

## Tuition Fees Policy

### Purpose

Lawson College Australia under the ESOS Act 2000 and the National Code 2018 have in place a Tuition Fee Policy which is made accessible to all the enrolled international students studying in Lawson College Australia on a student visa and make them aware of their fee obligations.

### Scope

The Fees Policy applies to all international students, and to all fees and charges payable to Lawson College Australia for tuition and related ancillary services of an academic nature. This also includes any such fees paid to an education agent to be remitted to Lawson College Australia.

## POLICY

### 1. Tuition Fee:

Tuition fees is defined as a fee which is *directly related to the provision of a course that Lawson College Australia is providing, or offering to provide to the student* which may include:

- a) lectures, tutorials and tutoring sessions,
- b) additional requisite training including practicums and practice hours,
- c) ancillary costs for fieldwork, excursions or laboratories,
- d) specialist materials that are mandatory and relate to the provision of the course,
- e) access to trainers and assessors;
- f) access to library books, periodicals and guides;
- g) access to computers or other online resources;
- h) access to student support services including welfare,
- i) admissions services,
- j) examinations or assessments;
- k) reassessment of results.

### 2. Payment of Tuition Fees:

International students must pay their fees in accordance with the Tuition fee payment plan as listed on the Student Written Agreement.

Students who experience difficulty in paying their tuition fees in accordance to the tuition fee payment plan by the due dates, as specified on the Student written agreement may be granted permission to pay their tuition fees by instalments – this is subject submitting a written request and only granted in limited circumstances that are acceptable by Lawson College Australia as compassionate and compelling (special). The final approval will be provided by the Director.

Poor financial planning does not constitute special circumstances.

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### 3. Fee reminders

Where a student has been invoiced and there is an outstanding debt, then a fee reminder will be issued within two weeks of the original invoice due date.

### 4. Non-payment of tuition fees:

Failure to pay tuition fees by the due date may result in:

- a) a student's enrolment being cancelled and / or
- b) a late payment fees of AU\$200 per fortnight applied.
- c) Lawson College Australia may take appropriate legal debt recovery action where students default on payments,
- d) Forfeiting the scholarship, if any, and the student is liable to repay all the previous tuition fee at a full rate ,
- e) Reporting to Department of Home Affairs (DHA)

### 5. Restrictions

Where a student continues to have an outstanding debt (i.e. tuition fees, fines etc), their enrolment will be restricted if they have not paid this debt by the due date advised by the Lawson College Australia. The following restrictions to apply:

- a) loss of access to attend classes, enrolment records, examination results and academic transcripts
- b) loss of access to library borrowing and other library services
- c) loss of access to use the student lounge or any common areas in the premises
- d) loss of access to Lawson College computer systems, including internet and Moodle
- e) the inability to graduate until the outstanding debt is cleared.

Restricted students will be informed that if they make no further payment or do not contact Lawson College Australia, concerning their debt, their enrolment may be cancelled and reported to Department of Home Affairs (DHA) for breach of the student visa conditions.

### 6. Outstanding Debt

Students who have not deferred, suspended or cancelled their enrolments would be considered enrolled in the course and are obliged to pay their tuition fee and all other fee as applicable until their deferment, suspension or cancellation is finalised. Failure to pay the tuition fee will be considered as a default and may initiate a legal debt recovery action. Please see

<http://lawsoncollege.edu.au/wp-content/uploads/2018/12/Policy-Deferring-Suspending-or-Cancelling-overseas-students-enrolment.pdf> for details.

### Document History and Version Control Table

Version Number	Date approved	Approved by	Type of change	Extent
V 1.0	18/09/2018	GRMC	N/A	No changes

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