

Student Fees and Charges Policy

PURPOSE:

1. To provide a clear documented process relating to Fees and Charges associated to International Students studying at APEIRO INSTITUTE.

SCOPE:

2. This policy applies to all Students who are commencing, have commenced or are continuing study with APEIRO INSTITUTE.
3. International Students choosing to study at APEIRO INSTITUTE are required to pay all Fees and Charges agreed to in the Enrolment Agreement.

PROCEDURE:

FEES AND CHARGES

4. Students are required to pay the following fees as outlined in the Letter of Offer:
 - a) Application/Enrolment,
 - b) Course/Tuition,
 - c) Material Fees,
 - d) Overseas Student Health Cover (OSHC) (no additional charges to be charged by Apeiro Institute if requested by student),
 - e) Accommodation (charges to be paid directly to the vendor),
 - f) Airport Pickup (charges to be paid directly to the vendor), and
 - g) Any other fees as applicable in the **Other fees and Charges Table below**.
5. Payment particulars:
 - a) Students must pay the Enrolment Fee, otherwise the application will not be processed,
 - b) Enrolment Fees are NON REFUNDABLE
 - c) Material Fees are NON REFUNDABLE if students cancels less than 4 weeks of course commencement
 - d) Students must pay all associated Course Fees as per the Payment Schedule mentioned in Letter of Offer, otherwise students will not be allowed to continue study,
 - e) Course fees can be paid in Full (on commencement of the course) or in Advance in accordance with the schedule outlined in the Letter of Offer,
 - f) Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved
 - g) A Refund of any fee will only be processed in accordance with the APEIRO INSTITUTE Refund Policy.

PAYMENT METHODS

6. All Fee payments must be made in Australian Dollars and can be paid by:
 - a) Cash,
 - b) Direct or SWIFT Deposit,
 - c) Credit Card (1% Surcharge Applies to all Credit card payments)
 - d) Cheque or Money Order, or

PAYMENT EXTENSION

7. Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request an extension of fees by submitting a Fee Extension Request Form.
8. The Fee Extension Request Form must be received prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension has been granted.
9. If an extension is approved, then a revised payment schedule will be determined.

LATE PAYMENT

10. Should a student not pay the required fees by the due date and has not submitted and had approved a Fee Extension Request Form, then a 2% interest on all OVERDUE fees per calendar month will be charged by APEIRO INSTITUTE

CANCELLATION

11. The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.
12. In the event an enrolment is cancelled, the student shall have 20 days to access the Complaints and Appeals process.

OVERSEAS STUDENT HEALTH COVER

13. As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.
 - a) APEIRO INSTITUTE is able to provide OSHC through MEDIBANK, and will provide the associated fees and charges on the Letter of Offer, or
 - b) The student is free to arrange OSHC themselves.
 - i. Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC
 - ii. If requested APEIRO INSTITUTE to organise OSHC (no additional charges to be charged)

TUITION ASSURANCE

14. In accordance with the ESOS Act, APEIRO INSTITUTE ensures the security of Student Fees through membership of Tuition Protection Service (TPS) provided by Australian Government. TPS is a placement and refund service for International Students and acts as an insurance that aims to place students in an alternative course and offer refund on unused portions of their tuition fees.
15. In the event that APEIRO INSTITUTE ceases to provide a course of study in which student is enrolled, the student is entitled to a choice of:
- Course Placement Option:** An offer of a place in a similar course of study with a second provider with the balance of unspent tuition fee being transferred to the second provider.
 - Tuition Fee Repayment Option:** The student will be eligible to request a refund of unexpended pre-paid tuition fee from the TPS and will be required to comply with any relevant immigration requirements.

More Information can be found at <https://tps.gov.au/StaticContent/Get/StudentInformation>

OTHER FEES AND CHARGES:

Administration/ Cancellation fee	\$300
Course Variation Fee	\$250/ course
Credit card Surcharge (%of the amount being charged)	1%
Late Payment fee (% of Amount Due)	2%
Overseas Student Health Cover	Refer to Website
Recognition of Prior Learning (if requested)	\$400 per unit
Re-assessment fee - theory	\$300 per assessment
Submission of assessment after the due date	\$25 per assessment
Re-enrolment fee - per unit	\$500
Re-print of any Statement of Attainment/ Certificate	\$50
Re-issue of Student ID Card	\$15
Printing Services	\$0.30 (B/W) , \$1.00 (Color)
Airport greeting service (if requested)	\$120
Accommodation placement fee (if requested)	\$280