



Document ID:	ADM2.4 Fees Establishment
Responsibility:	Campus Director & Principal
Version No:	3
Issue date:	26/10/07

**AMENDMENT / VERSION CONTROL HISTORY:**

Issue Date:	Version	Summary of Changes
7/7/06	1	ENR3 1 Fees Collection and Student Fee Payments Policy split into 2: Fee Establishment vs. Fee Collection; ENR3 1 Fees Collection and Student Fee Payments discontinued
9/8/06	1	First version of policy.
25/08/06	1	Publication of fees to web / admissions / marketing - > QMS Final
19/9/06	1	Adjustment to reflect pre 2007 cohort pricing fixed and variable 2007+; inclusion of cohort fee table. Domestic cohort fee table approved by LTU advice received to ACN 190906
8/2/07	2	Round down accounting fee by 50cents per LTU 060207
26/10/07	3	Updated for a/year 2008 references including fees table.

## POLICY TITLE: FEES ESTABLISHMENT

### PURPOSE:

This document sets out the ACN policy and procedures for the: fee setting and collection of fees for all courses and fee types at ACN.

### SCOPE:

This Policy applies to all students studying with ACN conducting courses on behalf of La Trobe University. This Fees policy is effective from date of issue, and applies to all fees, all students, all subject units and courses at ACN.

### Government Regulation and Legislation

La Trobe University (LTU) is the registered provider in New South Wales as registered by the Department of Education and Training NSW (DET). As LTU is the registered provider, LTU sets prices as required by the Commonwealth Higher Education Services Act (HESA) 2003.

Domestic students' degree fees are constrained in law by HESA and La Trobe advises ACN of the pricing required for domestic students. ACN does not have an independent policy on pricing for domestic students.

### Contractual Obligations of ACN to La Trobe

In regard to other fee types (i.e. Foundation, Diploma and International fees (all courses)), ACN operates within the requirements of the Licence Agreement with La Trobe University. Fees at ACN may not be any less than the fee set and charged by La Trobe University Bundoora campus as opposed to regional campuses.

The refund of fees is outlined in the Refund Policy.

### Term of Fee

An academic year starts with the March semester and concludes with the November semester. An academic year at ACN is the semesters March, July and November.

The fee rate at the time a student commences is valid during that academic year only. Students prior to 2007 are on a specific cohort rate and this remains fixed until graduation for pre 2007 students at the rate of their commencement.

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## GENERAL POLICY – ALL FEES, ALL STUDENTS

### GST

- All fees are quoted in Australian Dollars, are inclusive of GST if applicable.

### Changes to Fee Levels (2007+ students only)

- All fees are reviewed annually and are subject to change without notice. Fees are indexed annually and students entering in a given academic year will be required to pay the fees for that academic year.
  - The domestic fees will be indexed annually in line with an index applied by the Australian Federal Government to Contribution rates plus an amount set by La Trobe University. The CPI makes up part of this index but would not be limited to CPI.
  - International fees will be indexed separately to domestic degree fees;
  - Foundation and Diploma fees are set separate to degree fees and may have different indexation levels;
- All fees are set and published annually by 1 October for the following year March intake.
- Prices set and published are the prices to be included in offers issued by all staff at ACN commencing immediately the date of publication (generally accepted not later 1 October).
- Dates and fees will be advised to be correct at time of publication and may be changed without notice.

