

Ardor College is the trading name of
 Paraskevi International Pty Ltd
 ABN 81 128 521 193 | RTO31811
www.ardor.edu.au



Student Payments Policy and Procedure

TOWNSVILLE
 133 Boundary Street,
 Townsville, QLD, 4810 Australia
 +61 7 44487666
info@ardor.edu.au

Version Control

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1. Scope

This policy applies to all Ardor College students and includes courses offered to students by Ardor College as registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), and outlines the requirements and procedures pertaining to the payment of all course tuition and administrative fees.

2. Policy

All student payments, charged and received will be processed by Ardor College in accordance with the requirements of this policy and pursuant to the obligations as outlined in:

Standards for Registered Training Organisations 2015, Clause 5.3

2.1. Tuition Fee Due Dates

Students are required to pay all tuition fees due for a study period, prior to the commencement of classes and as stated on their signed written agreement (also known as the 'Letter of Offer').

Throughout the duration of the courses listed on the written agreement there will be no changes made to the tuition fee amounts. If a student requests a change to their existing enrolment they will be issued with a new written agreement and the tuition fees and other administrative charges may change at that time. If a student is required to repeat a subject, they will be required to make an additional tuition fee payment, in accordance with their fee rate per unit/subject as outlined in their current written agreement.

2.2. New Students

Upon acceptance of an offer of admission, all students are required to pay:

- the initial tuition fee deposit
- material fees and enrolment fee as specified in the written agreement

The combinations of these payments are referred to as the initial deposit amount. (Note: all payments must be received and cleared). Initial tuition fee deposits will be credited towards a student's full tuition fees due once they have enrolled and commenced their course with Ardor College. Unless otherwise specified in a student's written agreement, students will be required to pay any difference between their initial tuition fees and the full tuition fees for the first study period upon enrolment into the course.

2.3. Continuing Students - Vocational Education and Training (VET)

VET students will be automatically enrolled in all study periods until completion of the course and will be expected to pay the tuition fees due, on time and in accordance with their written agreement. If a VET student is unable to continue the course, this must be notified in writing by completing a withdrawal request form. If a student has not informed Ardor College of withdrawal prior to the census date, the charges for that study period will be payable by the student.

2.4. Requests for extension of time to pay fees

Ardor College may approve an extension of time to pay tuition fees only under exceptional or compelling circumstances. The Student Fee Extension Application must be completed and submitted with documentary evidence.

Ardor College will consider requests for an extension of time to pay tuition fees on an individual basis. Requests must be submitted in writing (student email is acceptable) on the Student Fee Extension Application and include documentation explaining the exceptional circumstances. Submissions can be made in person at the Ardor College Administration. Ardor College will not consider requests for extensions received after the due date of the fees. Fee extensions can only be granted for a maximum of four (4) weeks from the Fee Due Date.

2.5. Late Payment Administrative Charges

Students who do not pay all outstanding tuition fees within 7 (seven) days after the agreed tuition fee due date may be excluded from classes and a late payment administration charge of \$50 per week will be added to their account.

2.6. Reporting Students for Non-Payment of Tuition Fees

Students who do not pay all outstanding tuition fees and applicable late payment fees within 14 (fourteen) days after the agreed tuition fee due date will be excluded from classes and sent a notification that Ardor College intends to cancel their enrolment for non-payment of fees. Students will only be fully re-instated into their course when all outstanding fees are paid. Ardor College will issue intent to cancel notices to students by Ardor College student e-mail and personal e-mail addresses (as provided to Ardor College). Students will be provided with 20 (twenty) working days in which to access Ardor College's internal appeal processes if they wish to appeal against Ardor College's decision to cancel their enrolment. The internal appeal outcome is final.

Note: Upon cancellation of a students' enrolment, unpaid fee retrievals will be handed over to a Debt Collection Company to collect on behalf of Ardor College.

2.7. Appeals Against Non-Payment of Fees Reporting

Appeals against the institutions intent to cancel a student's enrolment for non-payment of fees will be processed within 10 (ten) working days from the date of lodgment and students will be notified of the outcome in writing, including the reasons for the decision. Appeals will only be considered in the following circumstances:

- i. They are received in writing on the Student Complaints and Appeals Form <http://ardorcollege.edu.au/downloads> within 20 (twenty) working days from the date of notification; AND
- ii. The student believes that Ardor College has miscalculated their fees and the money owing is being disputed. In this circumstance students may wish to attach proof of payment or evidence of other payments they have made in line with their most recent signed written agreement as supporting evidence OR
- iii. Compassionate and/or compelling grounds supported by documentary evidence that explains why the student's finances are affected and why they could not apply for a fee payment extension prior to class commencement, or why they are still unable to meet their payment requirements after the extended due date. The supporting documentation provided in this application must be sufficient enough for Ardor College staff to be able to accurately assess the validity of the exceptional or unusual circumstances and the ongoing impact this has had on the student's finances.

