



Tuition fees and charges

V2.1 October 2024

1. Overview

This policy outlines the basis on which La Trobe College Australia (LTCA) charges students' fees.

It defines the types of fees and charges and provides the authorities to determine the various types of fees; provisions for refunds; penalties for non-payment; sponsorships; scholarships and payment plans.

2. Organisational Scope

This policy applies to all students who are intending to enroll in units of study or who are currently enrolled in units of study offered by LTCA in Melbourne and Sydney.

3. Definitions

Census Date:	Census date is the date which an enrolment is considered final. This is considered as the last working day of Week 4 of a study period
Commencement	The published date of commencement of tuition at the College.
Course	A formal program of education and/or training made up of study components known as units
Recognition of Prior Learning (RPL)	is a process which assesses the knowledge and skills a person has gained through previous learning (formal or informal), work experience, training, volunteering and/or life experience. A request for RPL may result in the applicant meeting the entry requirements for an LTCA course or being granted an exemption for a unit within a LTCA course.
Defer	To delay commencement or continuation of course normally for a period of one study period.
Department of Home Affairs	The Australian government agency responsible for issuing students with visas
Enrolment	a student is considered to be enrolled in a course upon signing the Letter of Acceptance or enrolled in a unit of study and timetable for the current study period.
Enrolment Fees:	An enrolment processing fee charged and payable up-front in the first study period of a course.
Financial Encumbrance	Student's grades will be withheld, the student will be prevented from enrolling in courses for future study periods, no academic transcript of the student's academic record will be issued, eligibility for graduation will be refused, and provision of results to other institutions (to which the student has authorised the provision of results) will be refused due to non-payment of fees
Full time study load	A study period consisting of 4 units of study equating to a 100 credit points per teaching period.
FEE-HELP:	An Australian Government loan that assists eligible fee-paying students pay part or all of their tuition fees. Australian citizens and holders of permanent humanitarian visas are eligible for FEE-HELP assistance
International Student	For the purpose of this policy, an international student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa (eg visa subclass 457), are regarded as International Students

Letter of Offer	A Formal offer of place at La Trobe College Australia in a nominated course, including cost of course.
Local Student:	For the purpose of this policy, a domestic student is anyone who is a permanent resident of Australia, citizen of Australia or New Zealand or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of a course of study.
Overseas Student Health Cover (OSHC)	OSHC is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia.
Payment Plan	Payment of fees over a specified period of time.
Prescribed Date	Students paying full fees: Close of business Friday before classes start Students on Payment Plan: Dates agreed as per Payment Plan contract
Sponsorship	Where a student's fees are paid by someone else
Statement of Account	financial transactions recorded against a student, including all receipts and billings.
Study Period:	A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.
The College	relates to La Trobe College Australia delivering courses in Melbourne and Sydney
Tuition Fees	Fees charged for undertaking units of study in a study period, payable upfront (except for eligible local FEE-HELP students)
Unit	a discrete component of study within a course (sometimes referred to as a module in Certificate courses).

4. Policy Principles

The LTCA Tuition, Enrolment and other Fees and administrative and miscellaneous charges will be set according to delegated authorities.

To be enrolled at the College, students will have paid any Enrolment, Tuition and administrative fees or charges, or arranged a payment plan prior to commencement of studies in any teaching period.

Students who can demonstrate genuine financial hardship and are not eligible for FEE-HELP may apply for a payment plan to cover costs of Tuition Fees.

5. Policy Implementation

Fees and Charges – Approvals and Authorities.

The College may charge fees for enrolment, tuition, penalties, materials provision and various other activities.

Fee Schedule and Fee Inclusions

The tuition fees are charged according to the approved tuition fee for the course. Course fees for international and domestic students are available on the College website < <https://www.latrobecollegeaustralia.edu.au/future-students/fees> >.

For a Study Period – The fee which a student is charged is calculated on the number of credit points in which the student is enrolled for the Study period. If a student is granted RPL the fees/refunds/penalties will be based on credit points net of exemptions. When an applicant accepts a place offered by the College by paying the fees, a binding contract is created between the student and the College.

If a student has been excluded or withdrawn and is later re-admitted to the College, the student is liable for the fee that applies at the time of re-enrolment

The College has the right to increase its course or tuition fees and charges from time to time without notice.

All students are provided with details on how tuition fee payments are to be made to the College within the Letter of Offer. Details and information on how funds can be transferred to the College through "Flywire" is also provided to students prior to the start of each study period.

Due Date for Payment

Applicants who receive a Letter of Offer are required to pay fees for one study period prior to commencement of studies in order to secure their place. The amount of deposit required is stated in the Letter of Offer. The total tuition fees stated in a Letter of Offer are indicative only and are based on a full-time study load for one study period. The final tuition fees incurred may vary depending on unit selections, study load and promptness of payment. Students will receive a credit to their account where the incurred tuition fees are less than the amount paid in advance.

Throughout their enrolment, students are required to pay each study periods fee by the due date as prescribed by the College through portal and email. A student who fails to pay their tuition fees in full by the due date may have their enrolment terminated and (in the case of international students) subsequently reported to Department of Home Affairs for non-payment of fees (refer to section below on Penalties for Non-Payment or Partial Payment of Fees and Charge).

