

Student Fees and Charges Policy

1. SCOPE

This policy applies to all Students who are commencing, have commenced or are continuing study with MVC.

All students choosing to study at MVC are required to pay all fees and charges agreed to in the Letter of Offer and Acceptance (Written Agreement).

2. POLICY STATEMENT

MVC charges a variety of fees and charges for courses in relation to market demand.

Current indicative fees and charges are published and available online via MVC's website. Students are notified in their Letter of Offer and Acceptance (Written Agreement) of all fees and charges, including that these are subject to change.

Payments including fee deposits are not accepted from overseas students until MVC receives their signed and completed Letter of Offer and Acceptance (Written Agreement) and Terms and Conditions of Offer.

Tuition fees do not include placement fees or material fees. These will be listed in the Letter of Offer.

Fees and charges are reviewed at least annually.

Any changes to fees and charges are updated on all electronic and print material including Letter of Offer and Acceptance (Written Agreement) and marketing/recruiting materials.

International Education Agents are notified of any changes to fees and charges and are supplied with updated materials.

MVC will not issue any qualification or award prior to the completion of payment of all fees and charges in full.

A student will pay the same amount of tuition fees as determined at the time of enrolment until completion of the course.

Rescheduling of any course or unit of competency may incur variations in fees and charges such as an increase to be paid or an amount to be refunded.

Enrolling in a new course will incur new fees.

Tuition fees will not be transferred to another educational institution.

MVC enrolment/application fee is non-refundable.

In the event a student abandons the course, all fees are due and payable.

3. FEES AND CHARGES

- Fees are payable as agreed with MVC and documented in the Letter of Offer and Acceptance of Offer. The balance of fees is to be paid on the basis of an instalment program that is scheduled and agreed upon in the Letter of Offer and Acceptance of Offer.
- Tuition fees will not be transferred to another educational institution.
- MVC may restrict or withhold services or materials from learners if fees are overdue.

4. STUDENTS ARE REQUIRED TO PAY THE FOLLOWING FEES:

- Application/Administration fee (non-refundable)
- Course (tuition), as per letter of offer
- Material Fees, as per letter of offer
- Overseas Student Health Cover (OSHC),
- Accommodation,
- Airport Pickup, and

- Any other fees outlined in the Letter of Offer and Acceptance (Written Agreement) and Payment Plan at the time of enrolment, following schedule of fees applicable during the enrolment period.
5. APPLICANTS MUST PAY THE FOLLOWING FEES IN ORDER TO SECURE THEIR ENROLMENT AT MVC:
- Application/Administration Fee
 - A specified pre-payment of tuition fees (this will be no more than 50% of the total course fees for overseas students) and Materials fees for initial course. □
OHSC fee (for overseas students) if not already organised.
6. PAYMENT PARTICULARS:
- Students must pay the Application/Administration Fee, otherwise the Enrolment will not be processed.
 - Application/Administration, Accommodation and Airport Pickup Fees are non-refundable.
 - Students must pay all associated Course Fees (tuition) as per the Payment Plan included with the Letter of Offer and Acceptance (Written Agreement) and Fee Schedule, otherwise students will not be allowed to continue study.
 - Course, (or Tuition), Fees deposit is \$AU1500.00
 - Course fees can be paid in Full at the start of the course, or in Advance by term or in accordance with the Payment Plan provided with in the Enrolment Agreement.
 - Course Fees will not be transferred to another provider, should a Transfer of Provider request be approved.
 - A Refund of any fee will only be processed in accordance with the Refund Policy.

7. FEE INCREASES

Students are informed on the Letter of Offer and Acceptance of Offer that tuition fees will not increase during their period of enrolment at MVC.

Extra Fees and charges as tabled below, may, however, be subject to increase. Notices will be placed throughout the MVC campus(es) notifying students if any of these fees are to increase. Students will be provided with four weeks' notice of the intention to increase any of these fees.

8. PAYMENT METHODS

All Fee payments must be made in Australian Dollars and can be paid by:

- Cash,
- Direct or SWIFT Deposit,
- Credit Card – surcharge applies.

