



Policy Name:	Fees and Payment Policy
Document Number:	SS 7.1.01
Approved by:	CEO
Last Approval Date:	April 2022
Review Date:	April 2024
Audience:	NIET Group (Rhodes Business School) Staff and Students
Contact Officer:	Finance Manager
Related Documents:	Finance Policy and Procedure Manual Domestic Refund Procedure Compliant and Appeals Policy and procedure
Legislation	Standards for Registered Training Organisations (RTOs) 2015 Australian Consumer Protection Laws

1. Purpose and Objective

This policy applies to fees and payment for domestic students.

2. Fees

Tuition fees” Tuition Fees is participation in education and training, and include: Fee for service tuition fees (fees are full price); and

Government subsidised tuition fees (fees are less than full price, with the government paying some of the cost of training).

Service Fees: Service Fees are for prescribed administrative services (including documents and records fees, special assessment fees, and administration fees).

Additional Fees: Additional Fees are for additional activities, goods, and services related to your education and training (including consumables and materials, clothing, certificates and licenses, vaccinations, excursions and field trips, and other goods, materials, and services).

3. Information on Fees

All students receive information on fees prior to enrolment which outlines the total course fees, payment terms and schedule of fees. Students are informed through referral to fee schedules and fees and refund policies available at the College website prior to enrolment.

Fees, payment and refund policies and procedures are outlined in the Rhodes Business School Policies and procedures accessed through the Rhodes Business School website. Prior to application a student is informed through the website in relation to fees and payments.

The student acceptance of the offer from Rhodes Business School and is understood to be an acceptance of all fees and charges associated with the student’s enrolment. While the fees quoted on the website are accurate at the time of issuance, fees payable are reviewed periodically and are subject to change without prior notice.

Deposit and tuition fee payments will only be accepted and processed by Rhodes Business School upon completion of application.



4. Payment of Fees

Payment of Tuition Fees when a student enrolls, unless you have other arrangements in place (e.g., Industry payment or agreements)

Payment methods

Rhodes Business School:

- EFTPOS
- Credit Card (visa and MasterCard)
- Direct debit
- BPay

Appendix 1- Student Fee Schedule

#	Fee description	Price
1	Student identification card Issue	\$10
2	Re-issue statement of attainment/Certificate	\$10
3	Administration fees for student enrolment	\$250
4	Administration fees for student change campus	\$250
5	Administration fees for student cancelation/withdraw	\$250
6	Enrolment Fee	\$200
7	International program / Course change	\$250
8	International deferral Charge	\$250
9	International late payment	Late payment schedule
10	Assessment resubmission fee	\$50
11	Material fee - Consumables or retainable materials	As per each course

Penalty		Action is payment is NOT received	
Payment required by due date	Nil	Overdue payment Notice Issued	
Week 1 after payment due date	\$50	5 Working Days	Student has 20 working days to appeal
Week 4 after payment due date	\$200	20 working days	Tuition Fee plus \$200 late fee must be received in full. Put in hands of collections.

Approval and Review

This policy was approved and endorsed by Rhodes Business School Management in April 2022. This policy will be reviewed after two years or sooner if required.

Version History				
Review Period:		2 years from date of last approval		
Version Number:	Approved by:	Approval Date:	Effective Date:	Sections Modified:
D1				New policy developed April 2022
1.0	CEO	April 2022	April 2022	Updated template