Late Payment of Fees

The College understands that financial hardships, delays in international bank transfers may prohibit students from making a full payment of their fees before the due date. Students undergoing financial hardships may be given additional time to make payments of their tuition fees at the College. Evidence of such will need to be provided to the Finance team at the College for the consideration of the Senior Management Team.

Deferral, Suspension or Cancellation from Course

Please refer to the Deferral, Suspension and Cancellation Policy located on the LTCA College webpage < <https://www.latrobecollegeaustralia.edu.au/current-students/resources/policies-procedures-forms> >.

Refund of Fees

Please refer to the Refund policy located under "Policies and Procedures" at < <https://www.latrobecollegeaustralia.edu.au/current-students/resources/policies-procedures-forms> >.

Penalties for Non-Payment or Partial Payment of Fees and Charge

If a student discontinues their enrolment, re-admission will be refused until the outstanding balance is paid in full.

In specific cases, the College may cancel a student's enrolment during the study period on the grounds that, as at the due date, the student has not paid the outstanding balance of tuition fees.

A student whose enrolment has been cancelled by the College for non-payment may be reinstated if the student, within 20 days of the notice of cancellation, pays in full the fees and charges due, to the College.

All student accounts which have outstanding fees at the end the study period, will result in final grades being withheld until the account is paid in full. The student's enrolment may be terminated in accordance with the Deferral, Suspension and Cancellation Policy. If it is the student's final study

period with the College, then the official academic record and award certificate (testamur) will be withheld until the account is paid in full.

The implications of this situation could result in a student being unable to graduate from the College; or the College withholding results from a new institution which the student wishes to enrol in after their studies.

LTCA reserves the right to initiate debt collection, where deemed necessary, to collect outstanding payments.

Administrative and Miscellaneous Charges

Charges in respect of transaction fees, late fees, penalty fees, service fees and other administrative

6. International Students

Overseas Student Health Cover (OSHC)

It is a condition of an international student visa that the student obtains and maintains OSHC for the duration of their time in Australia. To ensure International students meet this visa condition, the College will charge OSHC for the length of the students' visa.

LTCA offers OSHC cover to students through its preferred provider Allianz. Cost of the cover is included in the Letter of Offer. Students wishing to take out OSHC with Allianz are required to pay for the cover on acceptance of the Letter of Offer.

Students may arrange their own OSHC. Upon receipt of proof that cover has been approved by and paid to another provider, the College will reverse its own OSHC charge. Proof of other cover must be provided with the acceptance of the Letter of Offer.

Students seeking a refund for their OSHC are required to contact their OSHC provider and arrange it accordingly.

7. Domestic Students

Commonwealth Loan Scheme – FEE-HELP

In accordance with Government policy, domestic students may be eligible to obtain a loan under the FEE-HELP Scheme to pay all or part of their tuition fees.

The FEE-HELP Loans Scheme provides a loan for eligible students who are required to pay tuition fees for their study in undergraduate, postgraduate or research award programs. Under FEE-HELP eligible students may choose to defer some or all of their tuition fees for each study period by means of a loan from the Commonwealth.

The provisions of the Commonwealth Loans Scheme, FEE-HELP are determined by the Commonwealth Government. The policy in this section is always subject to the Higher Education Support Act 2003, as amended, and its related Guidelines.

To be eligible for FEE-HELP, students must be Australian citizens and holders of permanent humanitarian visas.

Students applying for FEE-HELP are required to declare their citizenship status. A student who provides false or misleading information shall have their Letter of Offer withdrawn and their enrolment terminated.

For further information on FEE-HELP < <https://www.studyassist.gov.au/help-loans/fee-help> >

Request for FEE-HELP Assistance

In order to defer some or all of their tuition fees for a specific course via FEE-HELP, a student must lodge a Request for FEE-HELP Assistance through the Electronic Commonwealth Assistance Form (eCAF) and provide their valid tax file number and USI prior to the Census Date.

For each study period the student is enrolled in the same course, the balance of the tuition fees outstanding as at the study period Census Date will be converted to a FEE-HELP loan.

If the student enrolls in a different course, a separate FEE-HELP Loan Request Form must be lodged.

Notice of FEE-HELP Liability

FEE-HELP students will receive a Commonwealth Assistance Notice (CAN) by email within 28 days from the Census Date. CANs provide students with information on the unit(s) for which they have FEE-HELP assistance, their FEE-HELP debt and Unique Student Identified (USI). Students may access information on their FEE-HELP balance from the Study Assist website.

Students have 14 days from the date of the Commonwealth Assistance Notice to advise the College if they believe that there is an error in the Commonwealth Assistance Notice.

Upon investigation, if the Commonwealth Assistance Notice is in error, the College will issue an amended Commonwealth Assistance Notice.

Extension of Due Date

Students who are not eligible for a FEE-HELP loan and who can demonstrate genuine financial hardship, may be permitted to pay tuition fees over a period of time in the form of a payment plan. Refer to the payment plan section of this document below.

