

LATE FEE PAYMENTS

Policy #03.07
Policy Area: Financial Management

This is a statement of the Academy of Film, Theatre & Television's (AFTT) policy in regards to collecting late fee payments in a timely manner and informing students of the penalties incurred if payments are not made by the due date.

1. Policy

1. AFTT tuition fee policies, fee schedules, payment due dates, and information relating to late fee payment and refunds is made available to students at enrolment, re-enrolment, in the Student Handbook and on the website, www.aftt.edu.au.

2. A student is deemed “unfinancial” when the relevant and full tuition fee payment is not made 14 days prior to the start date of the semester for Advanced Diploma courses; or term for Certificate IV courses.

3. An unfinancial student is not permitted to engage in any AFTT activity, including:

- 3.1 start the course if a new student; or attend classes if a returning student;
- 3.2 have completed and marked work returned or the result divulged to them;
- 3.3 sit for assessments;
- 3.4 participate in any AFTT production (rehearsals, performances) that may be in progress;
- 3.5 borrow resources from the AFTT library; or
- 3.6 receive a qualification or statement of attainment or any other record of their academic result.

4. At all times, it remains the responsibility of the student to ensure that fee payments are made promptly in accordance with the fee schedule for the particular course and year, as published on the website, www.aftt.edu.au.

5. All students are expected to pay the full amount required by the due date.

6. If tuition fees are not paid by the due date:

- 6.1 The Campus Manager, or delegate, will meet with the student regarding non-payment of fees and inform them of their suspension from the course. Following the meeting, a formal letter will be sent to the student **confirming the conditions of their suspension. It is the student's obligation to attend this meeting at which they will be advised of the length of their suspension (up to 14 days) and the available remediation opportunities.**
- 6.2 A student can seek written permission from the Campus Manager for a 14 day extension, in which to make full payment.

- 6.3 A student who is unable to pay the tuition fees in full by the extension date will meet with the Campus Manager, or delegate, to be informed of the cancellation of their enrolment, because missing classes would be detrimental to their **learning and assessment program**. It is the student's obligation to attend this meeting at which they will also be advised of the opportunities for appeal.
- 6.4 International students will be advised of the potential impact on their visa; and will receive a formal letter of notice of intention to report to the Australian Government Department of Education, confirming the reasons for the intended cancellation.

7. No individual payment plans should be entered into. The Campus Manager reserves the right to deal with individual students who claim exceptional circumstances. **The matter must be recorded in the student's file; and referred immediately to the Director of Finance and Operations who will advise the appropriate action.**

8. When all above avenues are exhausted, or a student continually defaults on their tuition fee payments, the Campus Manager, in consultation with the Director of Finance and Operations, has the right to take debt recovery action.

9. Copies of all correspondence and verbal communication file notes regarding fees **must be kept in the student's files.**

2. Fee Schedules

The Fee Schedules for Domestic and International Students detail the total amount of all 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.

3. Fee Policies

The AFTT Fee Policies are located on the AFTT website, www.aftt.edu.au.

4. Positions Responsible

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

5. Standards Alignment

AFTT meets the following RTO standards requirements:

5.1 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.

5.2 [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. Approval

This policy was approved by the CEO on 14 March 2016.