

FEE POLICY AND PROCEDURE

Responsible Officer	Chief Financial Officer (CFO)
Approved by	Board of Directors
Approved	26 September 2019
Commenced	26 September 2019
Review by	August 2020
Relevant Legislation and Policies	<ul style="list-style-type: none"> • 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
Responsible Organisational Unit	Chief Financial Officer (CFO)

TABLE OF CONTENTS

1. POLICY STATEMENT	2
1.1 AUTHORITY	2
1.2 APPLICATION	2
1.3 PURPOSE	2
1.4 SCOPE	2
1.5 COVERAGE	2
1.6 SPECIAL CONDITIONS OR EXCEPTIONS	2
2. PROCEDURES	2
2.1 IMPLEMENTATION	2
2.2 FEE PAYMENT OPTIONS	2
2.3 FEE REVIEW	3
3. ACCOUNTABILITIES	3
3.1 RESPONSIBLE OFFICER	3
3.2 CONTACT OFFICER	4
4. SUPPORTING INFORMATION	4
4.1 LEGISLATIVE COMPLIANCE	4
4.2 RELATED DOCUMENTS	4
4.3 SUPPORTING DOCUMENTS	4
4.4 SUPERSEDED DOCUMENTS	4
5. DEFINITIONS AND ACRONYMS	4
6. REVISION HISTORY	5
7. FLOWCHART – SHOWING PROCESS AND DECISION POINTS	6
7.1 FEE REVIEW PROCESS	6
7.2 STUDENT FEE PAYMENTS	7

FEE POLICY AND PROCEDURE

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 courses 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

Nil.

2. Procedures

2.1 Implementation

AIM Finance will oversee the implementation of this policy.

2.2 Fee Payment Options

2.2.1 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.

2.2.2 Domestic FEE-HELP Students

FEE POLICY AND PROCEDURE

- FEE-HELP (Australian Commonwealth Loan Scheme) is a loan to help eligible fee-paying students to pay their tuition fees.
- 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 meet the specific NZ SCV residency requirements for HELP loans) might also be eligible for FEE-HELP.
- 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 who are eligible and wish to fully, or in part, utilise FEE-HELP to pay for their tuition fees 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 for further information. Students must submit their TFN by the Census Date; otherwise, FEE-HELP cannot be accessed and upfront fees will apply.
- Students on FEE-HELP enrolled at AIM after 1st 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 the [Study Assist](#) website.

2.3 Fee Review

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

Fee review is based on an analysis, considering:

- Local competition
- Student satisfaction surveys
- AIM positioning strategy
- Investment plan
- Australian Consumer Price Index (CPI)
- International fees also consider the 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.

2.3.1 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 and no later than 30 days before start of the study period.

The AIM Marketing Department updates new fees on the AIM website and all other collateral as soon as approved, and specify from when those fees will be actioned.

3. Accountabilities

3.1 Responsible Officer

- **Chief Financial Officer (CFO):** Policy owner

FEE POLICY AND PROCEDURE

3.2 Contact Officer

- **CEO:** Inform students via letter/email
- **Chief Financial Officer:** Notifies Student Recruitment, Admissions, Student Services and Marketing of fee change
- **Head of Pathways and Engagement:** 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 Related Documents

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

4.3 Supporting Documents

- *Long Range Plan*

4.4 Superseded Documents

Nil.

5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the ‘Institute’	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
Consumer Price Index (CPI)	A measure of household inflation

FEE POLICY AND PROCEDURE

Domestic student	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
Prospective Student	Any person seeking to enrol in the Institute.
Senior Academic	<ul style="list-style-type: none"> • Director of Academic Affairs • Deputy Director of Academic Affairs • Heads of School • Deputy Heads of School
Staff	Any person currently employed by the Institute.
Student	Any personal currently enrolled by the Institute.

