



STUDENT FEES & CHARGES SCHEDULE POLICIES & PROCEDURES

FEE SCHEDULE

Domestic students:	\$6000 per semester \$150 per Credit Point per semester
International students:	\$7800 per semester \$195 per Credit Point per semester

1: Purpose and Context

- 1.1 This document sets out the policy and procedures of JMI concerning student fees, charges and refunds. The JMI Executive provides authority for this document, and periodically reviews content, authority to approve or vary fees within agreed parameters.
- 1.2 Should any adjustment be made to fees, charges or policies detailed within this document, a minimum of 3 months' notice will be given before the new fees, charges or policies apply.

2: General Principles

2.1 Authority for Course and Non-course (including Miscellaneous) Fees

The JMI Executive has prime responsibility for the setting and approval of fees for courses offered by the JMI and all associated Miscellaneous Fees.

2.3 Due Date for Payment

- 2.3.1 All student fees are required to be paid by the due date specified on the Enrolment Details and Fee Statement. (See 3.2 for invoicing cycle). Normally, **four weeks' notice** is given for payment of fees.
- 2.3.2 Funds covering tuition fees must be clear (i.e. cheques cleared, telegraphic transfers received) **by the specified due date**.
- 2.3.3 Failure to pay outstanding fees may result in encumbrances (See 4.2) or cancellation (See 4.3) of a student's enrolment.

2.3.4 Final year students will not be recorded as a graduate and no complete results or complete academic record will be issued, unless full payment of all outstanding debts is made (See 4.2 & 4.3).

2.4 Terms for Domestic & International Fee Paying Students

JMI reserves the right to adjust annual tuition fees. The Institute undertakes that any adjustment factor will not normally exceed 6% per annum and if applied, will be applied at the commencement of a semester. A minimum of 3 months' notice will be provided before any adjustment is applied.

3: Invoicing Cycle

3.1 General Principles

Fees are assessed and invoiced for each subject of study, corresponding to a specific teaching calendar and Semester. Enrolment Details and Fees Statements are published on the JMI website and can be viewed and printed accordingly.

NOTE: Hard copy Enrolment Details and Fees Statements will not be sent via the post. Students will receive an email in their student email account which will advise them when their fees have been assessed and that their Enrolment Details and Fees Statement is available for viewing and printing via the JMI website.

3.2 Semester Invoices

Fees for Semester 1 are invoiced in early January (for continuing students), and on a weekly basis from then on. This cycle picks up, assesses and invoices any commencing students as they enrol. Fees for Semester 2 are invoiced in May.

4: Consequences of Non-Payment of Fees

4.1 Final Notices

Where a student has been invoiced and there is an outstanding debt by the due date, then a Final notice and/or email will be issued within two weeks of the original invoiced due date.

4.2 Encumbrance

4.2.1 Where a student continues to have an outstanding debt (i.e. tuition fees, fines etc), their enrolment will be encumbered if they have not paid this debt by the date/time period advised by the JMI. The encumbrance will cause the following restrictions to apply;

- Loss of access to library borrowing and other library services
- Loss of access to the JMI computer systems, including internet and email
- Loss of access to enrolment records, examination results and academic transcripts
- Final year students will not be recorded as having graduated
- No complete results or complete academic record will be issued

4.2.2 Encumbered students will be informed that if they make no further payment or do not contact the JMI concerning their debt, their enrolment may be cancelled (i.e. invalidated).

4.3: Invalidation (Cancellation of enrolment) for Non-payment of Fees

- 4.3.1 The student's enrolment may be invalidated without warning at anytime throughout a semester, if fees remain unpaid 14 days after the due date shown on their Final Notice
- 4.3.2 Invalidation may be invoked in the following cases:
 - Outstanding Course Fees where the outstanding value is \$500 or greater
 - Outstanding Amenities Fees
- 4.3.3 Invalidation may not be invoked where the only outstanding debt is non-tuition related.
- 4.3.4 Invalidated students do not have access to their full academic history until payment of outstanding debt and the reinstatement fee is received.

4.4: Reinstatement

- 4.4.1 Where an invalidated student seeks reinstatement to continue their study at the JMI, they must pay:
 - All outstanding debts
 - A reinstatement fee
- 4.4.2 Once all payments have been made, students seeking to continue their course in the following semester must apply for readmission directly to the JMI for enrolment. The Head of School will determine if the student may be re-admitted to the course in which the invalidation occurred, and the manner in which re-admission might occur.

