



HE Fees and Charges Policy

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Domestic Student Refund Policy and Procedure ➤ International Student Refund Policy and Procedure ➤ Student Complaints and Appeals Policy and Procedure ➤ The Student Handbook 		

HE Fees and Charges Policy

Purpose

This Policy sets out how Lyons College will determine fees and charges for all higher education (HE) students and further to confirm the arrangement for giving notice to students of fee changes.

Scope

This Policy applies to all higher education students at Lyons College.

1. Payment of Fees and Due Dates

Students are required to pay the required tuition fees prior to commencement of their course. The required amount will depend on whether the student is an international or domestic student.

Fees and charges are published and available to students through the Lyons College website at www.lyons.edu.au. Fees and charges are subject to change (between student expression of interest and acceptance of enrolment) and regularly updated on the website.

Fees and charges set out in the Student Agreement will remain unchanged for the duration of the Agreement. A Fee Payment Agreement may be entered into with a student which will replace the amounts and conditions set out in the Student Agreement.

If fee paying international or domestic students do not pay the required amount at commencement, they may be excluded from commencing the course. Students who enter into a Fee Payment Agreement are required to pay the fees set out in the Fee Payment Agreement.

Where students fail to pay the required amount set out in their Fee Payment Agreement, they may have their enrolment suspended or cancelled 28 days after the amount is due. Late payment penalties will apply for students who have entered into a Fee Payment Agreement, which will be set out in the Fee Payment Agreement.

2. Other Fees

Prospective students are informed of any other fees that may be associated with their course. These may include re-assessment fees, re-issuing of certificate as per the itemised statement of fees located below in section **6. Non-Tuition Fees and Charges**, on Lyons College's website, in the Statement of Fees and in the other material which they are provided at their initial course enquiry.

Students are further reminded of 'other fees' at the time of the enrolment as per the Statement of Fees they are provided to which they must sign and date. Any changes to these fee amounts are also advised in writing to both the student's registered address and further by email no less than two calendar months prior to the fee change becoming effective. This corresponds to the information provided on the website and in the Student Handbook.

3. Domestic Students

Once domestic student has accepted the offer of admission to Lyons College, they are required to pay the minimum deposit as set out in the Letter of Offer. This needs to be as cleared funds in the nominated Lyons College bank account.

Tuition fees must be paid on commencement of the course with due dates outlined in the Letter of Offer and Student Agreement. Tuition fees do not cover charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations. If fees are not paid by the due date, late fees will be charged which will be outlined in the Student Agreement or Fee Payment Agreement.

If a student does not pay their fees on commencement of the course, they will be issued a Notification of Intention to Cancel Enrolment. The Notice will be sent via email only.

Students will have 20 working days to pay any outstanding fees in full or to appeal the decision to cancel their enrolment. If Lyons College has not received payment 20 working days after the Notification of Intention to Cancel Enrolment has been emailed, the student's enrolment may be cancelled.

If a student is experiencing difficulties paying their fees by the due date, they should speak to the Student Administration staff before the fee becomes overdue. Lyons College reserves the right to refuse access to training and assessments, if fees have not been paid and/or where no Fee Payment Agreement has been signed.

In regard to refunds, please refer to the *Domestic Student Refunds Policy & Procedure*.

4. Commencing International Students

Once an international student has accepted the offer of admission to Lyons College, they are required to pay the minimum deposit as set out in the Letter of Offer. Lyons College will not issue a Confirmation of Enrolment (CoE) until the minimum deposit amount has been paid. This needs to be as cleared funds in the nominated Lyons College bank account. Lyons College will not access these funds until the student has commenced the course.

Tuition fees must be paid on commencement of the course with due dates outlined in the Letter of Offer and Student Agreement. Tuition fees do not cover charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations. If fees are not paid by the due date, late fees will be charged which will be outlined in the Student Agreement or Fee Payment Agreement.

If a student does not pay their fees on commencement of the course, they will be issued a Notification of Intention to Cancel Enrolment. The Notice will be sent via email only.

Students will have 20 working days to pay any outstanding fees in full or to appeal our decision to cancel their enrolment. If Lyons College has not received payment 20 working days after the Notification of Intention to Cancel Enrolment has been emailed, the student's enrolment may be cancelled.

If a student is experiencing difficulties paying their fees by the due date, they must speak to the Student Administration staff before the fee becomes overdue. Lyons College reserves the right to refuse access to training and assessments, if fees have not been paid and/or where no Fee Payment Agreement has been signed.

In regard to refunds, please refer to the *International Student Refunds Policy & Procedure*.

5. Continuing International Students

Tuition fees must be paid on the commencement of the course with the due date outlined in the Letter of Offer and Student Agreement. Tuition fees do not cover charges for accommodation, living expenses, textbooks, stationery, equipment, and external examinations. If fees are not paid by the due date, late fees will be charged which will be outlined in the Student Agreement or Fee Payment Agreement.

If a student does not pay their fees prior to the commencement of the course study period, they will be issued a Notification of Intention to Cancel Enrolment. The Notice will be sent via email only.

Students will have 20 working days to pay any outstanding fees in full or to appeal our decision to cancel their enrolment. If Lyons College has not received payment 20 working days after the Notification of Intention to Cancel Enrolment has been emailed, the student’s enrolment may be cancelled.

If a student is experiencing difficulties paying their fees by the due date, they must speak to the Student Administration staff before the fee becomes overdue. Lyons College reserves the right to refuse access to training and assessments, if fees have not been paid and/or where no Fee Payment Agreement has been signed.

Students will not be allowed to request a deferral, suspension or transfer unless all fees are paid. This includes the deposit payable for their principle course.

In regard to refunds, please refer to the *International Student Refunds Policy & Procedure*.

6. Non-Tuition Fees and Charges

Fee Type	Description	Amount AU\$	
Enrolment Fee	Payable upon acceptance of an offer of admission (May be waived at Lyons College’s discretion)	\$250.00	
Change of Course Fee	Payable upon acceptance of a change of course to a different discipline or level.	\$300.00	
Reassessment Fee	Payable on student having their study outcomes reassessed	\$0.00	
Deferral of Study Fee	Payable when a student’s enrolment has been deferred	\$0.00	
Reinstatement Fee	Payable when a student’s enrolment has been suspended due to non-payment of tuition fees.	\$300.00	
Late Payment Fee	Payable when there is any outstanding balance remaining for tuition fees as stipulated in the Student Agreement or Fee Payment Agreement.	1 to 7 days	\$150.00
		8 to 14 days	\$300.00
		15 to 21 days	\$450.00
		22 to 28 days	\$600.00
Replacement Statement of Attainment	Payable when a student requests a replacement Statement of Attainment	\$25.00	
Replacement Testamur	Payable when a student requests a replacement Testamur	\$50.00	

Printing and Photocopying	Payable by student for printing and photocopying using their PaperCut account	A4 Black and white single sided	\$0.10
		A4 Black and white double sided	\$0.14
		A4 Colour single sided	\$0.50
		A4 Colour double sided	\$0.70
		A3 Black and white single sided	\$1.00
		A3 Black and white double sided	\$1.50
		A3 Colour single sided	\$2.00
		A3 Colour double sided	\$3.00

7. Complaints and Appeals

Students who dispute fees or charges, or who are not satisfied with a course of action taken by Lyons College, can access the *Student Complaints and Appeals Policy and Procedure*.