9. PAYMENT EXTENSION

- Should the student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, then the student may request an extension of fees by submitting a Fee Extension Request Form.
- The Fee Extension Request Form must be received prior to the fee due date. If the form is not received by the due date, then the student will be subject to late payment fees, regardless of whether an extension has been granted.
- Applying for a fee extension does not guarantee that an extension will be granted.
- If an extension is approved, then a revised payment schedule will be determined.

10. LATE PAYMENT

- Should a student not pay the required fees by the due date and has not submitted and had approved a Fee Extension Request Form, then late payment fees apply. See schedule below. If any fees are 3 months in arrears, the debt will be sent to a debt collection agency for action. All fees incurred by debt collection are the responsibility of the student.
- Should a payment plan be entered into, the due date is the date of the agreed instalment due date, should a student fail to pay 2 or more instalments then the overdue fees will apply to each instalment that is late.

11. CANCELLATION

- The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.
- In the event that a final notice to cancel CoE is issued, the student shall have 20 days to access the Complaints and Appeals process.

12. OVERSEAS STUDENT HEALTH COVER

- As a condition of your student VISA, the Australian Government requires the student to have Overseas Student Health Cover.
- MVC is able to provide OSHC through Medibank, and will provide the associated fees and charges on the Letter of Offer, or the student is free to arrange OSHC themselves.
- Students will not be able to obtain a valid Student VISA, if they do not have proof of OSHC.

13. TUITION ASSURANCE

In accordance with the ESOS Act, MVC ensures the security of Student Fees through membership to the Tuition Protection Service.

14. SCHEDULE OF FEES

Application/Administration fee (non-refundable) A non-refundable administration fee of \$250.00 applies.

Current Course Costs

The current course costs (subject to review and change), for overseas and domestic students, can be found on the MVC website at www.mvc.edu.au.

Following pages: Indicative course fees, and Fees during enrolment period.

Indicative fee schedule

Indicative fee Date effective from 18 November 2019							
Course	CRICOS Code	Duration (weeks)	Tuition Fee	Admin Fee	Materials Fee	Total Fee	Package fee
Commercial Cookery							
SIT30816 Certificate III in Commercial Cookery	093703K	52	12000	250	1500	13750	25550
SIT40516 Certificate IV in Commercial Cookery (Credit transfers)	093704J	30	4650	250	1000	5900	
SIT50416 Diploma of Hospitality Management (Credit transfers)	093705G	30	4650	250	1000	5900	
Patisserie							
SIT31016 Certificate III in Patisserie	095806J	58	13000	250	1500	14750	28900
SIT40716 Certificate IV in Patisserie (Credit transfers)	095807G	35	6500	250	1500	8250	
SIT50416 Diploma of hospitality Management (Credit transfers)	093705G	30	4650	250	1000	5900	
Advanced Diploma Hospitality							
SI60316 Advanced Diploma of Hospitality Management	095340E	55	13500	250	1000	14750	N/A
SI60316 Advanced Diploma of Hospitality Management (Credit transfers)	095340E	30	6900	250	1000	8150	
Leadership and Management							
BSB51918 Diploma of leadership and management	098874F	52	7600	250	1000	8850	18600
BSB61015 Advanced Diploma of Leadership and Management	095342C	52	8500	250	1000	9750	
Graduate Diploma							
BSB80215 Graduate Diploma of Strategic Leadership	095808G	52	9000	250	1000	10250	N/A
PAYMENT PLAN options are available (**Late fee payment charges are applicable after due date)							
**Fees and charges Subject to change							

Fees during the enrolment period

RPL assessment (per unit of competency)	As per Unit cost as outlined in scheduled fees
Administration fee for cancellation	250
Unit Enrolment Charge	Refer Appendix 1
Reassessment for each missed practical	200
Reassessment for missed theory	150
Reissue of CoE	250
Replacement Diploma / Certificate	50
Bank dishonor fee	100
Additional statement of attainment (one statement of attainment will be provided free of charge each term)	50
Replacement ID card	50
Moderation on appeal (per assessment task per unit)	50
International refund transfer fee	50
International refund transaction fee- bounced transaction	300
Change of class/group	100
Change of course/CoE	250
Late/ Missed Payment charge + any debt collection fees	200 +
Credit card surcharge	1.5%
Airport Pickup charge	150