8. Sponsors and Scholarships

This sub-section applies to international students, where there is an agreement between the College and a sponsor for all or part of the student's fees to be paid to the College by the sponsor.

Sponsorship Agreement (Contract)

A proposed sponsorship agreement must be in the form required by the College and must be approved by the Director of Marketing and Admissions on behalf of the College before it is implemented.

A proposed sponsorship agreement must specify:

- the student (s) to whom the sponsorship agreement applies;
- any limitations which may be placed on the student as a condition of the sponsorship agreement, such as which course the student may be enrolled in or which courses must be undertaken;
- which charges are included within the sponsorship agreement,
- any limitations which are placed on the sponsors liability, such as an upper limit on the charges or an agreed split of the charges between the sponsor and the student;
- the time period (years, study periods) to which the sponsorship agreement applies.

Implementation of a Sponsorship Agreement

On approval of the sponsorship agreement and linking the student to the sponsorship agreement, the student's liability for tuition fees and any other charges where applicable, is calculated according to the relevant sections in the College's Tuition Fees and Charges Policy. The student's liability is then apportioned between the student and the sponsor according to the terms of the sponsor agreement.

Where the sponsorship agreement does not apply to the total amount of tuition fees and any other charges the student is required to pay the balance by the due date. Statement of Account is issued to the student indicating the portion of fees and charges which the student is liable for under the

sponsorship agreement. A separate invoice is issued to the sponsor for the portion of the student's fees and charges which the sponsor is liable for under the sponsorship agreement

Obligation of Student

Students are required to pay their portion of the charges by the due date as specified on the Statement of Account. A late payment fee will be charged if the amount due is not paid in full by the due date. The penalties for non-payment or partial payment as set out above apply in respect of the portion of fees and charges for which the student is liable under the sponsor agreement.

Obligation of Sponsors

Payment by the sponsor is required according to the Statement of Account and invoice documentation sent to the sponsoring body by the College.

The College reserves the right to refuse enrolment if a student or sponsor fails to provide the College with an up to date financial guarantee.

Sponsors will be subject to the College policy for debt recovery procedures and at the discretion of the Senior Financial Accountant or nominee may have legal action imposed to recover such charges as are outstanding.

A sponsor's debt would not normally cause a financial encumbrance to be placed on a student. However, in specific circumstances such action may be taken following consultation between the Director Marketing and Admissions or the College Director and Principal or nominee.

If a financial encumbrance is placed on a student due to a sponsor debt the student will be informed of such action by the Senior Financial Accountant or Nominee.

Extension of Due Date

Sponsors may liaise with the College to negotiate extension to the due date for a sponsor payment.

Eligibility for Refund

Where a student is eligible for a refund of tuition fees according to the policy on eligibility for refund, the fees paid will be refunded. The refund will be apportioned to the sponsor in respect of fees paid by the sponsor and/or to the student in respect of fees paid by the student.

Scholarships

Where a student is awarded a scholarship (Navitas or other) which includes the payment of all or part of the student's tuition fees, the implementation of the payment of tuition fees will be conducted as a sponsorship agreement in accordance with this section.

Where the donor of the scholarship is external to the College, the donor will be recorded as the sponsor of the student and the details of the donor's scholarship agreement will form the basis of the sponsor agreement.

Where the donor of the scholarship is Navitas, the scholarship arrangements are followed as per arrangements with Navitas. Navitas will notify the Finance office of the details of the student who is awarded the scholarship.

9. Payment Plans

Students who can demonstrate genuine financial hardship may be permitted to pay their tuition fees over a period of time in the form of a payment plan.

Students will be required to officially seek to be placed on a payment plan by supplying evidence of financial hardship faced by them by filling out the request for payment plan form.

The payment plan is determined on a case by case basis and should be approved by the College Director & Principal (or nominee).

This document is current at 14/10/2024

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V2.0

Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEQSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEQSA PRV12132 – Australian University, CRICOS Code 00115M

Page 8 of 9

Procedure Title	Tuition Fees and Charges	
Procedure Owners	College Director and Principal, Director of Marketing and Admissions	
Contact Persons	Quality Risk and Compliance Manager	
Key Stakeholders	Students and Staff of La Trobe College Australia – Melbourne and Sydney.	
Approval Body	LTM Executive Committee	March 16 2016
	LTM Executive Committee	August 22 2018
	LTCA SMT	October 31 2018
	LTCA SMT	October 2022
Relevant Legislation	The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) ESOS Act ESOS Calculation of Refunds	
Related Policies	Enrolment Policy Deferral Suspension and Cancellation Policy Tuition Assurance Statement Refund Policy	
Related Guidelines		
File information	File number	Version number V1.2
Date Effective	22 October 2022	Next Review Date August 2024
Amendment History		
Revision Date	Version	Summary of changes
10/08/18	1.1	Updates according to National Code 2018 and College name change to LTCA.
22/10/22	2.0	Updated legislative requirements, added additional definitions Updated FEE HELP requirements and processes
14/10/2024	2.1	Minor amends made to the collection of fees by adding information on FlyWire

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