

Policy

This policy and procedure explains the process for establishing and collecting fees and charges from students, protection processes for fees collected whilst a student is enrolled at Dalton College and refund arrangements available to students.

Applicants must agree to the terms and conditions of enrolment as provided within the Student Handbook and pay the required fees upon signing the agreement prior to training commencing.

Failure to pay tuition costs is a breach of the student’s agreement and may be subject to their enrolment being cancelled.

Student tuition fees collected prior to their course commencing will be held in a separate holding account and not transferred to the general RTO account until the course commences.

The balance of the holding account at any time will represent:

1. Tuition and materials fees collected from applicants who have signed an agreement but not yet commenced, and
2. Tuition fees collected from students who have commenced their course but have yet to commence one or more study periods.

Tuition fees do not cover excursion activities. Students will be required to pay excursion costs in addition to tuition fees. Students must pay fees as agreed to in the enrolment contract.

All applicants that have paid a deposit are entitled to a 3 day cooling off period, with a refund of initial deposit.

Related National Standards for Registered Training Organisations

To be compliant with Standard 5 Dalton College must meet the following:

- 5.3. Where Dalton College collects fees from the individual learner, either directly or through a third party, Dalton College provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:
 - a) all relevant fee information including:
 - i. fees that must be paid to Dalton College; and
 - ii. payment terms and conditions including deposits and refunds;
 - b) the learner’s rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;
 - c) the learner’s right to obtain a refund for services not provided by Dalton College in the event the:
 - i) arrangement is terminated early; or

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0		5
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 1 of 13</i>

Fees, Charges and Refunds (RO5.4)



- ii) Dalton College fails to provide the agreed services.

Definitions

Tuition Fees – for the purposes of this policy, means fees to attend scheduled classes for a period of enrolment

Materials Fees means cost of materials retained by the student

Excursion Fees means the additional at cost fee to attend an excursion related to a unit of study

Administration Fees means a charge levied on cancellation of enrolment. This fee compensates Dalton College for time spent on marketing, recruiting, enrolling and finalizing a cancelled enrolment.

Photocopying Fees means the cost to allow students to use Dalton College’s photocopier

Study period means 10 weeks (also referred to as a Term). There are 4 Terms and 2 Semesters to a calendar year.

Procedure - Notification and Collection of Fees

The following are the pre-determined course fees to study each Qualification / Accredited Course with Dalton College.

Course	Tuition Fee	Materials Fee	Total Course Fees	No of study periods
BSB50215 Diploma of Business	\$3,000	\$320	\$3,320	2
BSB60215 Advanced Diploma of Business	\$6,000	\$320	\$6,320	4
BSB42015 Certificate IV in Leadership and Management	\$3,000	\$500	\$3,500	2
BSB51915 Diploma of Leadership and Management	\$6,000	\$500	\$6,500	4
22253VIC Certificate III in EAL (Access)	\$7,600	\$500	\$8,100	4
22256VIC Certificate IV in EAL (Access)	\$7,600	\$500	\$8,100	4

Please note: Dalton College reserves the right to adjust fees annually. The Administration Manager is the only person authorised to develop, amend, and negotiate student fees.

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO		5
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					<i>Page 2 of 13</i>

Fees, Charges and Refunds (RO5.4)

Payment option 1

Course	On Signing Agreement	End of Study period 1	End of Study period 2	End of Study period 3	End of Study period 4	Total Course Fees
BSB42015 Certificate IV in Leadership and Management and	\$2,000 ⁽¹⁾	\$1,500	-	-	-	\$3,500
BSB50215 Diploma of Business	\$1,820 ⁽²⁾	\$1,500	-	-	-	\$3,320
BSB51915 Diploma of Leadership and Management and	\$2,000 ⁽²⁾	\$1,500	\$1,500	\$1,500	-	\$6,500
BSB60215 Advanced Diploma of Business	\$1,820 ⁽¹⁾	\$1,500	\$1,500	\$1,500	-	\$6,320
22253 Certificate III in EAL (Access) and 22256 Certificate IV in EAL (Access)	\$2,400 ⁽³⁾	\$1,900	\$1,900	\$1,900	-	\$8,100

