



**KEYSTONE COLLEGE**

OF BUSINESS & TECHNOLOGY

# Fees and Charges Policy

### 1. Purpose

The purpose of this policy is to ensure that learners at KCBT are provided with requirements and information in relation to the terms and conditions for fees and charges associated with their course of study.

### 2. Scope

This policy encompasses the following areas:

- 2.1 Tuition fees for courses;
- 2.2 Responsibilities of the staff; and
- 2.3 Obligations of Enrolled Students.

### 3. Responsibility

The following staff are responsible for the management of student fees and charges for students:

- 3.1 Compliance Manager
- 3.2 Enrolment Officer
- 3.3 Administration Manager; and
- 3.4 Student Support Manager.

### 4. Policy

This policy should be read in conjunction with the Terms and Conditions outlined in the Letter of Offer. KCBT charges fees for the delivery of accredited training and assessment for Australian Qualifications Framework (AQF) qualifications. All fees and charges are published in relevant marketing materials, letter of offer and in the Student Handbook. They are detailed in this policy document and address the circumstances under which the charges may be applied. Refer to the KCBT Refund Policy for procedures pertaining to the handling of refunds.

### 5. Course Fees

KCBT Fees and Charges are made up of:

#### 5.1 Tuition Fees:

Tuition Fees are the financial obligations incurred by students for their chosen course of study at KCBT. These fees are payable to KCBT for the educational services provided.

KCBT does not require international students to pay more than 50 percent of the total tuition fees in advance before the commencement of the course for courses with a duration of more than 26 weeks. Students, or the person responsible for paying the tuition fees, can choose to pay more than 50 percent of their tuition fees before they start their course.

**Note:** Please refer to the KCBT Refund Policy and Procedure for information on refund of tuition fee.

### 5.2 Resource Fee:

The resource fee is charged to students to cover the expenses associated with essential course materials, including student manuals, resources, and other materials required for their enrolled course(s) at KCBT. This fee encompasses provisions such as manuals, photocopying and printing services, WIFI access, access to kitchen facilities, uniform, kit, and utilization of the computer lab.

**Note:** *The Resource Fee is NON-REFUNDABLE.*

### 5.3 Enrolment Fee:

The fee charged to cover the administrative costs in reviewing and processing the necessary documentation in order for a student to obtain the necessary visa to study in Australia.

**Note:** *The Enrolment Fee is only charged in the event the Student Visa Application is refused. This fee is NON-REFUNDABLE in any other cancellation or withdrawal situations.*

### 5.4 Accommodation Placement Fee (Optional):

This fee is only payable if a student requests KCBT to arrange for accommodation in Australia.

**Note:** *The Accommodation Placement Fee is NON-REFUNDABLE, unless more than two (2) weeks' notice is provided to KCBT.*

### 5.5 Overseas Student Health Cover (OSHC)

- 5.5.1 All enrolled students are required to maintain valid Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia.
- 5.5.2 Students have the liberty to select an approved Australian OSHC provider of their preference.
- 5.5.3 OSHC fees are applicable solely to students who opt for KCBT's recommended insurance provider.
- 5.5.4 It is important to note that the OSHC fee is calculated based on a 'start date' set seven (7) days prior to the commencement of the course. The 'end date' is determined as one (01) month (for courses lasting 10 months or less) or two (02) months (for courses exceeding 10 months) after the official course end date, unless a different duration is specifically requested.
- 5.5.5 The OSHC Fee is incorporated within the Offer Letter and is determined according to the scheduled fee of the chosen OSHC Provider. These fees are subject to modification each Calendar Year.
- 5.5.6 In the event of any discrepancies between the calculated OSHC Fee and the OSHC Provider's scheduled fee, you, the student, will be required to settle the variance as indicated in the invoice provided by the OSHC Provider.

### 5.6 Additional Fees and Charges:

Any other additional fees are as specified in your agreement with KCBT. Fees may change and students will be notified about changes of other fees.

**Note:** Other Fees are NON-REFUNDABLE.

### 5.7 Alternative Course Offer:

In specific circumstances, KCBT reserves the right to offer an alternative course or a portion thereof, without any additional charge to the student, as a viable option in place of refunding course fees.

This arrangement will be executed only upon mutual consent between KCBT and the student. Should a student willingly agree to this course substitution, the alternative course will be provided without incurring any extra cost.

**Note:** KCBT will not be liable to refund the money owed for the original enrolment

The Course Fees, including Tuition Fees for each course, are reviewed annually and published on the KCBT website. The course duration and fees for each course are as registered on CRICOS.

As detailed in the Student Enrolment and Selection Policy and Procedure, each student who is accepted to study at KCBT will receive an Offer Letter, which details the Course Fees and charges for their selected course/s of study.

Where a student decides to change their course, they will receive a new Offer Letter. The fee for the new course will be published for the year they commence the new course.

## 6. Fee Schedule for Additional Services and Items

Services include	Applicable Fee
Re-Enrolment of a unit	At Unit cost price
Reprint of Course Certificate	\$50
Reprint of Statement of Attainment	\$30
Reprint of Letters of Confirmation	\$20

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Re-issue of Student Card /	\$30
Penalty for late payment of course fee	\$100 for every week the payment is late.
Change of Enrolment (Course Variation Form)	\$250
Credit Card Surcharge Fee	2%
Postage of testamur locally or internationally	35
Photocopies black and white	\$0.20 per A4 page
Lost course material	At cost price
<b>Chefs Uniforms* (only applicable where items are required in addition to the standard Toolkit)</b>	
Jacket	\$55 per Jacket
Hat	\$15 per Hat
Apron	\$23 per Apron
Trouser	\$50 per pair

### 7. Policy Information

<b>Approved by</b>	<b>CEO</b>
<b>Authorised Officer</b>	<b>Compliance Manager</b>
<b>Supporting documents, procedures &amp; forms of this policy</b>	<b>Student Enrolment and Selection Policy and Procedure Student Handbook Letter of Offer/Acceptance Refund Policy and Procedure</b>
<b>Related Legislation and Codes of Practice</b>	<b>Standards for Registered Training Organisations (RTOs) 2015 National Code, 2018</b>
<b>Audience</b>	<b>International Students studying in Australia on a Student Visa KCBT Approved Education Agent</b>