Successful Internal Appeals

Students who have a successful appeal outcome will either have their accounts corrected if the appeal was due to a miscalculation of fees owing or will be granted an additional 1 (one) week extension to pay the outstanding fees due if in compassionate and/or compelling circumstances. If a student fails to finalise the outstanding payments within the extended period they will be sent another notification of intent to cancel for non-payment of fees. During the second appeal period the documentation provided in the first appeal cannot be used as grounds for further consideration.

Unsuccessful Internal Appeals

Students who have an unsuccessful appeal outcome will be notified in writing the reason for this decision. This is the only avenue of internal appeal and the decision is final. Students will be reported for non-payment of fees as soon as practicable after the outcome has been communicated.

You can access the Ardor College Complaints and Appeal Policy: <http://ardorcollege.edu.au/downloads>

2.8. Indicative Administration Fees and Service Charges (Non-Refundable)

The following requests attract an administration or service charge as follows:

Description	Form Type/Contact Office	Amount \$AUD
Enrolment Fee (Non-refundable)	Enrolment form/Online	\$200
Interim Transcript	Online request form	1st copy free, thereafter \$50
Student ID card	Reception	1st copy free, thereafter \$20
Change of Commencement Date/Deferral of the Course	Enrolment Variation form	\$250 or Free to the applicants if caused by serious medical illness
Change of Course	Enrolment Variation form	\$250
RPL Application and Information Collection	RPL/Credit Transfer Application Form	\$250 Administration Fee
Credit Transfer	RPL/Credit Transfer Application Form	\$250 Administration Fee
RPL Qualification Review Fee	Written Application	60% of course fee
Early Termination Request	Enrolment Variation Form	No additional fees
Qualification and Final Transcript	Online Request Form	1st copy free, Thereafter: \$50
Statement of Attainment	Online Request Form	1st copy free, Thereafter: \$50
Express Service for Certificates- Only within Australia (All international post will be charged actual postage cost)	Reception	\$20 for the next day, \$50 same day Extra \$20 for the express post
Refund Administration Fee	Tuition fee Refund application form	\$250
Re-enrolment of unit	Accounts	\$500 per unit
Re-assessment (Theory)	Reception	\$150 per unit (up to 3 attempts)
Re-sit Practical Assessment	Reception	\$150 per day required
Appeal of Assessment/Re-assessment	Reception	No charges
Printing and photocopy	Reception	20 Cents per page
Late payment of fees	Accounts Department	\$50 per week
Late Fee for Assessment Submission	Accounts	\$100 per submission missing deadline
Replacement of textbook and/or learning materials	Written Application	As applicable

Note: All administrative charges are subject to change and reviewed annually.

Material Fees

This fee will vary according to the course being undertaken. Material Fee: covers the cost of materials and other incidentals.

Payment Methods

Payments can be made to Ardor College via two (2) options:

Payment Option 1 – Bank Transfer

Domestic Bank Transfers (within Australia). Direct deposit or Electronic Bank Transfer

Transfer fees directly into Ardor College Australia's bank account notifying Ardor College of student ID number and name on the transaction description to track payment.

Account Name: Paraskevi International Pty Ltd

Branch Number: 064817

Account Number: 10837331

Bank Name: Commonwealth Bank

Bank Address: 151-173 Sturt Street, Townsville, QLD, 4810

Payment Option 2 – Card

Credit Card through way offers many unique benefits to students, including:

- Allowing you or your family members to make a secure transfer from almost any country
- Offering a range of different payment methods; and
- Providing payment tracking from the minute you make the payment to when we receive your payment.
- Students can come and pay in person through EFTPOS and Credit on campus.

Fees and charges:

Tuition fees can be paid by EFTPOS/credit card or bank transfer. Debit card transactions do not attract any charges. MasterCard, Visa, and Bank Card transactions are subject to a payment processing fee of 2.5%. Ardor College does not accept American Express Cards.

Payment Instalment Plan

Please refer to your offer letter for the payment instalment plans and make a payment on time with your STUDENT ID or FULL NAME or INVOICE NUMBER as reference.

2.9. Consumer Protection

Australia has a strong consumer protection framework to protect the rights of Australian consumers, including students. Should you wish to obtain information about your consumer rights or have a problem or complaint regarding any services or goods, please visit the following websites:

Australian Consumer Law: <http://consumerlaw.gov.au/>

Queensland Ombudsman: www.ombudsman.qld.gov.au