

Student Fees and Charges Policy

1 PURPOSE

To provide a clear documented process relating to fees and charges associated to overseas students studying at Nomi College. This policy has been developed in accordance with supports clause 5.3 of standard 5 and Clause 7.2 of Standard 7 of the standards for Registered Training Organisations 2015

To ensure each overseas student or prospective student is properly informed and protected through the provision of comprehensive and relevant fee information

2 SCOPE

This policy applies to all Students who are commencing, have commenced or are continuing study with Nomi College.

Overseas students choosing to study at Nomi College are required to pay all fees and charges agreed to in the Letter of Offer and Acceptance (Written Agreement).

3 POLICY STATEMENT

3.1 GENERAL RULES

- 3.1.1 Nomi College charge a variety of fees and charges for courses in relation to market demand.
- 3.1.2 Fees and charges are published and available online via Nomi College's website.
- 3.1.3 Students are notified in their Letter of Offer and Acceptance (Written Agreement) of all fees and charges, including that these are subject to change.
- 3.1.4 Payments including fee deposits are not accepted from overseas students until Nomi College receives their signed and completed Letter of Offer and Acceptance (Written Agreement).
- 3.1.5 Tuition fees do not include placement fees or material fees. These will be listed in the letter of offer.
- 3.1.6 Fees and charges are reviewed at least annually.
- 3.1.7 Any changes to fees and charges are updated on all electronic and print material including Letter of Offer and Acceptance (Written Agreement) and marketing/recruiting materials.
- 3.1.8 International education agents are notified of any changes to fees and charges and are supplied with updated materials.
- 3.1.9 Nomi College will not issue any qualification or award prior to the completion of payment of all fees and charges in full.

RTO Number: 31518	CRICOS Number: 03569A	Author : Nomi College
Version number : 1.0		Page 1 of 6

- 3.1.10 Student will pay the same amount of fees at the time of enrolment until completion of the course.
- 3.1.11 Rescheduling of any course or unit of competency may incur variations in fees and charges such as an increase to be paid or an amount to be refunded.
- 3.1.12 Enrolling in a new course will incur any new fees.
- 3.1.13 Tuition fees will not be transferred to another educational institute.
- 3.1.14 Nomi College enrolment/application fee is non - refundable.
- 3.1.15 In the event a student abandons the course, all fees due are payable.

3.2 FEES AND CHARGES

- 3.2.1 Fees are payable as agreed with Nomi College and documented in the Letter of Offer and Acceptance of Offer. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the Letter of Offer and Acceptance of Offer.
- 3.2.2 Tuition fees will not be transferred to another educational institution.
- 3.2.3 Nomi College may restrict or withhold services or materials from learners if fees are overdue.
- 3.2.4 Students are required to pay the following fees:
 - a) Application/enrolment fee (non- refundable)
 - b) Course, as per letter of offer
 - c) Material Fees, as per letter of offer
 - d) Placement fees, as per letter of offer
 - e) Overseas Student Health Cover (OSHC),
 - f) Accommodation,
 - g) Airport Pickup, and
 - h) Any other fees outlined in the Letter of Offer and Acceptance (Written Agreement) and attached schedule of fees for students.
- 3.2.5 Applicants must pay the following fees in order to secure their enrolment at Nomi College:
 - a) A specified pre-payment tuition fees (this will be no more than 50% of the total course fees for overseas students)
 - b) Application/enrolment Fee
 - c) OHS fee (for overseas students)
- 3.2.6 Payment particulars:
 - a) Students must pay the Application/Enrolment Fee, otherwise the application will not be processed.
 - b) Enrolment, Accommodation and Airport Pickup Fees are non-refundable.
 - c) Students must pay all associated Course Fees as per the Letter of Offer and Acceptance (Written Agreement)and Fee Schedule, otherwise students will not be allowed to continue study.

RTO Number: 31518	CRICOS Number: 03569A	Author : Nomi College
Version number : 1.0		Page 2 of 6

- d) Course fees can be paid in Full at the start of the course, or in Advance by term or in accordance with the schedule outlined in the Enrolment Agreement.
- e) Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved.
- f) A Refund of any fee will only be processed in accordance with the Refund Policy.

3.3 FEE INCREASES

- 3.3.1 Students are informed on the Letter of Offer and Acceptance of Offer that tuition fees will not increase during their period of enrolment at Nomi College.
- 3.3.2 Fees during the enrolment period as tabled under 4.3, may, however, be subject to increase. Notices will be placed throughout the Nomi College campus(es) notifying students if any of these fees are to increase. Students will be provided with four weeks' notice of the intention to increase any of these fees.

