

Fees Taken in Advance

Policy & Procedure

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1. PURPOSE

This policy is to ensure that JMC cooperates and communicates with the VET Regulator and is legally compliant at all times.

2. SCOPE

This is a statement of the JMC Academy (JMC) policy regarding tuition fees taken in advance of a course start date.

All JMC course fees are quoted in Australian dollars (AUD) and are subject to change without notice. The JMC Domestic and International Student Fee Schedules detail the total amount of fees, including course tuition fees and any incidental fees, together with their payment terms. The Fee Schedules and policies are available on the JMC website, www.JMC.edu.au.

3. DEFINITIONS

All definitions are located in the *JMC Glossary*.

4. POLICY

4.1. Pre-Enrolment Fees (International Students only)

- 4.1.1 A non-refundable one hundred and fifty dollars (\$150) *Registration Fee* is payable by international students with the *JMC Enrolment Acceptance Agreement*.
- 4.1.2 The *semester one (1) Tuition Deposit* [half year one (1) fees] is payable with the *Enrolment Acceptance Agreement* prior to JMC generating an electronic Confirmation of Enrolment (eCoE) entry in the Government PRISMS database. The semester one (1) Tuition Deposit will be deducted from the first (1st) year invoiced fees
- 4.1.3 International students may pay up to half their course tuition fees upfront.

4.2. Incidental Costs

- 4.2.1 A former student must apply in writing for the re-issue of a qualification/record of results or a statement of attainment and pay a twenty-five dollars (\$25) fee in advance. *Note:* The processing turnaround time is twenty (20) days.
- 4.2.2 Replacement of the issued Student ID card (to be carried by the student on campus at all times) costs ten dollars (\$10) and is ordered through Reception.

5. PROCEDURE

- Upon successful audition/interview, students will receive a *Letter of Offer* for a place in an JMC course.
- At least twenty (20) days prior to the course start date, a student may apply for course credit through either Recognition of Prior Learning (RPL) or Credit Transfer. The Head of Department will confirm with the student the units of competency (subjects) to be assessed. An RPL Fee of two hundred dollars (\$200) per unit of competency applies and must be paid before the RPL review can commence. There is no fee for Credit Transfer.

- When JMC has received a student's Enrolment Acceptance Agreement, the student will be issued with a Tax Invoice for the first semester's fees, that must be paid as follows:
 - Advanced Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
 - Diploma courses: fourteen(14) days prior to the start date of the semester (half academic year)
- The student will be issued with further Tax Invoices during the course that must be paid as follows:
 - Advanced Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
 - Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
- JMC will ensure fees taken in advance are protected by:
 - Issuing a receipt; and
 - depositing tuition fees in a dedicated account; and
 - Consequences of late fee payments are outlined in *Policy #03.07 Late Fee Payments* (on JMC website)
- If a student does not successfully complete a semester (Advanced Diploma/ Diploma course) and chooses to repeat, s/he will be required to pay for that semester a second (2nd) time.
- Fee payments and queries are managed by the Head of Student Services and Admin at Reception.
- A student may use the *Complaints and Appeals Policy and Procedure* to dispute any tuition fees matter.

6. RELATED DOCUMENTS

All related JMC Fee Policies are located on the JMC website, www.JMC.edu.au

- 6.1 JMC Glossary
- 6.2 Fee Schedule
- 6.3 Tuition Fee Refund Policy and Procedure (VET)
- 6.4 Late Fee Payments Policy (VET)
- 6.5 International Student Fee Refund Policy and Procedure (VET)
- 6.6 Tuition Fee Refund and Removal of VSL Debt Policy and Procedure (VET)
- 6.7 Tuition Fee Refund and Re-Accrediting VET STUDENT LOAN Debt - Special Consideration Policy and Procedure (VET)
- 6.8 Complaints and Appeals Policy and Procedure

7. RELEVANT LEGISLATION

7.1 Standards for Registered Training Organisations (RTOs) 2015

- STD 5.3 - Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first.
- STD 7.3 - Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of fifteen hundred dollars (\$1500) (being the threshold prepaid fee amount), the RTO

must meet the requirements set out in the Requirements for Fee Protection in *Schedule 6*.

7.2 Education Services for Overseas Students (ESOS) 2018

- Standard 2.1 (e) indicative course related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- Standard 3.1 (b) provide an itemised list of course money payable by the student

7.3 VET Student Loan (VSL) Legislation

- VET Student Loans Amendment Rules (No.1) 2018
- VET Administrative Information for Providers 2016

8. POSITIONS RESPONSIBLE

- 8.1. Head of Student Services and Admin
- 8.2. Student Admissions
- 8.3. Administration
- 8.4. Campus Manager
- 8.5. Director of Finance and Operations
- 8.6. Chief Executive Officer

9. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	JMC CEO
Review date	01/12/2024

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3.0	QERC	02/02/2022	03/02/2022	New template	Current