

## FEES TAKEN IN ADVANCE

Policy #03.01  
Policy Area: Financial Management

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This is a statement of the Academy of Film, Theatre & Television's (AFTT) policy regarding tuition fees taken in advance of a course start date.

All AFTT course fees are quoted in Australian dollars (AUD) and are subject to change without notice. The AFTT Domestic and International Student Fee Schedules detail the total amount of fees, including course tuition fees and any incidental fees, together with their payment terms. The Fee Schedules are available on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au).

### 1 Pre-Enrolment Fees (International Students only)

- 1.1 A non-refundable \$150 *Registration Fee* is payable by international students with the *AFTT Enrolment Acceptance Agreement*.
- 1.2 The *Term 1 Tuition Deposit* (half semester 1 fees) is payable with the Enrolment Acceptance Agreement prior to AFTT generating an electronic Confirmation of Enrolment (eCoE) entry in the Government PRISMS database. The Term 1 Tuition Deposit will be deducted from the first semester's invoiced fees.
- 1.3 International students may pay up to half their course tuition fees upfront.

### 2 Fees Procedure

- 2.1 Upon successful audition/interview, students will receive a *Letter of Offer* for a place in an AFTT course.
- 2.2 At least twenty-one days prior to the course start date, a student may apply for course credit through either Recognition of Prior Learning (RPL) or Credit Transfer. The Course Manager will confirm with the student the units of competency (subjects) to be assessed. An RPL Fee of \$200 per unit of competency applies and must be paid before the RPL review can commence. There is no fee for Credit Transfer.
- 2.3 When AFTT has received a student's Enrolment Acceptance Agreement, the student will be issued with a Tax Invoice for the first semester's fees, that must be paid as follows:
  - 2.3.1. Advanced Diploma courses: 14 days prior to the start date of the semester (half academic year)
  - 2.3.2. Certificate IV courses: 14 days prior to the start date of the term (quarter academic year)
- 2.4 The student will be issued with further Tax Invoices during the course that must be paid as follows:
  - 2.4.1. Advanced Diploma courses: 14 days prior to the start date of each semester (half academic year)
  - 2.4.2. Certificate IV courses: 14 days prior to the start date of each term (quarter academic year)

- 2.5 AFTT will ensure fees taken in advance are protected by:
- 2.5.1. issuing a receipt; and
  - 2.5.2. depositing tuition fees in a dedicated account; and
  - 2.5.3. protecting tuition fees paid in advance as follows:
    - domestic students by contributions to the *Australian Student Tuition Assurance Scheme* (ASTAS) through the *Australian Council for Private Education and Training* (ACPET) - <http://www.acpet.edu.au/services/astas/>
    - international students are protected through the Commonwealth Government's *Tuition Protection Scheme* (TPS) - <https://tps.gov.au>.
- 2.6 Consequences of late fee payments are outlined in *Policy #03.07 Late Fee Payments* (on AFTT website)
- 2.7 If a student does not successfully complete a semester (Advanced Diploma course) or term (Certificate IV course) study program and chooses to repeat, s/he will be required to pay for that semester a second time.
- 2.8 Fee payments and queries are managed by the Administration Coordinator at Reception.
- 2.9 A student may use the *Policy #06.01 Complaints and Appeals* to dispute any tuition fees matter.

### 3. Incidental Costs

- 3.1 A former student must apply in writing for the re-issue of a qualification/record of results or a statement of attainment and pay a \$25 fee in advance. *Note:* The processing turnaround time is 21 days.
- 3.2 A limited number of in-site storage lockers are available on a first served basis for \$5 per semester.
- 3.3 Replacement of the issued Student ID card (to be carried by the student on campus at all times) costs \$10 and is ordered through Reception.

### 4. Fee Policies

The AFTT Fee Policies are located on the website, [www.aftt.edu.au](http://www.aftt.edu.au).

### 5. Positions Responsible

- Administration Coordinator
- Student Recruitment Advisor
- Compliance Manager
- Campus Manager
- Director of Finance and Operations
- Chief Executive Officer

## 6. Standards Alignment

AFTT meets the following standards requirements:

### 6.1 Standards for Registered Training Organisations 2015

- STD 5.3 - Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first.
- STD 7.3 - Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in *Schedule 6*.

### 6.2 [ESOS] National Code 2007

- Standard 2.1 (e) indicative course related fees including advice on the potential for fees to change during the student's course and applicable refund policies
- Standard 3.1 (b) provide an itemised list of course money payable by the student

### 6.3 VET FEE-HELP Legislation

- Higher Education Support Act 2003 – VET Guidelines 2016  
<https://www.comlaw.gov.au>
- VET Administrative Information for Providers 2016  
<https://www.education.gov.au/help-resources-providers>

## 7. Approval

This policy update (v1) was approved by the CEO on 14 March 2016.