

## 1 Purpose

To provide a procedure for international students and Sunraysia Institute of TAFE staff in relation to payment of tuition fees to the Institute.

## 2 Scope

This procedure applies to all commencing and continuing International Students at Sunraysia Institute of TAFE.

## 3 Contents

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## 4 Definitions

| ACRONYM / Term        | Definition  |
|-----------------------|---|
| CoE                   | Confirmation of Enrolment   |
| DET                   | Department of Education and Training  |
| DIBP                  | Department of Immigration and Border Protection   |
| IAO                   | International Administration Officer  |
| International Student | A person holding an Australian Student visa and is defined as an 'Overseas Student' in the ESOS ACT |
| ISU                   | International Students Unit   |
| PRISMS                | The Provider Registration and International Student Management System                               |

## 5 Actions

### 5.1 Students enrolling at SuniTAFE

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- 5.1.1 Potential SuniTAFE students sign and return the International Student Offer and Acceptance Agreement along with the proof of payment to the ISU Administration Officer.
- 5.1.2 If payment occurs prior to the ISU receiving the signed International Student Offer and Acceptance Agreement the funds are not deposited by the Institute. The ISU contacts the student /Agent to inform them payment cannot be processed until the International Student Offer and Acceptance Agreement is received.
- 5.1.3 All funds received by the Institute from International Students are included in Funds Received in Advance and not accessed by the Institute until the Agreement is received.

## 5.2 Continuing students

- 5.2.1 Invoices are emailed to students via their student email address and are due 2 weeks prior to starting their next course.
- 5.2.2 Students who fail to make full payment by the due date will be issued with a Sunraysia Institute of TAFE 'Notice of Intention to Cancel Enrolment' stating that they are excluded from attending classes. If payment is not made within 7 days of the course commencement date the student will be reported to DIBP through PRISMS.
- 5.2.3 Any students with an outstanding balance on their account after the course due date will be charged a penalty fee of \$50/week up to 3 weeks until the balance is paid in full.
- 5.2.4 Students who have not received an invoice will still be charged the above fee as they have agreed to the conditions of the institutes 'International Student Fees Payment Policy'.

## 6 Associated Documents

- Student Course Variation (SCV) Report Options Quick Reference Guide
- Notice of Intention to Cancel Enrolment.
- Tax Invoice
- International Student Fee Refund Procedure.

## 7 References

- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2001 (ESOS Regulations)
- National Code of Practice for Registration Authorities and Providers of Education a20nd Training to Overseas Students (National Code).

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## 8 Forms / Record Keeping

| All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period. |          |                     |                          |
|--|----------|---------------------|--------------------------|
| Title  | Location | Responsible Officer | Minimum Retention Period |
|  |          |                     |                          |
|  |          |                     |                          |
|  |          |                     |                          |
|  |          |                     |                          |

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