### Application of Fee Changes

- The following disclaimer is to be used on Prospectus 2007+ and is Policy for ACN from 2007:
  - *“All tuition fees listed are in Australian dollars and are for commencing students for the 2007 academic year only.*
  - *Please note that La Trobe University reserves the right to adjust annual tuition fees for continuing students.*
  - *The University undertakes that any tuition fee increase will not exceed 7% per annum and will be applied on 1 January each year for the duration of the year.*
  - *I acknowledge that fees are set each year and are payable before each semester.*
  - *I am aware that the initial rate I pay will apply for the academic year of enrolment but may be subject to change in subsequent years in accordance with the rate set by the University and/or ACN.*
  - *I am aware that the rate I pay per semester will be that rate which is published by 1 October of each year for the following academic year and ACN reserves the right to require payment at the published rate, not the rate in any Offer Letter.*
  - *I acknowledge that all fees, charges and accounts will be payable in advance and that I will not be permitted to commence or continue my course at the beginning of any semester until all outstanding fees, charges or accounts are paid.*
  - *I am aware that I will be charged the full amount for repeating units and that no La Trobe University qualification can be issued to me if I have an outstanding debt owing to ACN.”*
- All students from March 2007+ will pay the fee published for the academic semester in which they are enrolled / are enrolling regardless of the fee level at the date of their commencement. Pre 2007 students on cohort pricing are exempt from this as defined below. Refer to REFERENCE R1:- ADM2.4 Fees Establishment Cohort Table to 2008.

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- Students will be invoiced for each semester at the current rates published applicable for that semester.
- In the event of a conflict between the fees to be paid in an academic year and an Offer Letter, then the fees published for the semester takes precedence. If the fee is not yet published, then the fee shown on the Offer letter will be used.
- Repeat subjects will be charged on a per subject basis at the published rate for that semester.
- Students from 2006 and after are required to pay the *discipline cluster* fee for business, accounting and law subjects as advised by LTU; refer REFERENCE R1:- ADM2.4 Fees Establishment Cohort Table to 2008
- The Registrar of the Faculty of Law and Management will advise the Managing Director of ACN of the changes prior to 1 October;
- Students are formally advised by ACN of Fees:
  - In writing, during the November semester of each year for the following academic year's fees;
  - Via a disclaimer on the Fees and Dates section of the Prospectus for prospective students;
  - Through their signed acknowledgement on the Application Form;
  - On their Offer Letter
  - In the Offer Letter and Acceptance Booklet
  - Under Policies at [www.auscampus.net](http://www.auscampus.net)

## VARIATIONS TO THE POLICY FOR PRE 2007 STUDENTS / COHORT PRICING

Students enrolling prior to 2007 have a cohort price<sup>1</sup> which remains as shown in REFERENCE R1:- ADM2.4 Fees Establishment Cohort Table to 2007.

## FEES FOR 2007+

Refer also to REFERENCE R1:- ADM2.4 Fees Establishment Cohort Table to 2008

The following table outlines fees for ACN courses and programs per semester (assumes full load of 4 subjects) or fee per subject. These fees apply to enrolments for March 2008, July 2008 and November 2008.

The 2008 domestic undergraduate fees are by *discipline cluster* so that any law units will be charged as a percentage of the total law cluster fee, commerce units at the commerce cluster fee and administration/management/economics/business at the cluster fee for those areas. This full advice on La Trobe setting of undergraduate fees is contained at [http://www.latrobe.edu.au/acadserv/fees/2008/fees\\_2008.php](http://www.latrobe.edu.au/acadserv/fees/2008/fees_2008.php)

<sup>1</sup> Cohort pricing in MAZE confirmed to reflect this table on 070207 by Manager, Admissions



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	Pathway (Foundation and Diploma) Per Semester	Degree Per Semester	Per subject
<b>Domestic</b>			
<i>Business (Domestic)</i>	\$4547	\$6748	\$1687
<i>Law subjects (Domestic)</i>	n/a		\$1750
<i>Accounting subjects (Domestic)</i>	n/a		\$1857
<b>International</b>	\$5150	\$8064	\$2016
Enrolment Fee (accept offer)	\$200	\$200	

Full details on ancillary fees and charges are shown in the Prospectus available at [www.auscampus.net](http://www.auscampus.net)

REFERENCES:

Policy Number:	Policy Title
ENR 3.1	Fee Collection
REFERENCE R1:- ADM2.4	Fees Establishment Cohort Table to 2007
ADM2.4.1.	Cancellation And Refund Policy
2007	Domestic and International Prospectus