(1) \$1300 Tuition fee plus (\$200 enrolment fee and \$500 Material fee)

(2) \$1300 Tuition fee plus (\$200 enrolment fee and \$320 Material fee)

(3) \$1700 Tuition fee plus (\$200 enrolment fee and \$500 Material fee)

Payment option 2

Course	On Signing Agreement	End of each month ⁽⁴⁾	No of months	Total Course Fees
BSB42015 Certificate IV in Leadership and Management and	\$2,000 ⁽¹⁾	\$500	3	\$3,500
BSB50215 Diploma of Business	\$1,820 ⁽²⁾	\$500	3	\$3,320
BSB51915 Diploma of Leadership and Management and	\$2,000 ⁽²⁾	\$500	9	\$6,500
BSB60215 Advanced Diploma of Business	\$1,820 ⁽¹⁾	\$500	9	\$6,320
22253 Certificate III in EAL (Access) and 22256 Certificate IV in EAL (Access)	\$2,400 ⁽³⁾	\$570	10	\$8,100

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					Page 3 of 13

Fees, Charges and Refunds (RO5.4)



- (1) \$1300 Tuition fee plus (\$200 enrolment fee and \$500 Material fee)
- (2) \$1300 Tuition fee plus (\$200 enrolment fee and \$320 Material fee)
- (3) \$1700 Tuition fee plus (\$200 enrolment fee and \$500 Material fee)
- (4) First monthly payment is due 28 days from the course commencement date and on the 28th day of each subsequent month.

Procedure - Payment of fees

Fees are to be paid by direct bank deposit or credit card. Dalton College accepts only VISA and MasterCard credit cards. A 2.5% credit card fee applies with credit card payments. Failure to pay tuition costs is a breach of the student's agreement and may be subject to their enrolment being cancelled.

The Finance Manager provides the CEO with monthly reports of outstanding tuition fees. The finance manager contacts the students (or request the agent to make contact if the student has not commenced their course) and ascertains the reason for the outstanding debt. The finance manager may:

1. Provide additional time for the student to pay where;
 - a. a student is experiencing hardship, OR
2. Cancel the student's enrolment if the fees are not paid within two weeks of signing the agreement.

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO		5
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					<i>Page 4 of 13</i>

Fees, Charges and Refunds (RO5.4)



Other Course Fees that may be incurred (Non tuition):

RPL Assessment	\$250 per unit (subject)
Re-enrolment Fee ¹	\$200
Administration Fee	\$300
Credit Transfer	No charge
Re-assessment Fees	<ul style="list-style-type: none"> • Certificate IV in Leadership and Management: \$250/unit • Diploma Leadership and Management: \$500/unit • Diploma of Business: \$375/unit • Advanced Diploma of business: \$750/unit • Certificate III in EAL (Access): \$875/unit • Certificate IV in EAL (Access): \$875/unit
Re-issue of a testamur (Certificate) or Statement of Attainment	\$50 per certificate or statement of attainment or Record of Results
Student Photocopying	B/W 10c per copy; Colour 50c per copy
Any fees paid by credit card will incur a credit card surcharge	2.5% of total amount being paid
Any fees not paid by the due date will incur a late payment fee, based on the amount overdue prorated over the period of time overdue.	18% of outstanding fees
Bank Charges on processing refund payments such as Telegraphic Transfer or draft fees will be deducted from any refund.	Maximum Bank fee of \$40

¹ Re-enrolment fee is charged in the case where student enrolment is cancelled because of student's actions.

In case academic progress is not maintained by student and he/she need to extend his/her COE to complete the qualification, re-enrolment fee is charged in addition with re-assessment fees for the units to be completed.

Re-assessment fee is charged when student is failed in any unit after 2 or more consecutive attempts and COE is NOT extended to complete all the required units of competencies of qualification. Re-assessment fee of unit/s is calculated on the basis of total number of units of competencies in the qualification and the total duration of the qualification.

