



## **Tuition and Supplementary Fees Policy**

## **1. Purpose**

The purpose of Supplementary Fees Policy is to clearly outline Southern Cross School of Business (SCSB) policy principles regarding supplementary fees and in the conditions that those fees become payable.

## **2. Scope**

This Policy applies to all current and future, fulltime or part-time students of SCSB.

## **3. Policy Statement**

- 3.1. SCSB is committed to ensuring that all students are treated fairly and are informed of their formal relationship with SCSB regarding tuition and supplementary fees;
- 3.2. SCSB Principal and staff will provide timely and accurate information on tuition fees and supplementary fees requirements to enrolling and enrolled students;
- 3.3. SCSB tuition fees and supplementary fees are subject to annual review;
- 3.4. SCSB Tuition fees do not include costs such as Overseas Student Health Cover (OSHC), or incidental and other costs that may be required as part of your enrolment;
- 3.5. All tuition and supplementary fees are paid in Australian dollars (\$AUD).

## **4. General Principles of International Student Fees and Refund**

- 4.1. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework;
- 4.2. Written agreements between SCSB and students set out the services to be provided, fees payable and information in relation to tuition fees and supplementary fees;
- 4.3. SCSB provides an itemised list of tuition fees and supplementary fees payable by the student in the Letter of Offer and Acceptance Agreement;
- 4.4. SCSB guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.

## **5. Fees**

- 5.1. SCSB Fees may include tuition fees, non-refundable enrolment fees, materials fees, books fees, and any other charges such as re-issuance of qualification certificates/statements of attainment and late and/or resubmission of assessment fees;
- 5.2. Tuition fees are fees directly related to provision of delivery of a course;
- 5.3. Tuition fees do not include the Overseas Student Health Cover (OSHC), enrolment fee, books and/or other materials required to undertake the program or compulsory activities where relevant (such as fieldwork or excursions);
- 5.4. All relevant fees are clearly mentioned in the Student Enrolment Application Form, Letter of Offer and Acceptance Agreement;
- 5.5. Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course;
- 5.6. If a course length is extended by the student, any fee increases will be required to be paid for the extended portion of the course.

## **6. Current Tuition Fees**

**Current tuition fees are as below:**

VET Courses				
Course Name	Course Code	Course Duration	Application Fee	Course Tuition Fee
Diploma of Business	BSB50215	52 weeks	\$250	\$9,600
Diploma of Business Administration	BSB50415	52 weeks	\$250	\$9,600
Diploma of Leadership and Management	BSB51915	52 weeks	\$250	\$9,600
Advanced Diploma of Leadership and Management	BSB61015	78 weeks	\$250	\$11,000
Certificate IV in Accounting and Bookkeeping	FNS40217	52 weeks	\$250	\$8,000
Diploma of Accounting	FNS50215	52 weeks	\$250	\$9,600
Advanced Diploma of Accounting	FNS60215	78 weeks	\$250	\$11,000
ELICOS/English Language Courses				
Course Name	Course Code	Course Duration	Application Fee	Tuition Fee
General English	082023C	4 – 48 weeks	\$250	\$335/week
English for Academic Purposes	022758E	12 – 48 weeks	\$250	\$325/week

- 6.1. Students are allowed to pay Diploma Courses tuition fees in four (4) and Advanced Diploma Courses fees in six (6) equal instalments.

## 7. Supplementary Fees for 2018

Supplementary Fees		
Item	Fee	Notes
Re-Issue of Student Card	\$20.00	
Re-Issue of Statement of Attainment	\$50.00 each copy	
Re-Issue of Academic Transcript	\$50.00	
Re-Issue of Testamur /Certificate	\$50.00	
Re-Issue of CoE after cancellation	\$250.00	
Reassessment Fee (after second attempt);	\$220.00 per assessment	This fee is applicable when a student has failed to be deemed 'Competent' after having made two attempts within the published due date
Re-access to Moodle per unit after assessment submission dates	\$50.00	This fee is applicable when student requests to have additional duration of access to assessments on Moodle
Assessment late submission fee	\$50.00	This fee is applicable when student has failed to submit their assessment items within due dates (as published on Assessment Guidelines)
Unit re-enrolment (for students who exceed the maximum course duration)	\$500.00	This fee is applicable when a student is seeking extension in course duration to complete their assessments after their initial course duration has expired.
Late payment of tuition fees	\$100.00 per instalment	This fee is applicable when tuition fees have not been paid as per

		the due date published on Letter of Offer
Change of shift from morning to evening or evening to morning or between weekdays and weekends	\$200.00	

7.1. Please note all supplementary fees are payable in advance of the process of request.

## 8. Further Information and Assistance

- 8.1. Students should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of admission made by SCSB.
- 8.2. Student assistance is available by contacting SCSB Reception or the Academic Coordinator
- 8.3. Students may make an appointment with the Student Support Coordinator for assistance with their request relating to this Policy and its related Procedures.
- 8.4. Contact details for the School are outlined as follows:

Contact Details:

Level 2, 1-3 Fitzwilliam Street, PARRAMATTA NSW 2150 | Ph: +61 2 8937 0506

Level 3, 531 George Street, SYDNEY NSW 2000 | Ph: +61 2 96333287

Email: [admin@scsb.nsw.edu.au](mailto:admin@scsb.nsw.edu.au)

## Document and Version Control

<b>Version</b>	1.1
<b>Date Effective</b>	1 <sup>st</sup> December 2018
<b>Review</b>	This Policy will be reviewed in accordance SCSB Policy Review Schedule
<b>Approved By</b>	Principal
<b>Approval Date</b>	20 <sup>th</sup> November 2018
<b>Policy Owner</b>	Southern Cross School of Business
<b>Policy Contact</b>	Principal
<b>Related Standard</b>	ASQA Standard 5
<b>Related Documents</b>	Refund Policy