



# Australian Chiropractic College

## POLICY

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### STUDENT LOANS and FEES

#### PURPOSE

The purpose of this policy is to state a set of rules that govern the payment of student fees, refunds, fee credits and withdrawals for students at the Australian Chiropractic College (ACC).

#### SCOPE

This policy applies to all students enrolled at the ACC.

#### POLICY STATEMENT

##### 1. Course Fees

- 1.1. Course fees are set and approved by the Board of Directors and published on the ACC website.
- 1.2. Tuition fees for future years are subject to change at the discretion of the College. If tuition fees change, the College will notify students through their registered ACC email accounts in November of the preceding year.

##### 2. Course Fee Payment

- 2.1. All course fees included in the Fee Invoice rendered to the student shall be paid, in full, by the student. Failure to pay in full may hinder the student's ability to enroll or graduate.
- 2.2. Course fees must be paid by the due date on the fees invoice.
- 2.3. Any installment of a student loan available to a student and received by the ACC in respect to the student's enrolment shall be applied toward payment of the fees invoice rendered to that student.

##### 3. Course Related Costs

- 3.1. Course fees do not include course related costs such as textbooks, travel, special clothing, photocopies, diagnostic kits and/or equipment for personal use by the student.
- 3.2. Course related costs are due at the start of the course and payable by the student to the ACC.

- 3.3. The ACC will publish course related costs to the students simultaneously with an invitation to enroll at the ACC.

#### **4. Hardship**

- 4.1. In case of hardship a student may apply in writing to the Academic Registrar for alternative payment methods. Any such arrangements must be approved by the Academic Registrar and College President prior to the payment due dates.

#### **5. Withdrawals**

- 5.1. An enrolled student may withdraw from the course at any time of study by giving written notice via the Application for Withdrawal/Deferment form. This form needs to be signed by the student and either a student support officer or Dean and supplied to the Academic Registrar.
- 5.2. Where a student is found ineligible to be enrolled in a subject and does not voluntarily withdraw within five (5) business days of note of their ineligibility, the College may withdraw the student with no refund of fees.
- 5.3. Withdrawals will be deemed effective from the date of receipt of written notification.
- 5.4. Any withdrawal shall be without prejudice to the student's right to apply for reenrollment in the future.
- 5.5. Where a student withdraws or is withdrawn by the College before 75% of the subject has been taught, their academic record shall record a fail result and a grade WD in respect of that course.
- 5.6. Where a student withdraws or is withdrawn by the College after 75% of the subject has been taught, their academic record shall record a fail result and a grade F in respect of that course.
- 5.7. Students maybe required to pass a re-entrance examination when applying for re-enrollment after a prolonged period of withdrawal.

#### **6. Refunds and/or Fee Credit**

- 6.1. The Board of Directors may in circumstances determine the requirement of fee refund or credit of all or part fees to both domestic and international students.
- 6.2. The circumstance in which fees maybe refunded or credited and to quantum of that refund or credit that pertains when this policy comes into force continues until the Board of Directors prescribes a change.
- 6.3. The ACC will take all reasonable steps to ensure all students that are or maybe entitled to the credit or refund are notified via formal written correspondence.
- 6.4. A refund of fees paid, less \$500 or 10% of the amount paid, whichever is the lesser amount, will be made to any student who withdraws within ten (10) business days of the commencement of term.
- 6.5. Students withdrawing after ten (10) business days from the commencement of term will not receive a refund.
- 6.6. The ACC will refund all fees payable within 30 days of the student withdrawal.
- 6.7. In exceptional circumstances such as serious illness, accident or events beyond the student's control that ultimately prevent a student from completing the subject or course of study, the student may formally apply to the Dean to have the percentage of non-consumed fees to be held in credit until the commencement of the next period of study for which the student is available. Suitable documentary evidence must accompany the application. Where the Dean has permitted the deletion of a subject after the prescribed date, a credit of tuition fees will be granted as follows:

- Before Week 4 of an 8 Week subject: 50
- Before mid-semester break for a single semester subject: 50%
- Thereafter no refund of credit will be granted.

## **7. Non-payment of fees**

7.1. There a student does not pay or make arrangements with the Academic Registrar to pay the fee invoice on or before the due date, then, until those fees are paid in full, the right to recover the unpaid fees or charge and the College will impose the following:

- 7.1.1. Any tuition fees that are not paid within seven (7) days of the due date will automatically attract a 10% penalty;
- 7.1.2. Where tuition fees are not paid within fourteen (14) days of the due date the enrolment of that student will be deleted from the course.

7.2. The College in addition may also:

- 7.2.1. Decline to re-enrol the student;
- 7.2.2. Decline to release the student's academic record;
- 7.2.3. Exclude the student from the College.

## **8. Non-attendance**

Any student who stop attending ACC lectures or classes in a subject or subjects without formally applying to withdraw remains liable for the fees prescribed for that subject or subjects.

## **IMPLEMENTATION and MONITORING**

It will be the responsibility of the Academic Registrar to provide invoicing to students, process payments, credits or refunds as necessary. The Academic Dean is responsible for enrolling and withdrawing students from individual subjects or the course in its entirety.

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