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					<i>Page 5 of 13</i>

Fees, Charges and Refunds (RO5.4)



Information on any excursion fees (if applicable), will provided to students during the course by their Trainer/Assessor. Excursion fees are based upon shared costs of transport and any an individual's entry/admittance fees. Student are required to arrange their own meals during excursion unless covered by entry/admittance fees. Excursion fees are paid to student administration prior to the date of the excursion.

Failure to pay excursion fees by the due date will result in the student forfeiting their reserved place on the excursion.

RPL Assessment fees and the fee to re-issue of a testamur (Certificate) or Statement of Attainment are paid on application.

The Administration Fee is associated with withdrawal of enrolment prior to course commencement. The fee is deducted from the total tuition and material fees being refunded.

Student Photocopying fees are paid to student administration.

Fee Protection

The following fee collection measures will be implemented:

- International students and full fee paying domestic students must pay all fees for the first study period's tuition plus material fees prior to the course commencing.
- All enrolment fees are to be deposited directly into Dalton College's holding account. All tuition fees are to remain in this account until the student has commenced study with Dalton College.
- On course commencement Dalton College, will transfer enrolment fees from the holding account to the general RTO account.
- All remaining enrolment fees paid prior to the commencement of each study period is paid directly into the general RTO account.

Refund Policy Conditions and Processes

Refund of the fees will only be granted in accordance with the refund policy set out below.

Any student wishing to apply for a refund must complete a 'Refund Application Form' (Appendix) and submit this form to Student Administration. The application form can be accessed by:

- Contacting Student Administration
- Accessing Dalton College's website

All refund applications are to be assessed by the Administration Manager and applications processed within ten (10) business days of the application and evidence of documentation received.

The Student will need to supply in writing, the nominated method of reimbursement.

Refunds are accompanied by a statement outlining the total refunded amount.

Please note:

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					<i>Page 6 of 13</i>

Fees, Charges and Refunds (RO5.4)



1. ***Refunds applications after course commencement is only in relation to Tuition Fees only. Tuition fees are specified in the Enrolment Acceptance Agreement and do not include materials fees.***
2. ***Dalton College is not able to provide any refunds for fees paid to third parties such as Health insurance or fees paid directly to an education agent.***
3. ***Where the student breaches Dalton College Policies and Procedures no refund is payable.***
4. ***Students do not apply for a refund where they have defaulted on payment of Tuition and material fees.***
5. ***Payment of a refund application cancels a student's enrolment.***

Full Refund

Dalton College will make a full refund of course fees paid in the following circumstances:

1. Visa refused before commencement date

In the event that a student's initial visa is not granted, a full refund of fees received by the College will be issued to the student less the Administration Fee.

Please note: Without proof of refusal from the Department of Immigration and Border Protection, NO refund will be granted.

2. Dalton College does not commence or ceases delivery of a course

Dalton College reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary.

If Dalton College does not commence a course on the due date a full refund of tuition fees paid will be made within 10 business days of the specified starting date in accordance with the refund provisions of the ESOS Act.

Fees may be transferred to an alternative enrolment where the student agrees.

Where Dalton College is unable to complete the course due to unforeseen circumstances, any 'unused tuition' fees are to be refunded to the student.

Where there is an instance of provider default in the above circumstances, Dalton College may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, Dalton College will not be liable to refund the money owed for the original enrolment.

Tuition Protection Service

In such case of provider default, student tuition fee are protected under TPS (Tuition Protection Service). The Tuition Protection Service is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. For more information on TPS for international student, please visit: <https://tps.gov.au/>

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0		5
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					Page 7 of 13

Fees, Charges and Refunds (RO5.4)



Partial Refund

1. Student withdraws more than 60 days before course commencement date or within cooling off period

If written notice of withdrawal is received from a student more than 60 days prior to the initial course commencement, all fees paid are refundable, less an Administration fee \$300. Note the CEO may waiver the Administration fee for withdrawals within the 3 day cooling off period.

