

PAYMENT AND ASSURANCE OF FEES

PREAMBLE

This Policy sets out the College's method of payment of enrolment, tuition and other fees. It also explains how the College's protects the tuition fees of international and domestic students.

DEFINITIONS AND ACRONYMS

“**APC**” means Australian Pacific College.

“**APTT**” means Australian Pacific Travel and Tourism.

“**CoE**” means the confirmation of enrolment.

“**College**” means Australian Pacific College, English Unlimited and Australian Pacific Travel and Tourism.

“**ESOS Act**” means the Education Services for Overseas Students Act 2000.

“**EU**” means English Unlimited.

“**LOO**” means Letter of Offer.

“**Overseas Student**” means a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act.

“**Policy**” means this Payment and Assurance of Fees Policy.

“**RTO**” means a registered training organisation.

“**TPS**” means the Tuition Protection Service.

1. PAYMENT OF FEES

- 1.1 Upon receipt of an executed LOO and all relevant fees, the College will send a successful applicant a CoE. The CoE is required for the Overseas Student to apply for a student visa.
- 1.2 Payment of fees must be in Australian dollars and all bank fees paid by the applicant. This includes foreign exchange conversion fees applied by the overseas and Australian bank if it is an overseas telegraphic transfer.

- 1.3 For APC Sydney, Melbourne, Brisbane, Gold Coast, and APTT students payments, may be made by bank draft, or telegraphic transfer to:
- | | |
|-----------------|---------------------------------|
| Account name: | Australian Pacific College |
| Name of Bank: | Westpac Banking Corporation |
| Address: | 84 King Street, Sydney NSW 2000 |
| BSB: | 032013 |
| Account Number: | 131540 |
| SWIFT Code: | WPACAU2S |
- 1.4 For EU Brisbane students payments may be made by bank draft, or telegraphic transfer to:
- | | |
|-----------------|--|
| Account name: | English Unlimited Brisbane Pty Limited |
| Name of Bank: | Westpac Banking Corporation |
| Address: | 283-285 Kent Street, Sydney NSW 2000 |
| BSB: | 032134 |
| Account Number: | 204865 |
| SWIFT Code: | WPACAU2S |
- 1.5 For EU Melbourne and EU Sydney (as from 1 January 2018) students payments may be made by bank draft, or telegraphic transfer to:
- | | |
|-----------------|---------------------------------|
| Account name: | Australian Pacific College |
| Name of Bank: | Westpac Banking Corporation |
| Address: | 84 King Street, Sydney NSW 2000 |
| BSB: | 032013 |
| Account Number: | 131540 |
| SWIFT Code: | WPACAU2S |
- 1.6 All major Credit Cards (Master/Visa/Amex) and Electronic Funds Transfer (EFT) cash cards are accepted. Any credit card fees are payable by the applicant.
- 1.7 Personal cheques are NOT accepted by the College.
- 1.8 All money due to the College will be deemed to have been paid only when all the funds have been cleared and transferred to the College from the financial institution and/or College representative (agent) and a receipt issued by the College.

2 ASSURANCE OF FEES (OVERSEAS STUDENTS)

- 2.1 Under the ESOS Act, the College pays an annual Tuition Protection Levy to the TPS. The TPS is an initiative of the Australian Government to protect the tuition fees of international students studying in Australia on a student visa.
- 2.2 In the unlikely case of the College being unable to fully deliver the applicant's course of study, the TPS ensures that international students are able to either:

- a) complete their studies in another course or with another education provider; or
- b) receive a refund of their unspent tuition fees.

For more information please refer to the Tuition Protection Service and the College's Tuition Protection Services (TPS) Policy.

3 ASSURANCE OF FEES (AUSTRALIAN STUDENTS)

- 3.1 The College has effective administration arrangements in place to protect the pre-paid fees in excess of \$1500.00 (AUD) of Australian students in accordance with clause 7.3 and schedule 6 of the sRTOs 2015.

POLICY REVIEW

This Policy will be reviewed every three years, or as legislation requires by the admissions or finance department of the College.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	Education Services for Overseas Student's Act 2000 (Cth) Standards for Registered Training Organisations (RTOs) 2015

KEYWORDS

Keywords	payment of fees, TPS, Tuition Protection Service, Tuition Protection Levy
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POLICY OWNER

Owner	Economic Enterprise Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Payment and Assurance of Fees v1.4.docx	26 Oct 2012		Original Document
Payment and Assurance of Fees v1.5R	August 2019	Sara Gaudry	Full update and review in accordance with current laws, the Policy and Procedure Template v1.0 and Guidelines for Drafting Policies and Procedures v1.0. Update of letterhead.