F1 - FEES, PAYMENTS AND TUITION ASSURANCE POLICY

1   PURPOSE

The purpose of this policy is to outline BBI-– The Australian Institute of Theological Education's (BBI-TAITE) procedures to regulate the payment of all student fees and charges, as well as protection of students in the event that BBI-TAITE ceases to provide an award or course of study.

2   SCOPE

This policy applies to all enrolled students at BBI-TAITE.

3   POLICY

This policy defines procedures to regulate the payment of all student fees and charges related to BBI-TAITE.

All fees and charges are reviewed annually. All fees and charges are stated in and are to be paid in Australian dollars. Tuition fees are payable by the due date indicated on the Statement of Fees / Invoice. The Statement of Fees / Invoice includes payment dates and options. No student may commence studies unless tuition fees are paid by the due date, or for those students who are eligible, a FEE-HELP Assistance form has been lodged.

Statement of HE Tuition Assurance

BBI-TAITE provides a tuition assurance arrangement for persons who are enrolled in awards or courses of study that BBI-TAITE offers.

Under the provisions of the Higher Education Support Act 2003 (HESA) and the associated Higher Education Provider Guidelines, in the event that BBI-TAITE ceases to provide an award or course of study in which a student is enrolled, the student is entitled to a choice of:

a) Course Assurance Option: an offer of a place in a similar award or course of study with a second provider without any requirement to pay the second provider any student contribution or tuition fee for any replacement units;

OR

b) Student Contribution/ Tuition Fee Replacement Offer: a refund of his or her up-front payments for any subject in an award or course of study that the student commences but does not complete because the College ceases to provide the award or course of study of which the subject forms part.

BBI-TAITE ensures that tuition assurance requirements of the HESA are met and publishes this information to students and prospective students.

4   PROCEDURE

If, after the census date of the trimester, a student's tuition fees are not paid or the student has not undertaken the appropriate steps to defer the payment of tuition fees through lodging a FEE-HELP Assistance form, or the student has not made alternate arrangements, then the student's enrolment in the unit will be automatically cancelled. The student will be administratively withdrawn from the unit and will be removed from class.

Students with outstanding fees will not be issued any academic transcripts and will not be permitted to graduate. Students will also be refused the following services:

1. access to assessment results
2. access to buildings
3. access to e-learning course material
4. course enrolment
5. access to library facilities.

If a student's enrolment was cancelled due to outstanding fees, they may request to be re-enrolled.. A student whose enrolment was cancelled will carry the debt and will not be permitted to enrol until the outstanding amount has been paid in full or an agreement has been made between the student and BBI-TAITE.

Continuing students who fail to enrol by the enrolment date will be charged a late enrolment fee. This fee must be paid before enrolment will be processed. The enrolment date will be published on the BBI-TAITE website. Students who have difficulty making payments must make contact with the Student Registrar as soon as practicable.

5   NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Registry Team
Approval Authority / Authorities	Executive Team / Audit and Risk Committee
Date Approved	14/10/2016
Date of Commencement	14/10/2016
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	REVIEWED 20/02/2019 20/02/2019 – BBI changed to BBI-TAITE, Manager, Student Services & Student Registrar changed to Student Registrar, use of "Awards and courses" when referring to our offerings, inclusion of "invoices" when referring to payments.
Key Stakeholders	Students, Registry