

PURPOSE:

1. To provide a clear documented process relating to Fees and Charges associated to International Students studying at Perth College of Business & Technology.

SCOPE:

2. This policy applies to all Students who are commencing, have commenced or are continuing study with Perth College of Business & Technology.
3. International Students choosing to study at Perth College of Business & Technology are required to pay all Fees and Charges agreed to in the Enrolment Agreement.

PROCEDURE:

FEES AND CHARGES

4. Students are required to pay the following fees:
 - a) Application, AUD \$250.00 (non refundable)
 - b) Course, as per letter of offer
 - c) Material Fees, as per letter of offer
 - d) Overseas Student Health Cover (OSHC),
 - e) Accommodation,
 - f) Airport Pickup, and
 - g) Any other fees outlined in the Enrolment Agreement and attached schedule of fees for students.
5. Payment particulars:
 - a) Students must pay the Application Fee, otherwise the application will not be processed,
 - b) Enrolment, Accommodation and Airport Pickup Fees are NON- REFUNDABLE
 - c) Students must pay all associated Course Fees as per the Enrolment Agreement and Fee Schedule, otherwise students will not be allowed to continue study,
 - d) Course fees can be paid in Full at the start of the course, or in Advance by term or in accordance with the schedule outlined in the Enrolment Agreement,
 - e) Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved
 - f) A Refund of any fee will only be processed in accordance with the Refund Policy.

PAYMENT METHODS

6. All Fee payments must be made in Australian Dollars and can be paid by:
 - a) Cash,
 - b) Direct or SWIFT Deposit,

- c) Credit Card,
- d) Bank Cheque or Money Order

PAYMENT EXTENSION

1. Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request an extension of fees by submitting a Fee Extension Request Form.
2. The Fee Extension Request Form must be received prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension has been granted.
3. If an extension is approved, then a revised payment schedule will be determined.

LATE PAYMENT

4. Should a student not pay the required fees by the due date and has not submitted and had approved a Fee Extension Request Form, then the following late payment fees apply:
 - a) 10% on any outstanding amount greater than \$500 AUD
 - b) 20% on any outstanding amount less than \$500 AUD

Should a payment plan be entered into, the due date is the date of the agreed instalment due date, should a student fail to pay 2 or more instalments then the overdue fees will apply to each instalment that is late

CANCELLATION

5. The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.
6. In the event that a final notice to cancel CoE, the student shall have 20 days to access the Complaints and Appeals process.

OVERSEAS STUDENT HEALTH COVER

7. As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.
 - a) Perth College of Business & Technology is able to provide OSHC through BUPA, and will provide the associated fees and charges on the Letter of Offer, or
 - b) The student is free to arrange OSHC themselves.
 - i. Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC

TUITION ASSURANCE

8. In accordance with the ESOS Act, Perth College of Business & Technology ensures the security of Student Fees through membership to the Tuition Protection Service

Schedule of Fees

Listed below are the current course costs

Course Code	Course Title	Duration	Tuition Fee	Material Fee	Total Cost
SIT30816	Certificate III in Commercial Cookery	52 Weeks	\$10,300.00	\$1,200.00	\$11500.00
SIT40416	Certificate IV in Commercial Cookery	26 Weeks	\$6,400.00	\$500.00	\$6,900.00
SIT50416	Diploma of Hospitality Management*	26 weeks	\$5000.00	\$500.00	\$5500.00
SIT60316	Advance Diploma of Hospitality Management**	104 weeks	\$18000.00	\$1500.00	\$19,500.00
BSB40215	Certificate IV in Business	25 Weeks	\$4,250.00	\$250.00	\$4500.00
BSB50215	Diploma of Business	38 Weeks	\$6200.00	\$400.00	\$6600.00
BSB51918	Diploma of leadership & Management	52 weeks	\$8000.00	\$500.00	\$8500.00
BSB61015	Advanced Diploma of Leadership & Management	52 Weeks	\$8,000.00	\$500.00	\$8500.00
ELICOS	General English (Elementary -Intermediate)	2-9 Weeks	\$235.00 per/week	\$15.00 per/week	\$250.00 per/week
ELICOS	General English (Elementary - Intermediate)	10-30 Weeks	\$180.00 per/week	\$15.00 per/week	\$195.00 per/week
CPC31311	Certificate III in Wall and Floor Tiling	104 Weeks	\$21,000.00	\$4,900.00	\$25,900.00
CPC31011	Certificate III in Solid Plastering	104 Weeks	\$21,000.00	\$4,900.00	\$25,900.00

* must have completed Certificate III & IV in Commercial Cookery to pay this price

** must have completed Diploma of Hospitality Management

Fees during the enrolment period

Repeat of unit	As per Unit cost as outlined in scheduled fees
RPL assessment (per unit of competency)	As per Unit cost as outlined in scheduled fees
Credit Transfer Administration Handling Fees	\$300.00
Administration fee for cancellation	\$300.00
Catch up for each unit	\$250.00
Reissue of Each CoE	\$100.00
Replacement Diploma / Certificate	\$100.00
Bank dishonor fee	\$95.00
Additional statement of attainment (one statement of attainment will be provided free of charge each term)	\$50.00
Replacement ID card	\$10.00
Academic support class (per two-hour class)	No charge
Moderation on appeal (per assessment task per unit)	No charge
“One-on-one” mentoring (per hour)	No charge
LLN skills assistance (per hour)	No charge

Fee increases

Students are informed on the Letter of Offer and Acceptance of Offer that tuition fees will not increase during their period of enrolment at PCBT.

The additional fees identified above, may, however, be subject to increase. Notices will be placed throughout the PCBT campus(es) notifying students if any of these fees are to increase. Students will be provided with four weeks' notice of the intention to increase any of these fees.

Fee Payment

Applicants must pay the following fees in order to secure their enrolment at PCBT:

- A specified pre-payment tuition fees (this will be no more than 50% of the total course fees for overseas students)
- Application Fee
- OHSC fee (for overseas students)

Fees are payable as agreed with PCBT and documented in the Letter of Offer and Acceptance of Offer. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the Letter of Offer and Acceptance of Offer.

Tuition fees will not be transferred to another educational institution.

PCBT may restrict or withhold services or materials from learners if fees are overdue.