4.5: Transcripts

Where an invalidated Full Fee paying student wishes to obtain a transcript without seeking re-admission to study at the JMI, then upon payment of outstanding debt and the Reinstatement fee at a campus Student Service Centre, a transcript will be issued.

4.6: International Students

The JMI is obliged to inform the Department of Immigration and Citizenship (DIAC) of international students who have been invalidated because it constitutes a breach of student visa conditions.

5: Course Fees

5.1 Award Course Fees

The term 'Course fees' refers to the tuition component of the total course cost.

Domestic students:	\$5800 per semester
	\$145 per Credit Point per semester
International students:	\$7800 per semester
	\$195 per Credit Point per semester

5.2 Single subject (non-Award) Fees

Single subject (non award) fees are charged at a rate not less than the equivalent fee for the subject if taken as part of the local or international award course.

5.3 International Student Fees

5.3.1 Commencing International Students

Commencing International students are required to submit payment with their application to the JMI. Students pay before travel to Australia, by bank draft, in Australian currency.

Note: Under the National Code 2007, international students holding a student visa are required to enrol so they complete their course within the duration specified in their electronic Confirmation of Enrolment Form (eCoE). Unless an Underload is approved, this generally requires that students maintain a full-time enrolment load for the duration of the course. Refund requests from international students must be authorised by the Administrator, or his/her nominee. To be eligible for a refund (less applicable administrative charges), an international student must withdraw from the course within the first 3 teaching weeks. Where fees are paid by a party on behalf of the student, the JMI reserves the right to notify that party. (refer to 7.3, 7.4, 7.5).

5.3.2 Special Provisions for Students who become Permanent Residents (PR)

Any enrolled international student whose visa has changed from any Temporary Visa (including a Student Visa) to an Australian Permanent Resident Visa (APRV) must notify the JMI within 14 days of the change.

This will result in the student's course fee and residency status being changed from international to domestic.

The Permanent Residency status must be granted and the *Change of Residency Status* Form must be submitted before the census date of the semester for the change to be effective. A *Change of Residency Status* Form is available from Administration, and on the website. A passport with a validated permanent residency date must also be provided.

The key date to determine the change in status is the date of the visa grant as indicated on the visa label affixed to the passport and NOT the date on which the original application for an APRV was made.

Any changes that occur prior to your subjects' census date will affect your fee status for those subjects. If the change occurs after your subjects' census date, your fee status will not be affected until the following teaching period. There are different census dates for subjects in various teaching periods but the most common subject census dates are as follows:

Semester 1 subjects: 31 March
Semester 2 subjects: 31 August

Where tuition fees have been paid in advance for the semester and the change of status occurs before the census date, tuition fees payment for that semester will be allocated and any excess funds will be refunded (refer to 7.11).

Certain conditions may limit the rights of students to continue on local status. Advice should be sought from the Academic Administrator.

5.3.2 International Students - Continuing

5.3.2.1 International students who have commenced study at JMI and have been invoiced for a second or subsequent semester may apply for refunds in the same manner as domestic fee paying students.

5.3.2.2 If an international student withdraws, completes their course early, transfers to another provider, is excluded on academic grounds (and thereby fails to meet their student visa condition), or defers or intermits their study or otherwise changes the duration of their course, then JMI is obliged to inform the immigration authorities of this change or status and the student may be required to leave Australia (refer 7.11).

5.3.2.3 For international students who are withdrawing prior to enrolment or discontinuing from a course after enrolment, applications for a full or partial refund must be made to the Administrator, JMI, by completing the Application for Refund of International Fees form and accompanied by supporting documentation, as appropriate. The authority for approving a refund of fees for a commencing international student rests with the Administrator, JMI, or their nominee (refer 7.13).

6: Fee Payment Extension

An extension of time to pay tuition fees is possible for continuing students only, who have extreme financial hardship and difficulty in meeting payment terms outlined in their Enrolment Details and Fees Statement.

An extension of time to pay is only available to students who can demonstrate financial hardship, or difficulty. It is not an alternative payment scheme.

Students who meet the above criteria, must contact Administration before the due date for payment shown on the Enrolment Details and Fees Statement and advise their circumstances.

Extension of time to pay fees is *not applicable where a student's fees are paid under sponsorship arrangement*. Students will be notified by email, to their JMI email address, of the outcome of a request to extend the time for fee payment.

