

**CRICOS:** Commonwealth Register of Institutions and Courses for Overseas Students

**ESOS:** Education Services for Overseas Students

**International Students:** International students are ‘overseas students’ as defined within Section 5 of the ESOS Act. This includes the enrolment of a person, (whether inside or outside Australia) who holds a ‘student visa’ to undertake study in a course that is registered on the CRICOS Register. Persons with the following visas are excluded (as defined in regulation 1.03 of the Migration Regulations 1994):

* a Subclass 576 (Foreign Affairs and Defence Sector) visa, or
* a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or
* a secondary exchange student within the meaning of the Migration Regulations 1994, or
* an international student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.

**Letter of Offer:** An agreement between TasTAFE and the student outlining the offer of enrolment.

**PRISMS:** Provider Registration and International Student Management System

# Policy control

## Contact points

| **Responsibility** | **Position title** | **Contact person** | **Contact number** |
| --- | --- | --- | --- |
| **Executive owner** | Executive Director Marketing, Communications and Engagement | Graham Bethune | 0498 582 771 |
| **Policy owner** | Manager International Business Development | Edgar Fergus Ho | +61 03 6165 9621 |
| **Contact person** | Manager International Business Development | Edgar Fergus Ho | +61 03 6165 9621 |

## Consultation

The following teams/positions should be consulted during the development/review of this Policy:

* International
* Finance
* International and Aboriginal Support Services

## Endorsement required prior to Executive Approval:

Education and Training Committee

**Endorsements**

| **Committee** | **Date** |
| --- | --- |
| Education and Training Committee | 17.09.2024 |

## Dates:

**Last approved:**  24/09/2024

**Next review**: 24/09/2027

## Version history

| **Version** | **Date** | **Description of changes** |
| --- | --- | --- |
| 1.0 | 20.08.2024 | New Policy |

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