3.4 PAYMENT METHODS

- 3.4.1 All Fee payments must be made in Australian Dollars and can be paid by:
 - Cash,
 - Direct or SWIFT Deposit,
 - Credit Card,
 - Bank Cheque or Money Order

3.5 PAYMENT EXTENSION

- 3.5.1 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.
- 3.5.2 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.
- 3.5.3 Applying for a fee extension does not guarantee that an extension will be granted.
- 3.5.4 If an extension is approved, then a revised payment schedule will be determined.

3.6 LATE PAYMENT

- 3.6.1 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 the following late payment fees apply:
 - 10% on any outstanding amount greater than \$500 AUD
 - 20% on any outstanding amount less than \$500 AUD
- 3.6.2 Should a payment plan be entered into, the due date is the date of the agreed instalment due date, should a student fail to pay 2 or more instalments then the overdue fees will apply to each instalment that is late.

RTO Number: 31518	CRICOS Number: 03569A	Author : Nomi College
Version number : 1.0		Page 3 of 6

3.7 CANCELLATION

- 3.7.1 The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.
- 3.7.2 In the event that a final notice to cancel CoE, the student shall have 20 days to access the Complaints and Appeals process.

3.8 OVERSEAS STUDENT HEALTH COVER

- 3.8.1 As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.
- 3.8.2 Nomi College is able to provide OSHC through (INSERT nominated health insurance provider), and will provide the associated fees and charges on the Letter of Offer, or the student is free to arrange OSHC themselves.
- 3.8.3 Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC.

3.9 TUITION ASSURANCE

In accordance with the ESOS Act, Nomi College ensures the security of Student Fees through membership to the Tuition Protection Service.

RTO Number: 31518	CRICOS Number: 03569A	Author : Nomi College
Version number : 1.0		Page 4 of 6

4 SCHEDULE OF FEES

4.1 APPLICATION/ENROLMENT FEE (NON-REFUNDABLE)

A non-refundable application fee of \$250.00 applies.

4.2 CURRENT COURSE COSTS

Listed below are the current course costs (subject to review and change)

Course Code	Course Title	Duration (weeks)	Tuition Fee	Material Fee	Total Cost
AUR30320	Certificate III in Automotive Electrical Tech	78	20,000	500	20,750
AUR40216	Certificate IV in Automotive Mechanical Diagnosis	26	6,500	500	7,250
CPC30220	Certificate III in Carpentry	104	35,000	1,000	36,250
AUR30620	Certificate III in Light Vehicle Mechanical Technology	78	20,000	500	20,750
SIT40521	Certificate IV Kitchen Management	78	20,000	2,050	22,300
SIT50422	Diploma of Hospitality MGT	26	12,000	750	13,000
BSB50820	Diploma of Project Management	52	12,000	500	12,750
BSB6020	Advance Diploma of Project Management	52	12,000	500	12,750
BSB80320	Graduate Diploma of Strategic Leadership	104	24,000	500	24,750
BSB40920	Certificate IV in Project Management	52	12,000	500	12,750

4.3 FEES DURING THE ENROLMENT PERIOD

Additional fees that may apply	Amount
Admission Fees	\$250 (non-refundable)
Course Variation / Deferment fee	\$250
Reassessment fee (students have a total of 2 attempts and any attempt thereafter will incur the stated fee).	\$100
Fees for late payment of course fees	\$50 per week for each week the payment for course fees is delayed

RTO Number: 31518	CRICOS Number: 03569A	Author : Nomi College
Version number : 1.0		Page 5 of 6

Posting Certificate within Australia	\$25
Posting Certificate Outside Australia	\$45 (higher fees may apply as per postal charges)
Certificate Re-Issue Fee	\$50
Credit transfer Admin Fee	\$100 per unit (<i>maximum fees to be charged \$1500</i>)
Unit reassessment for theoretical unit	\$100 Per Assessment
Unit reassessment for practical class	\$350 per practical class
Re-enrolling in a unit of competency	\$300 for theoretical unit \$450 for a unit with practical
Re-issuing student ID	\$25 per student ID
EFTPOS Transaction and Credit Card payment charges	2% per transaction
English test (placement test)	\$50 each attempt. For new enrolments first 2 attempts are free.
Rearranging missing practical classes	\$250 per practical class
RPL	Application fee of \$250 Unit fee \$500 or as per standard course fees which ever is lower
<i>Fee protection</i>	