

# **Fees Taken in Advance**

## **Policy & Procedure**

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## 1. PURPOSE

This policy is to ensure that AFTT cooperates and communicates with the VET Regulator and is legally compliant at all times.

## 2. SCOPE

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 and policies are available on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au).

## 3. DEFINITIONS

All definitions are located in the *VET Glossary*.

## 4. POLICY

### 4.1. Pre-Enrolment Fees (International Students only)

- 4.1.1 A non-refundable one hundred and fifty dollars (\$150) *Registration Fee* is payable by international students with the *AFTT Enrolment Acceptance Agreement*.
- 4.1.2 The *semester one (1) Tuition Deposit* [half year one (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 semester one (1) Tuition Deposit will be deducted from the first (1<sup>st</sup>) year invoiced fees
- 4.1.3 International students may pay up to half their course tuition fees upfront.

### 4.2. Incidental Costs

- 4.2.1 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 twenty-five dollars (\$25) fee in advance. *Note:* The processing turnaround time is twenty (20) days.
- 4.2.2 Replacement of the issued Student ID card (to be carried by the student on campus at all times) costs ten dollars (\$10) and is ordered through Reception.

## 5. PROCEDURE

- Upon successful audition/interview, students will receive a *Letter of Offer* for a place in an AFTT course.
- At least twenty (20) 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 Head of Department will confirm with the student the units of competency (subjects) to be assessed. An RPL Fee of two hundred dollars (\$200) per unit of competency applies and must be paid before the RPL review can commence. There is no fee for Credit Transfer.

- 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:
  - Advanced Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
  - Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
- The student will be issued with further Tax Invoices during the course that must be paid as follows:
  - Advanced Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
  - Diploma courses: fourteen (14) days prior to the start date of the semester (half academic year)
- AFTT will ensure fees taken in advance are protected by:
  - Issuing a receipt; and
  - depositing tuition fees in a dedicated account; and
  - Consequences of late fee payments are outlined in *Policy #03.07 Late Fee Payments* (on AFTT website)
- If a student does not successfully complete a semester (Advanced Diploma/ Diploma course) and chooses to repeat, s/he will be required to pay for that semester a second (2<sup>nd</sup>) time.
- Fee payments and queries are managed by the Head of Student Services and Admin at Reception.
- A student may use the *Complaints and Appeals Policy and Procedure* to dispute any tuition fees matter.

## 6. RELATED DOCUMENTS

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

- 6.1 AFTT Glossary
- 6.2 Fee Schedule
- 6.3 Tuition Fee Refund Policy and Procedure (VET)
- 6.4 Late Fee Payments Policy (VET)
- 6.5 International Student Fee Refund Policy and Procedure (VET)
- 6.6 Tuition Fee Refund and Removal of VSL Debt Policy and Procedure (VET)
- 6.7 Tuition Fee Refund and Re-Accrediting VET STUDENT LOAN Debt - Special Consideration Policy and Procedure (VET)
- 6.8 Complaints and Appeals Policy and Procedure

## 7. RELEVANT LEGISLATION

- 7.1. Standards for Registered Training Organisations (RTOs) 2025
- 7.2. Standards for Registered Training Organisations (RTOs) 2015
- 7.3. ESOS National Code 2018
- 7.4. VET Student Loan (VSL) Legislation
- 7.5. VSL Act 2016
- 7.6. VET Student Loan rules 2016

## 8. POSITIONS RESPONSIBLE

- 8.1. Head of Student Services and Admin
- 8.2. Student Admissions
- 8.3. Administration
- 8.4. Campus Manager
- 8.5. Director of Finance and Operations
- 8.6. Chief Executive Officer

## 9. APPROVAL INFORMATION

<b>Approval Authority</b>	Quality Education and Risk Committee (QERC)
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
3.0	QERC	02/02/2022	03/02/2022	New template	Superseded
4.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current