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CRICOS Code 00665C  
PROVIDER No PRV 12050

## FEE POLICY AND PROCEDURE

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### 1. Policy Statement

#### 1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

#### 1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

#### 1.3 Purpose

The purpose of this policy is to clearly outline the process of:

- Payment of AIM fees
- Reviewing AIM fees

#### 1.4 Scope

This policy and procedure applies to all students studying an AIM course, including award courses, non-award course and short courses.

#### 1.5 Coverage

This policy and procedure covers all fees applicable to both current and prospective Domestic and International Students at all AIM campuses

#### 1.6 Special Conditions or Exceptions

N/A

### 2. Procedures

#### 2.1 Implementation

AIM Finance will oversee the implementation of this policy

#### 2.2 Fee Payment Options

##### 2.1 Upfront Fee-paying Students

- International students are required to pay their fees upfront.
- Domestic students have the option to pay their fees upfront or through FEE-HELP
- Tuition fees charged will be based on the number of credit points studied each study period
- Upfront fee-paying students will be issued a final invoice 7 days after Census date, with payment being due 14 days after the invoice issue date.
- If fees are not paid on time, a late fee of \$100 will be charged without further notification to student and enrolment may be cancelled
- It is recommended upfront fee paying Domestic students complete an electronic Commonwealth Assistance Form (eCAF) to access FEE-HELP should they default on their upfront payment.

##### 2.2 Domestic FEE-HELP Students

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- FEE-HELP (Australian Commonwealth Loan Scheme) is a loan to help eligible fee paying students to pay their tuition fees.
- FEE-HELP is available to students who are an Australian citizen or are in Australia on a humanitarian visa, will be eligible for FEE-HELP assistance from the Australian Government. Students who are a New Zealand Special Category Visa (NZ SCV) holder (who meets the specific NZ SCV residency requirements for HELP loans) might also be eligible for FEE-HELP.
- For students who are eligible and wish to fully or partly utilise FEE-HELP to pay for their tuition fees, they must complete the electronic Commonwealth Assistance Form (eCAF) online via the link which will be sent to them via email upon receipt of their signed Acceptance of Offer and Enrolment Form
- Please note, a Tax File Number (TFN) is required for all FEE-HELP applicants. Students who do not have a TFN should contact the Australian Tax Office (ATO) as soon as possible to apply – see the ATO website: [www.ato.gov.au](http://www.ato.gov.au) for further information. TFN must be submitted by Census Date otherwise FEE-HELP cannot be accessed and upfront fees will apply
- FEE-HELP students have the option to pay their tuition fees upfront (either partially or in full) for each study period. FEE HELP students must notify AIM by completing the [Application for Variation of Enrolment](#) of their wish to pay tuition fees upfront prior to census in order to have their status changed from FEE-HELP to UPFRONT.
- Students on FEE-HELP enrolled at AIM after 1<sup>st</sup> January 2018 will need to ensure they pass at least 50% of their total attempted units across their course of study in order to remain eligible for FEE HELP.
- For more information see [Study Assist](#).

### 2.3 Fee Review

AIM Domestic and International fees (tuition and non-tuition) are reviewed annually during budget process and long-range planning.

Fee review is based on an analysis taking into account:

- Local Competition
- Student satisfaction surveys
- AIM positioning strategy
- Investment plan
- Australian Consumer Price Index (CPI)
- International fees are also taking into account competitiveness of the program based on currency exchange rate

Fees are signed off during annual budget approval process by the Board of Directors and Executive Leadership Group.

Notifying Students:

- Returning students are informed by email at least 30 days before the start of the next study period if fees are changing
- Prospective students, at application stage, are informed as soon as new fees have been approved but no later than 30 days before start of the study period.

*Marketing updates new fees on the AIM web site and all other collateral as soon as approved and specify from when those fees will be actioned.*

## 3. Accountabilities

### 3.1 Responsible Officer

- **Director of Finance (DF):** Policy Owner

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### 3.2 Contact Officer

- **CEO:** Inform students via letter/email
- **Director Finance:** notifies Student Recruitment, Admissions, Student Services and Marketing of fee change
- **Director of Sales and Marketing:** undertakes annual fee review analysis; drafts correspondence for CEO to inform students
- **Marketing Department:** updates AIM website and collateral once fees have been updated
- **Student Recruitment:** fields inquiries from prospective students
- **Student Services:** fields inquiries from current students

### 4. Supporting Information

#### 4.1 Legislative Compliance

This Policy & Procedure supports AIM's compliance with the following legislation:

- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [Education Services for Overseas Students \(ESOS\) Regulations 2001](#)
- [Higher Education Standards Framework \(HESF\) 2015](#)
- [Higher Education Support Act \(HESA\) 2003](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 \(The National Code\)](#)
- [Tertiary Education Quality and Standards Agency \(TEQSA\) Act 2011](#)

#### 4.2 Supporting Documents

- *Long Range Plan*

#### 4.3 Related Documents

- *Domestic Fee Schedule*
- *International Fee Schedule*

#### 4.4 Superseded Documents

- Nil

### 5. Definitions and Acronyms

<b>AIM referred to as the 'Institute'</b>	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
<b>Consumer Price Index (CPI)</b>	A measure of household inflation

### 6. Approval and Review Details

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
1.0	05/02/2018	N/A	15/03/2018	New policy
2.0		N/A	26/09/2019	<ul style="list-style-type: none"> <li>• Policy Name change</li> <li>• Payment options</li> <li>• 50% rule for Fee-Help</li> <li>• New policy format</li> </ul>

### 7. Flowchart – Showing process and decision points (pending)