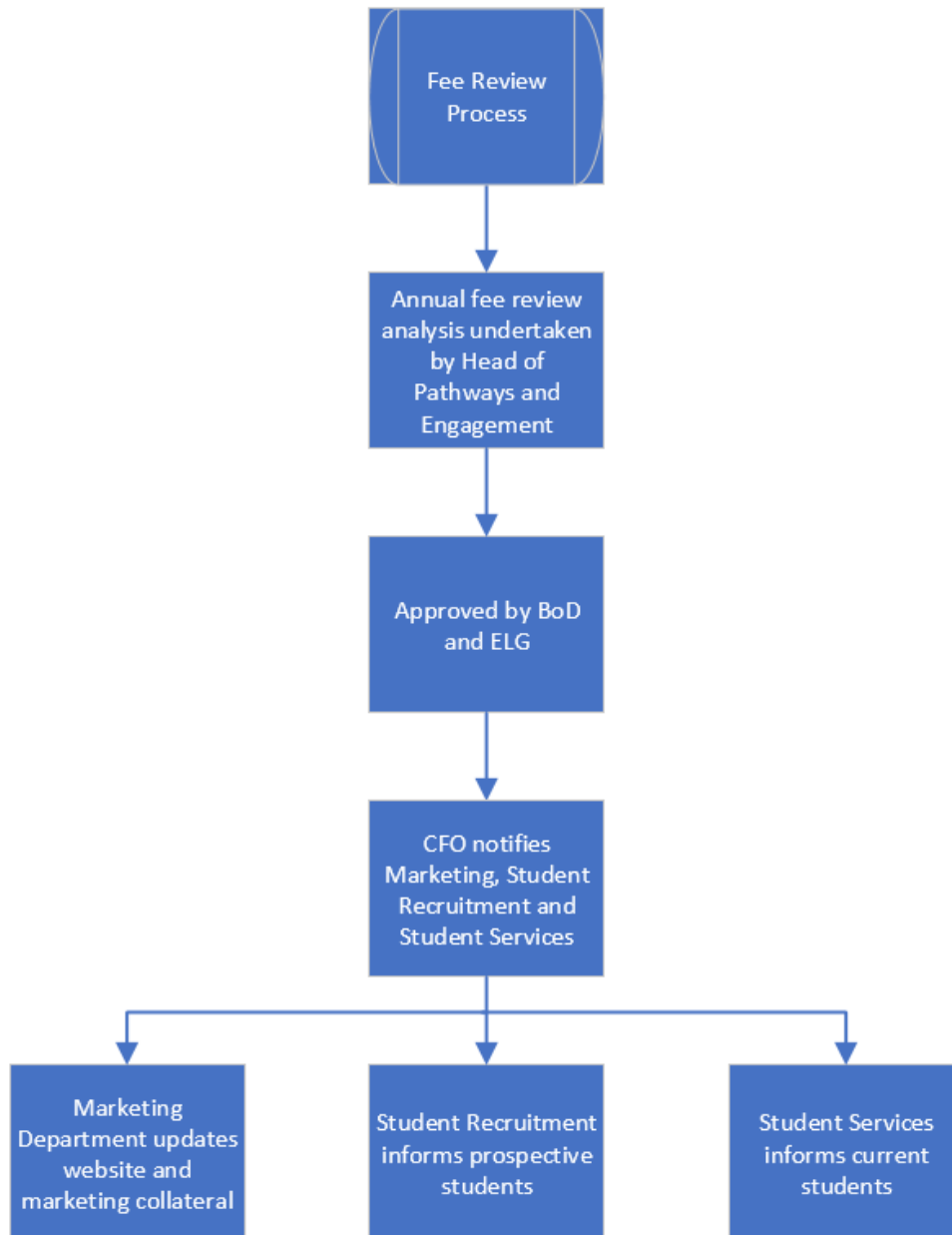
6. Revision History

Version	Date Approved by (Executive) Leadership Group	Date Approved by Academic Board	Date Approved by Board of Directors	Sections modified
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"> • Policy Name change • Payment options • 50% rule for Fee-Help • New policy format
2.1		N/A		<ul style="list-style-type: none"> • New policy format • Flowchart

FEE POLICY AND PROCEDURE

7. Flowchart – Showing Process and Decision Points

7.1 Fee Review Process



FEE POLICY AND PROCEDURE

7.2 Student Fee Payments

