

Fees and Charges Policy

Policy Category	Policy/guideline/procedure/rules		
Review	3 years from date of Approval		
Policy Code	FP002		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.11	IMC Executive	23 November 2023	23 November 2023

1. Purpose

This policy establishes the basis for setting tuition fees and charges at the Australian National Institute of Management and Commerce (the Institute).

2. Scope

This policy applies to all students and staff at the Institute.

3. Guiding Principles

- This policy intends to address and provide clarity regarding the administration and the collection of tuition fees and charges and to ensure any increase in tuition fees and charges is compliant with Commonwealth government legislation and regulations.
- The Institute is to set its tuition fees in line with its commercial and strategic objectives and to levy tuition fees and charges in line with relevant legislation and internal policies and procedures.
- The Institute's tuition fees are charged at different scales for cohorts based on student citizenship status, the course taken, and other criteria established under relevant legislation.
- The Institute is to publish comprehensive information online about tuition fees and charges for students on a timely basis. It is committed to ensuring that the administration of tuition fees and charges is consistent with the Institute's published information.

4. Tuition Fees

The Institute sets student tuition fees annually for the year in advance and considers the following elements when setting the fees. This includes but is not limited to:

- cost of delivery of programs and units of study, including internal operational costs;
- requirements and limitations imposed by relevant legislation and regulation;
- market trends; and
- anticipated budget increases.

The Institute's tuition fees must be approved by the Institute's Council annually, and all tuition fees will be set and approved in time to meet internal and external timeframes. The Institute reserves the right to amend or adjust its tuition fees provided it meets external and

internal requirements and students are informed on time. Different rates may be set for non-award courses or units.

5. Tuition Fee Increases

The Institute may increase its fees for currently enrolled students (i.e., returning students) by between 3%-15% each year but by no more than 30% over three years.

Annual tuition fee increases for prospective students will be capped at 25% annually per course or unit for domestic and international students (i.e., year-on-year increases between different commencing cohorts). Once enrolled, students may be subject to potential fee increases as described above.

The Institute will publish and inform students in writing, by no later than the end of November, of any changes to the tuition fee in the subsequent calendar year. This will be done to ensure that students are adequately notified and, therefore, not disadvantaged by any tuition fee increase.

The Institute will publish cut-off payment dates for students offered a place at the Institute. The tuition fee will be specified in the offer letters. The student may be subject to an updated tuition fee if payment is made after the cut-off date. The updated tuition fee will usually be the same rate advertised to prospective students.

Enrolment and Administrative Charges

- The Institute will levy all students separately for enrolment and administrative charges following relevant legislation and regulation.
- The Institute will publish enrolment and administrative charges to make information available to students.
- The Institute reserves the right to amend or adjust its enrolment and administrative charges provided it meets external and internal requirements, and students are appropriately informed.

6. Refunds

a) Domestic Students

Tuition fees will be refunded only in the following circumstances:

- i. If the Institute is unable to provide the course, all tuition fees paid are fully refunded
- ii. The student withdraws from a unit of study on or before the census date:
 - a. the fees will be fully refundable, and/or
 - b. the student will not incur a FEE-HELP debt

Note that if the student withdraws from a unit of study after the census date, no tuition fees are refundable, and/or the student will incur a FEE-HELP debt.

Exceptional circumstances may be considered.

b) International Students

Tuition fees will be refunded only in the following circumstances:

i. The student is refused a visa for study in Australia (note: formal documentation confirming refusal is required to be provided by the student).

ii. If the Institute cannot provide the course, all tuition fees paid are fully refundable.

iii. Where a student gives notice in writing at least four (4) weeks before commencement of that term or the specified date for commencement of a program, they will be entitled to a refund of tuition fees paid for the term, less twenty per cent (20%) of the prescribed tuition fee for that term.

v. Where a student gives notice in writing less than four (4) weeks before the commencement of that term, or the specified date for commencement of a program, before the Census Date, they will be entitled to a refund of tuition fees paid for the term, less fifty per cent (50%) of the prescribed term fee.

Note that where a student gives notice in writing of the cancellation of enrolment in a course more than four (4) weeks after the start of the course, no tuition fees are refundable.

International Students Fees are protected by the Australian Government's Tuition Protection Service (TPS).

For further information on refunds of tuition fees and charges refer to the Institute's *Student Refund Policy*.

7. Implementation of this Policy

The Institute's Council is responsible for reviewing and approving any changes to tuition fees and charges. The Institute's Finance Team is responsible for publishing fee rates in accordance with Commonwealth publication requirements and is also responsible for administering and collecting the Institute's tuition fees and charges.

Any information obtained by the Institute will be handled following the Institute's policy on maintaining the confidentiality and privacy of information. For more information, refer to the Institute's *Privacy Policy*.

8. Related Documents

Privacy Policy

Student Handbook

Student Refund Policy

9. Change and Version Control.

Historical Version	Approved by	Approval Date
2016.07	Executive Team	12 July 2016
2020.12	Provost	15 December 2020