2. Student withdraws less than 60 days but more than 28 days before course commencement date

If written notice of withdrawal is received from a candidate less than 60 days but more than 28 days prior to the initial course commencement, only course material fee is refundable.

3. Student withdraws less 28 days before course commencement date

If written notice of withdrawal is received from a candidate less than 28 days prior to the initial course commencement, there would be No refund.

No Fee Refund

Dalton College will not refund any RPL application fees should the student be deemed as unsuccessful in RPL. Note that the student may lodge an appeal on RPL decision at little or no cost – refer to the complaints and appeal policy.

Non-tuition based fees such as materials and equipment provided after course commencement will not be refunded under any circumstances.

In the event that a student cancels their enrolment and requests a refund after the course commencement date, there is no refund of any monies paid to Dalton College. Overseas Students withdrawing from a course of study, will be reported to the Department of Immigration and Border Protection.

A Student who withdraws from their studies after the commencement of their course is required to pay the balance of their tuition fee before the date of cancellation of their COE.

In the event that the student seeks and is granted approval by Dalton College to transfer to another provider prior to completion of six-month study of the principal course, there is no refund of any monies paid to Dalton College

In the event that the student's enrolment is cancelled because of misconduct of student with Dalton College' Student Code of Conduct Policy or breach of student visa conditions there is no refund of any monies paid to Dalton College.

In the event that a Student's extension of Visa is not granted; there is no refund of any monies paid to Dalton College. Students are advised not to enrol or re-enrol if they are uncertain if their visa will be

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 8 of 13</i>

Fees, Charges and Refunds (RO5.4)



extended. In an event where student has paid the entire fees (including material fee) for the course, fees for the ongoing term would be deducted and unused tuition fees would be refunded, less \$300 administration fee.

In the event that a Student abandons their course without formally cancelling their enrolment No refund will be issued, which includes all monies paid or scheduled to be paid to Dalton College and the balance of all outstanding fees for the course will be invoiced to the Student.

In an event where visa is cancelled due to any action of student, there is no refund.

Extenuating Circumstances

Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, or other reasons that are out of the ordinary.

Where evidence can be successfully provided to support the student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the CEO and shall be assessed on a case by case situation.

Refund Approvals

All refunds must be approved by the CEO.

Procedure

All applications for refund must be made in writing using 'Refund Form' and must be submitted to Finance Manager/Administration Manager for their approval.

The refunds will be processed towards the nominated account within 20 working days from the date of application. The amount of refund will be calculated in accordance with the summary of refunds.

It is student's responsibility to provide correct account details. Dalton College will not authorise the transfer of fees to any other student's account. Refunds for students will be completed in the same method by which the fees were originally paid.

Payment of Refund

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to Visa conditions), in which case any refund may be remitted to that institution.

Written authorisation from that person, or entity, is required before refunds can be made payable to any other party. Students should submit this authorisation with their written request for refund.

All Student refunds are made in Australian dollars or the foreign currency equivalent at the time, and will be net of any handling fee charged by local representatives used by the Student. Bank Charges on

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 9 of 13</i>

Fees, Charges and Refunds (RO5.4)



processing refund payments such as Telegraphic Transfer or draft fees to \$40 will be deducted from any refund.

Dalton College will provide the student with a statement detailing the calculation of the refund.

Appealing Refund decisions

All students have the right to appeal a refund decision made by Dalton College (Refer Policy and procedure- Complaints and Appeals RO6.1).

