

# DOMESTIC FEE POLICY AND PROCEDURE

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<b>Responsible Officer</b>	Chief Financial and Operating Officer (CFOO)
<b>Approved by</b>	Board of Directors
<b>Approved</b>	31 August 2023
<b>Commenced</b>	31 August 2023
<b>Review by</b>	August 2026
<b>Relevant Legislation and Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Higher Education Standards Framework (HESF) 2021</a></li> <li>• <a href="#">Higher Education Support Act (HESA) 2003</a></li> <li>• <a href="#">Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</a></li> </ul>
<b>Responsible Organisational Unit</b>	Finance Department

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## 1. Policy Statement

### 1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

### 1.2 Application

This policy and procedure applies to delivery of AIM programs offered online and at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever AIM programs are approved for delivery elsewhere in Australia.

### 1.3 Purpose

The purpose of this policy is to clearly outline the process of the payment of AIM fees and the reviewing of AIM fees for all domestic students.

### 1.4 Scope and Coverage

This policy and procedure applies to all domestic students studying an AIM course.

### 1.6 Special Conditions or Exceptions

Nil.

## 2. Procedures

### 2.1 Implementation

AIM Finance will oversee the implementation of this policy.

### 2.2 Fee Payment Options

- Domestic students have the option to pay their fees upfront or through FEE-HELP.

#### 2.2.1 Upfront Fee-paying Students

- Tuition fees charged will be based on the number of credit points studied each study period.
- Upfront fee-paying students will be issued a final invoice within 7 days after Census date, with payment being due 14 days after the invoice issue date. Kindly note that late payment will incur a \$150 administration fee.

#### 2.2.2 FEE-HELP Students

- FEE-HELP (Australian Commonwealth Loan Scheme) is a loan to help eligible fee-paying students to pay their tuition fees.
- Students who are an Australian citizen or are in Australia on a humanitarian visa will be eligible for FEE-HELP assistance from the Australian Government. Students who are a New Zealand Special Category Visa (NZ SCV) holder (who meet the specific NZ SCV residency requirements for HELP loans) might also be eligible for FEE-HELP.
- FEE-HELP students have the option to pay their tuition fees upfront (either partially or in full) for each study period. FEE HELP students must notify AIM by completing the *Application for Variation of Enrolment* of their wish to pay tuition fees upfront prior to census in order to have their status changed from FEE-HELP to UPFRONT.

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- Students who are eligible and wish to fully, or in part, utilise FEE-HELP to pay for their tuition fees must complete the electronic Commonwealth Assistance Form (eCAF) online via the link which will be sent to them via email upon receipt of their signed Acceptance of Offer and Enrolment Form.
- Students on FEE-HELP enrolled at AIM need to ensure they pass at least 50% of their total attempted units across their course of study in order to remain eligible for FEE HELP.
- For more information, see the [Study Assist](#) website.

### 2.3 Fee Review

AIM Domestic fees are reviewed annually.

Fees are signed off during annual budget approval process by the Board of Directors and Leadership Group.

#### 2.3.1 Notifying Students

- Returning students are informed by email at least 30 days before the start of the next study period if fees are changing.
- Prospective students, at application stage, are informed as soon as new fees have been approved and no later than 30 days before start of the study period.

The AIM Marketing Department updates new fees on the AIM website and all other collateral as soon as approved.

