

INTERNATIONAL FEE POLICY AND PROCEDURE

Responsible Officer	Chief Financial and Operating Officer (CFOO)
Approved by	Board of Directors
Approved	31 August 2023
Commenced	31 August 2023
Review by	August 2023
Relevant Legislation and Policies	<ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 • Education Services for Overseas Students (ESOS) Regulations 2001 • Higher Education Standards Framework (HESF) 2021 • Higher Education Support Act (HESA) 2003 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Responsible Organisational Unit	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 AIM programs. If applicable, this policy and procedure will also apply in future, wherever AIM programs are approved for delivery elsewhere in Australia.

1.3 Purpose and Scope

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

This policy and procedure applies to all international students studying an AIM course, including award courses, non-award courses and short courses.

1.5 Coverage

This policy and procedure covers all fees applicable to both current and prospective International Students at all AIM campuses and online.

1.6 Special Conditions or Exceptions

Nil.

2. Procedures

2.1 Implementation

AIM Finance and Student Recruitment will oversee the implementation of this policy.

2.2 Fee Payment Options

2.2.1 Upfront Fee-paying Students

- International students are required to pay:
 - A deposit equivalent to one full Study Period and;
 - Pay their fees upfront or using a payment plan that is agreed in writing prior to commencement of study
- Tuition fees charged will be based on the number of credit points studied each study period.
- Students will be issued a final invoice no later than 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.

2.3 Fee Review

AIM International fees are reviewed annually.

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

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later than 30 days before start of the study period.

Fees are advertised on the AIM website and all other collateral as soon as practicable, and specify from when those fees will be applicable.

3. Accountabilities

3.1 Responsible Officer

- **Chief Financial and Operating Officer (CFOO):** 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
- **Student Services:** Fields inquiries from current students

4. Supporting Information

4.1 Related Documents

- *International Fee Schedule*

4.3 Supporting Documents

Nil

4.4 Superseded Documents

- *Fee Policy & Procedure*

5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
Academic	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.
International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
Prospective Student	Any person seeking to enrol in the Institute.

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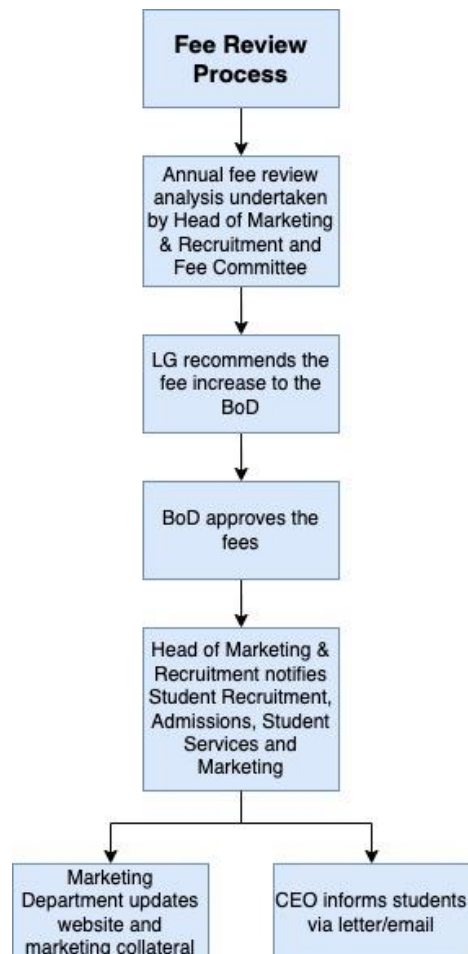
Senior Academic	<ul style="list-style-type: none"> Executive Dean of Academic Affairs Head of Learning & Teaching Associate Head(s) of Learning & Teaching
Staff	Any person currently employed by the Institute.
Student	Any personal currently enrolled by the Institute.

6. Revision History

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

7. Flowchart – Showing Process and Decision Points

7.1 Fee Review Process



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7.2 Student Fee Payments