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRTO	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 10 of 13</i>

Fees, Charges and Refunds (RO5.4)



Summary of Refunds

Outline of Default Refund Arrangements	
Initial Visa refused prior to course commencement (with Department of Immigration Refusal Letter)	Full refund less \$300 administration fee
Dalton College is unable to provide the course for which the original enrolment and payment has been made	Full refund
Withdrawal prior to agreed start date: Notify the College more than 60 days prior the course commencement date or within cooling off period	Full refund less \$300 administration fee
Withdrawal prior to agreed start date: Notify the College less than 60 days and greater than 28 days prior the course commencement date	Only course material fee is refundable
Withdrawal prior to agreed start date: Notify the college less than 28 days prior the course commencement date	No refund
Visa refused after course commencement (with Department of Immigration Refusal Letter)	Refund of unused Tuition Fees for current study period
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of any unused Tuition Fees for current study period
Dalton College is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for current study period
Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Immigration and Border Protection, as required by law.	No refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
Student's extension of Visa is not granted.	No refund
	If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
Visa is cancelled due to any action of student	No refund
RPL assessment	No refund

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 11 of 13</i>

Fees, Charges and Refunds (RO5.4)



Payment Schedule

Course fees for continuing students are normally on a monthly basis (If on a Payment Plan). Payments are due prior to the commencement of a study period.

Notifications of due dates will be sent to the student's correspondence address or email, prior to a study period commencement. It is student's responsibility to provide the College with their current mailing address, pursuant to obligations under his/her visa condition. If possible, notification will be given to student in person and a confirmation from student will be placed on student admin file.

Late Payment of Fees

Students are required to pay their tuition fees and any outstanding charges on the due date specified. If the student fails to make the payment by the due date, the following will occur:

1. First warning letter will be sent to student within 7 calendar days after the due date. Student will have 14 calendar days to make the payment, if still after 14 calendar days student fails to pay outstanding balance it may result that student will not be allowed to attend his/her classes or may even result in cancellation of enrolment. If the student is on payment plan it will be cancelled and the student will be required to pay the whole study period's outstanding balance. A late fee of 18% of the total amount owing will be applied.
2. Final warning letter will be sent to student with fee overdue for more than 28 calendar days. If student fails to pay the overdue account within 7 calendar days as stated in final warning letter, the college will refer student's case to college's debt collection agency.
3. The CEO may be grant an extension and/or waiver late fees, where extenuating circumstances has been provided by the student.
4. In the case where fee extension request is not approved, the student information is sent to debt collection agency. These details will include:
 - Student name, contact detail and total fee that the student is indebted to RTO.
 - The student will be informed that they may be contacted by the College's debt collection agency and if required legal action may be taken against the student, and that all legal matters will be dealt with under the jurisdiction of Victoria.
5. After student case has been referred to debt collection agency, Dalton College may issue the student with a 'Notification of Intention to Report' indicating the intention to report student to the secretary of Department of Education, for non-payment of tuition fees. Student will have 20 working days to make an appeal. For more Information, please refer to RTO complaint and Appeal policy.

Students willing to resume study at RTO will have to re-enrol in the course, provided that they have paid the total outstanding fee in full, plus the re-enrolment fee.

Where a student continues to have an outstanding fee the following restrictions may apply:

- Loss of access to enrolment records, examination results and academic transcripts
- The inability to graduate until the outstanding debt is cleared

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0		5
Issue date	March 2017	Review date	January 2018	Version no	1.1
<i>Document control management – Uncontrolled when printed</i>					<i>Page 12 of 13</i>

Fees, Charges and Refunds (RO5.4)



Maintaining Records of Refunds

Where a student application for refund is submitted, all records of the refund application and associated actions are maintained in the student file. This includes a remittance advice identifying that refunds have been paid and any correspondence relating to the refund application.

Any information that the client provides Dalton College or that Dalton College collects about the client (including payments and refunds) can be given to authorised State and Commonwealth Agencies such as the Tuition Protection Service.

The student must be informed of their right to appeal any decision of this policy in line with Dalton College's Policy and Procedure - Complaints and Appeal policy RO6.1.

Version Control:

Version	Date	Superseded by (Date)	Comments
1.0	December 2015	Version 1.1 (March 2017)	Minor Changes to Refunds

Document name	P&P Fees Charges and refunds (RO5.4) v1.1		Reference to SRT0	5	
Issue date	March 2017	Review date	January 2018	Version no	1.1
Document control management – Uncontrolled when printed					<i>Page 13 of 13</i>