

# BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)

RTO PROVIDER NUMBER 22238

## P.17V4 Fees and Charges Policy

Barkly International College herein (BIC) will charge a range of fees for programs and courses.

### 1.0 ENROLMENT

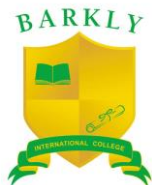
- 1.1 Students are required to have a signed Payment Agreement in place prior to commencing classes.
- 1.2 The student shall pay the Fees as outlined in the Letter of Offer and in the Written Agreement.
- 1.3 There is no requirement for BIC to issue a qualification prior to the successful completion of the Course even if fees are paid in full. If only partial completion is achieved BIC will issue a Statement of Attainment.

### 2.0 FEE PAYMENT

- 2.1 Students are required to an application fee, Overseas Student Health Cover (OSHC) and applicable course fees to secure their enrolment with BIC.
- 2.2 Enrolment in a new course will incur applicable fees.
- 2.3 Tuition fees will not be transferred to another Educational Institution.
- 2.4 Application fee, accommodation placement and airport pickup fees are non-refundable.
- 2.5 Fees can be paid in full or an initial deposit payable on enrolment as mentioned in the Letter of Offer.
- 2.6 Balance of fees are to be paid on an instalment program outlined in Payment Agreement that is scheduled on enrolment. Re-scheduling of any course may be subject to fee increases.
- 2.7 Late payment of Fees will incur a penalty on the fee instalment owed to BIC as referred in the Payment Agreement.
- 2.8 BIC may restrict or withhold services or materials from the student if fees are overdue until such time that the student enters a new payment agreement.
- 2.9 Fees paid by credit card will incur a further charge of 3% as a surcharge.
- 2.10 A late payment fee of AUD 50.00 for every 7 days will be charged if fee paid after the due date as indicated on the student's payment plan.

#### Document Information

<b>Title:</b>	Fees and Charges Policy	<b>Version No:</b>	V4.0
<b>Author:</b>	Barkly International College Pty Ltd	<b>Date Created:</b>	January 2011
<b>Reviewer:</b>	Evelin Cruz	<b>Date reviewed:</b>	November 2022
<b>Department:</b>	Admissions	<b>Next Review date:</b>	December 2023



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### 3.0 COURSE ABANDONMENT

- 3.1 In the event a student abandons the course, all fees due are payable on demand.
- 3.2 International students are not allowed by Government regulations to transfer to other institutes prior to completing the first six months of their principal course.

### 4.0 COURSE DEFERRAL, SUSPENSION OR CANCELLATION

- 4.1 BIC may defer, suspend, or cancel a student's enrolment in accordance with Deferral, Suspension & Cancellation Policy.
- 4.2 BIC may at its discretion defer the commencement date, cancel, or vary a course prior to course commencement. In the event of deferral or cancellation before course Commencement BIC will refund fees in accordance with the ESOS Act Section 27 and the student agrees that there shall be no further entitlement to damages of any kind.
- 4.3 Upon suspension of enrolment, the fees remain due on the scheduled dates according to the Payment Agreement.
- 4.4 For cancellation of a student's enrolment during their course of study refer to the BIC Refund Policy.

### 5.0 COURSE DEFERRAL, SUSPENSION OR CANCELLATION (*Initiated by student*)

- 5.1 Students may defer, suspend, or cancel their course in accordance with BIC Student Deferral, Suspension & Cancellation Policy.
- 5.2 If deferral or cancellation is course commencement BIC will refund fees in accordance with the BIC Refund Policy.
- 5.3 Upon suspension of the course, the fees scheduled in Payment Agreement, remain due on the scheduled dates.
- 5.4 For cancellation of enrolment during course of study refer to the BIC Refund Policy.

### 6.0 TUITION FEE PROTECTION

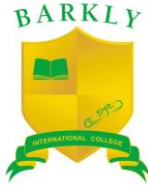
- 6.1 Students may defer, suspend, or cancel their course in accordance with BIC Student Deferral, Suspension & Cancellation Policy.

### 7.0 RECOGNITION OF PRIOR LEARNING

- 7.1 BIC will ensure that a student's prior knowledge and skills are recognized;

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providing they are able to demonstrate satisfactory achievement of the performance outcomes within that course requirement (refer to BIC Credit Transfer & RPL Policy).

7.2 RPL will cost the applicant \$250 per unit for which they are seeking recognition in.

## 8.0 CREDIT TRANSFER

8.1 BIC accepts and provides credit to applicants for units of competency and or/modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- Authenticated VET transcripts issued by the Registrar.

8.2 No charge applies to Credit Transfer

## 9.0 COURSE MATERIALS

9.1 Course fees do not include the cost of resource materials, equipment, tools, and uniforms required for specific courses.

9.2 Additional fees for the cost of materials, additional equipment, or other resources necessary to successfully complete a course will be charged.

9.3 Charges apply if the student needs to replace part or all the course kit or uniform. The amount will be subject to the items needing replacement.

## 10.0 ADDITIONAL FEES

Non-Refundable Application Fee	\$250
Re-Issue of Student ID Card	\$10
Re-Issue of Certificates and transcript	\$50
Re-assessment per unit (after 3 attempts)	\$250
Re-enrolment per unit	\$300

This agreement and the availability of complaints and appeals processes do not remove the right of the student to act under Australia's consumer protection laws (Standard 3.2 d – The National Code 2018).

I acknowledge that I have read and understood the Fees and Charges Policy of Barkly International College.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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