

Domestic Tuition Fees Policy and Procedure

Responsible Officer	CEO & Chief Financial Officer
Approved by	Board of Directors
Approved	26 March 2025
Commenced	07 April 2025
Review by	August 2026
Relevant Legislation and Policies	• Higher Education Standards Framework (HESF) 2021 • Higher Education Support Act (HESA) 2003 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Responsible Organisational Unit	Finance Department, Student Experience and Success 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

This policy outlines the process of payment of tuition fees including consequences of late payment and review of tuition fee amounts.

1.4 Scope and Coverage

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

1.6 Special Conditions or Exceptions

Nil.

2. Procedures

2.1 Implementation

The Head of Student Experience and Success will oversee the implementation of this policy.

2.2 Tuition Fee Payment Options

- Domestic students must choose to pay their tuition fees either directly and upfront to AIM or through FEE-HELP. Tuition fees will be determined based on the number of credit points undertaken each study period.
- Students must specify their preferred payment option upon enrolment in units. Any changes to the payment option must be submitted in writing using the Variation of Enrolment Form on MyAIM and must be completed before the census date of the relevant study period.
- Changes to the payment option will not be accepted after the census date for the applicable study period unless accompanied by evidence of unforeseen and extenuating circumstances that prevented the student from making the request by the deadline. In such cases, approval may be granted by the Head of Student Experience and Success or their delegate.

2.2.1 Upfront Fee-paying Students

- Upfront fee-paying students will receive an invoice upon enrolling in units for the relevant study period. The due date for payment will be 14 days from the date of invoice issuance.
- Students who fail to pay their invoice by the specified due date will incur a late fee of \$150.
- After the census date for the relevant study period, students who have made changes to their unit enrolment since receiving their original invoice will be notified of the process for receiving a refund or credit note for the next study period, or will be issued a new, revised invoice reflecting the outstanding amount.
- Students who have paid the original invoice but are issued a new invoice due to a change in unit enrolment resulting in an increase in credit point value will follow the same process as outlined above. Any payments made after the due date of the revised invoice will incur a \$150 late fee.
- If no payment has been made on the original invoice, the full balance (including the \$150 late fee) will be due immediately upon receipt of the revised invoice.

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) may also be eligible for FEE-HELP.
- Students who have indicated their wish to pay via FEE-HELP who are NOT eligible to do so, or who do not provide AIM with the relevant identification documents by the date notified to them via email, will automatically be moved to 'up-front' payment type (see 2.2.1).
- 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 acceptance (new students) or confirmation of their course transfer (continuing students).
- The eCAF must be completed by census date of the relevant study period to remain eligible for FEE-HELP. Failure to complete the eCAF by this date will automatically change a student's payment type to 'up-front'.
- If a student fails to complete their eCAF within the specified time and their payment type changes to 'up-front', they will be issued with an invoice and required to pay within 14 days (see process at 2.2.1).
- AIM abides by the process and eligibility requirements set forth by the Department of Education. Full details can be found via the [Study Assist](#) website.

2.3 Non-payment of fees

- Students who choose to pay upfront and directly to AIM or who are defaulted to up-front due to non compliance of the FEE-HELP process, must pay their tuition fees by the stipulated due date on the invoice.
- Any payment made after the due date of any invoice will incur a \$150 late fee.
- If payments are overdue by 1 week, AIM reserves the right to suspend access to its services. This may include the removal of access to:
 - Room bookings

- The Library
 - Results
 - Assessments
 - Requests via MyAIM
 - AIM Home
 - Teams
 - Campus access
 - Enrolment in current and future study periods.
- If payments are still overdue after 2 weeks, AIM may seek to recover the outstanding tuition fees via an external debt recovery agency.
 - Students who have outstanding tuition fees after 2 weeks from their invoice due date may be considered unfinancial and may be placed on suspension until the full balance of their debt to AIM is settled.
 - AIM reserves the right to request tuition fees up-front in advance of the start of a study period for any student with a record of late payment. Should AIM enforce this right, the above process for invoice payment applies.

2.4 Financial Hardship

- Students who pay upfront may request a payment plan or an extension to their invoice due date due to financial hardship that was due to extenuating circumstances that were unforeseen prior to their unit enrolment.
- All applications for financial hardship must be submitted prior to the census date of the relevant study period.
- Students must provide evidence of their current financial position, the extenuating circumstances affecting their ability to pay, and a summary of the amount they can afford.
- Requests for a payment plan or invoice due date extension must be emailed to the Head of Student Experience and Success in the first instance who will then provide the student with an opportunity to submit the required evidence.
- AIM reserves the right to approve or deny applications for payment plans or due date extensions at its discretion.
- Payment plans or invoice due date extensions will not be granted with a due date after week 15 of the relevant study period.
- If a student is granted a payment plan or invoice due date extension and fails to meet the obligations outlined in the agreement, they will be subject to the process outlined in section 2.2.3 of this policy.

2.5 Fee Review

AIM Domestic tuition fees are reviewed annually.

2.5.1 Notifying Students of changes to tuition fee costs

AIM publishes its fees on its website, by credit point value, prior to the earliest enrolment date for units of study.

3. Accountabilities

3.2 Responsible Officer

- Chief Executive Officer (CEO): Policy owner
- Chief Financial Officer (CFO): Policy owner

3.2 Contact Officer

- Head of Student Experience and Success

4. Supporting Information

4.1 Related Documents

- Domestic Tuition Fee Schedule

4.2 Supporting Documents

Nil

4.4 Superseded Documents

- Domestic 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.
Domestic student	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).
Prospective Student	Any person seeking to enrol in the Institute.
Senior Academic	- Chief Academic Officer - 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	Approved by	Review History	New Review Date
1.0	28/10/2021	Board of Directors	New policy separating the Domestic and International <i>Fee Policy & Procedure</i>	
1.1	31/08/2023	Board of Directors	Updated to include: \$150 administration fee under 2.2.1 - New role titles	
2.0	26/03/2025	Board of Directors	Major updates (i.e. superseded Domestic Fee Policy and Procedure)	August 2026