



## Fee Payment Policy & Procedure

Normally, we expect our students to pay 50% of a course fee in advance at the time of enrolment prior to the commencement. The Payment of advance fees **do not apply** to students eligible for **VET FEE-HELP**. UIC will not expect or accept more than 50% of a course fee in advance prior to the commencement. However, in some circumstances we may allow a student to pay less than 50% upfront. The agreed course fee and details of the required deposit and future instalments are recorded on the student acceptance agreement. UIC takes a proactive approach in helping students to pay their fees by the due date.

The fee payment process is as follows.

**The first fee payment** is 50% of the course fee (plus the OSHC premium for International Students). Payment is made after the student contract has been signed and returned. A receipt will be issued outlining the amounts paid, the next amount payable and the next due date for payment.

### Procedure

**If the student has paid 50% of the course fee upfront then after completion of half of the course, students are expected to pay their due fees in one or more instalments. (As stipulated on the student acceptance agreement), see below an example:**

<b>Course NAME</b>	Certificate IV in business
<b>Course duration</b>	6 Months
<b>Total agreed course fee</b>	\$7000
<b>Agreed start date</b>	01.07.2015
<b>Enrolled on</b>	01.06.2015
<b>Maximum fees charged prior to the commencement date</b>	\$3500 (50% of the total course fee)
<b>Second instalment due on</b>	01.10.2012
<b>Second instalment amount</b>	\$3500

However if the course is longer than six months and the student has chosen to pay only 25% of the course fee upfront then the students are expected to pay their due fees at the beginning of second study period. (As stipulated on the student acceptance agreement), see below an example:

<b>Course NAME</b>	Certificate III in hairdressing
<b>Course duration</b>	12 Months
<b>Total agreed course fee</b>	\$15,000
<b>Agreed start date</b>	01.07.2015
<b>Enrolled on</b>	01.06.2015
<b>Fees charged prior to the commencement date</b>	\$3750 (25% of the total course fee)
<b>Second instalment (amount and due date )</b>	\$3750 on 01.10.2015
<b>3<sup>rd</sup> instalment (amount and due date )</b>	\$3750 on 01.01.2016



<b>4<sup>th</sup> instalment (amount and due date )</b>	<b>\$3750 on 01.04.2016</b>
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### Late payments

Where a student is unable to make the payment of the second instalment by the agreed date as per the student acceptance agreement the student may be allowed to pay in instalments. However this must be approved in writing by a UIC representative. A student communication record form will be kept to outline the agreed dates and payment amounts. As instalment payments involve additional administration, a non-refundable administration surcharge of \$100 applies. This surcharge is paid in full with the final instalment.

Any instalment payment made after the due date without the approval of UIC will incur a late fee of an additional \$10 per day. Please refer to the *Non-Payment or Late Payment of Fees* at the end of this policy.

### Payment methods (*You can pay your tuition fees by one of the following methods*)

#### Onshore students (Local or International)

- **In Person at the Administration Office**  
Payment by cheque, or credit card can be taken at the reception upon presentation of your statement of fees between 9am and 8.30pm Mondays to Sundays at:  
Unique International College  
Level 1/60 South Street, Granville NSW 2142  
***A surcharge of 3% applies if paying by credit card***

- **Direct Deposit via the Internet or Commonwealth Bank**

Bank Name: Commonwealth Bank of Australia

Account Name: Unique International College

BSB Number: 062121

Account Number: 10745921

***The student must write their student ID or full name in the receiver's description***

- **Mail**  
Ensure you enclose your entire Statement, to enable a receipt to be issued. Payment is restricted to credit card and bank cheque or Bank Draft made payable to: *Unique International College* in Australian dollars. We also accept Australia Post money orders and personal cheques that are drawn on an Australian bank. These are to be mailed to:

Unique International College  
PO Box 574  
Granville NSW 2142

***The student's name must be written clearly on the back of the cheque.***



### Offshore students

- **TT(Telegraphic Transfer) or Bank Transfer or direct deposit to the following account:**

**Bank Name:** Commonwealth Bank of Australia  
**Account Name:** Unique International College  
**SWIFT CODE:** CTBAAU2S  
**BSB Number:** 062121  
**Account Number:** 10745921

Please use the Student's ID number as a reference.

- **Mail**

Ensure you enclose your entire Statement, to enable a receipt to be issued. Payment is restricted to credit card and bank cheque or Bank Draft made payable to: *Unique International College* in Australian dollars. We also accept Australia Post money orders and personal cheques that are drawn on an Australian bank. These are to be mailed to:

Unique International College  
PO Box 574  
Granville NSW 2142

The student's name must be written clearly on the back of the cheque.

### **Non-Payment or Late Payment of Fees**

Failure to pay fees according to the agreed payment guidelines may result in a student's enrolment being cancelled. For International students this may breach Student Visa Condition 8202 which will result in cancellation of the student visa.

The student will be sent a *Final Notice* on the 1<sup>st</sup> day after payment is due outlining the amount due, the payment date and methods of payment accepted. The notice will also remind the student of the late fee and possible cancellation of their enrolment.

For International students, if the fees are not paid within 7 days of the reminder notice, the student will be issued with a *Letter of Intention to Report for Non-Payment of Fees*.

The *Letter of Intention to Report for Non-Payment of Fees* will include an Appeal Form. The student has 20 working days to appeal the Intention to Report. If **no appeal or payment** is received within 20 working days, the student will be reported to Department of Education via PRISMS for breach of Student Visa Condition 8202. This may result in the student visa being cancelled.