

International Tuition Fees Policy and Procedure

Responsible Officer	CEO & Chief Financial Officer
Approved by	Board of Directors
Approved	04 April 2025
Commenced	04 April 2025
Review by	August 2026
Relevant Legislation and Policies	• 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, 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 international students intending to study or 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

International students must pay their tuition fees directly and upfront to AIM. Tuition fees will be determined based on the number of credit points undertaken each study period.

2.2.1 New international students

- Upon acceptance of offer, new international students are required to pay a deposit equivalent to one Study Period's full-time load. Payment must be made via the methods outlined on the Letter of Offer.
- The deposit will be allocated to the student's first study period. If for any reason, the amount is greater than the total cost of the first study period's units, the remaining balance will be held in credit to be applied against the next study period's invoice.
- If a deposit is paid prior to an increase in tuition fees for the following year, the student will be required to pay the difference between their original deposit and the tuition fees for their first study period. In this instance, students will be issued with an invoice at the start of the teaching period and the process outlined in 2.2.2 and 2.2.3 will apply.
- Students must pay their deposit in full based on the amount stipulated on the Letter of Offer as part of eligibility to receive a Confirmation of Enrolment. Part payments will not be accepted.
- It is a condition of Enrolment that new international students can pay this deposit in full to demonstrate financial viability.

2.2.2 Continuing international students

- Continuing international students will receive an invoice upon enrolling in units for the relevant study period (any study period after their first). 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.

2.3 Non-payment of fees

- International students 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, international students on a Student Visa may be issued with a Notice of Intention to Cancel Enrolment (NOITCE) for non-payment and AIM may seek to recover the outstanding tuition fees via

an external debt recovery agency. Students then have 20 working days to appeal the NOITCE by lodging a form via MyAIM. Should a student make the payment in this time, they will still need to appeal the decision to cancel their enrolment and specify the reason why they were late to pay. AIM will assess the appeal against the cancellation based on this reason and notify the student in writing of the outcome.

- If an international student is on a visa other than a Student Visa, and their payment is still overdue after 2 weeks, AIM may seek to recover the outstanding tuition fees via an external debt recovery agency.
- 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

- International students 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.
- Payment plans will not be accepted during the first three stages of an international student's 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 and unforeseen 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, noting that international students must have enough funds to cover their tuition fees for the entirety of their study.
- 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 international 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

3.1 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

International Tuition Fee Schedule

4.3 Supporting Documents

Nil

4.4 Superseded Documents

- International 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. Some international students may hold other visa types that have study allowances.
Prospective Student	Any person seeking to enrol in the Institute.
New student	Any person undertaking their first study period at the Institute
Continuing student	Any person enrolled at the Institute who has been enrolled in units the study period prior.
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 and 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	04/04/2025	Board of Directors	Major updates (i.e. superseded the International Fee Policy and procedure)	August 2026