### 3. Accountabilities

#### 3.1 Responsible Officer

- **Chief Financial and Operating Officer (CFO):** Policy owner

#### 3.2 Contact Officer

- **CEO:** Inform students via letter/email
- **Head of Marketing and Recruitment:** undertakes annual fee review analysis and convenes a fee committee to approve and/or request board approval; notifies Student Recruitment, Admissions, Academic Administration and Marketing of fee change
- **Marketing Department:** Updates AIM website and collateral once fees have been updated and drafts correspondence for CEO to inform students
- **Student Recruitment:** Fields inquiries from prospective students and notifies prospective students of changes
- **Student Services:** Fields inquiries from current students

### 4. Supporting Information

#### 4.1 Related Documents

- *Domestic Fee Schedule*

#### 4.3 Supporting Documents

*Nil*

#### 4.4 Superseded Documents

- *Fee Policy & Procedure*

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### 5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
<b>AIM referred to as the 'Institute'</b>	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
<b>Academic</b>	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
<b>Domestic student</b>	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).
<b>Prospective Student</b>	Any person seeking to enrol in the Institute.
<b>Senior Academic</b>	<ul style="list-style-type: none"> <li>• Executive Dean of Academic Affairs</li> <li>• Head of Learning &amp; Teaching</li> <li>• Associate Head(s) of Learning &amp; Teaching</li> </ul>
<b>Staff</b>	Any person currently employed by the Institute.
<b>Student</b>	Any personal currently enrolled by the Institute.

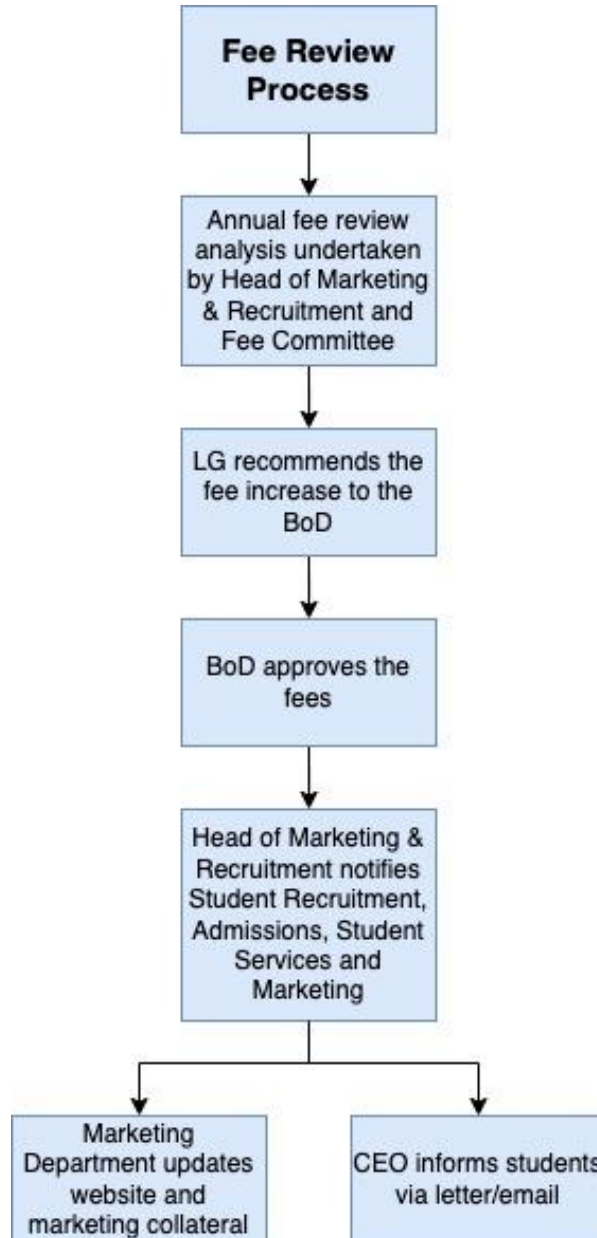
### 6. Revision History

Version	Date Approved by Board of Directors	Sections modified
1.0	28/10/2021	New policy separating the Domestic and International <i>Fee Policy &amp; Procedure</i>
1.1	31/08/2023	Updated to include: <ul style="list-style-type: none"> <li>• \$150 administration fee under 2.2.1</li> <li>• New role titles</li> </ul>

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### 7. Flowchart – Showing Process and Decision Points

#### 7.1 Fee Review Process



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### 7.2 Student Fee Payments