6.1 Short Term Extension

6.1.1 The Administrator may determine after consideration of the submitted application that grounds for an extension exist and grant a short-term extension of up to twenty (20) working days.

6.1.2 Students who have outstanding fees, may appeal any adverse decision made against them regarding extension of fee payment dates, or request a longer-term extension. Written application must be made to the Administrator, who will assess the application. The student must be able to demonstrate that exceptional and abnormal circumstances exist and that all sources of obtaining financial support to pay fees have been exhausted. Other factors that will be taken into consideration may include:

- The ability to repay fees owing and the outline of any repayment plan
- The stage of the course which the student has reached and results,
- Previous requests for deferral and record of payment.

6.2 Further Extension

Upon written request, the Administrator may approve a further extension of up to twenty (20) working days, in the event of extreme circumstances, that may encompass events in the student's home country (or a personal family trauma) which has a major impact upon the student's ability to meet a payment deadline.

6.3 Final Semester Fee-paying Students

A fee paying student in the final semester of their studies, in extreme financial difficulties, may be able to defer the payment of fees for up to 6 months from the commencement of their final semester. Deferment will be subject to the following conditions;

- A substantial payment toward the final year's total fee must have been made. (i.e. at least semester one paid in full)
- The balance of fees to be carried over must be subject to a schedule of repayment and conditions agreed to and signed by the JMI and the student.
- Written application must be made as soon as possible and no later than the semester census date.
- The Course Coordinator must support the application and be satisfied that the student's reasons for the request are valid and his/her status in relation to further study at the JMI.
- The supported application must be sent to the Administrator.
- If approved, the Administrator will require that the student must sign a letter of agreement.
- Deferment of payment will be conditional upon the student receiving no detailed notification or academic transcript relating to his/her final year. The student will not be permitted to graduate prior to all debts being repaid, however a general information letter to acknowledge course completion will be provided, if requested.
- If the student fails to maintain the schedule of payments as outlined by the agreement, the student may be invalidated for non-payment of fees and all penalties associated with invalidation be applied to the student.

It will be made clear to the student that he/she will not be recorded as a graduate, and no results or academic record will be issued, unless full payment of all outstanding debts (including debts in addition to fee debts and outstanding library loans and fines) is made (refer to 4.2, 4.3).

7: Refunds

Notification of cancellation or withdrawal from individual subjects or a program must be made in writing to JMI.

7.1 Application fees are non-refundable.

7.2 For any cancellation, a cancellation fee applies:

Course cancellation: \$300

Subject cancellation: \$75

7.3 Refunds are normally paid within 4 weeks of approval, after application is received.

7.4 Requests for refunds from continuing students who are enrolled should be made to the Administration, by completing the Application for Refund of Fees form.

7.5 If you notify JMI of your intention to withdraw **before your original start date** and are eligible for a refund, then the appropriate refund will be paid to you, less the cancellation fee.

7.6 Cancellation **prior to week 3**: Where students withdraw from a course or subjects prior to week 3 of the semester, they may be eligible for a partial refund of the appropriate Amenities Fee, provided that payment had already been made in full. In such cases, you will receive a refund minus the appropriate cancellation charge.

7.7 If you notify JMI before the end of week 3 of your intention to defer subjects to the following semester, your paid fees shall be transferred to the following semester. Notification of intention to defer *after the end of the third week* will result loss of the fee for the semester.

7.8 Cancellation **after week 3**: No refund of course fees will be given for notification of withdrawal, which occurs after week 3 of the semester except where “special circumstances” are apparent and acceptable. “Special circumstances” include those circumstances that:

- are beyond the person’s control; and
- do not make their full impact on the person until on or after the census date for the course of study for the semester; and
- make it impracticable for the person to complete the course of study for the semester during the semester or during the year in which the semester occurs.

Where “special circumstances” are apparent after week 3, students should seek advice from Administration re fee remission.

7.9 No academic penalty will be incurred if you notify JMI of your intention to withdraw from individual subjects or a program before the end of week 3 of the semester.

7.10 All debts to the JMI must have been paid before any refund can be calculated. Any outstanding amounts are deducted from any refund.

7.11 Any refund will be paid to the person or to the entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid, although JMI retains the right to make the payment in Australian Dollars (AUD). Exchange rates may fluctuate and JMI is not liable for any variance.

7.12 In the unlikely event that JMI is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

Students may elect to take a full refund of course fees, or to accept a place in another course. If a student chooses placement in another course, he/she is required to sign a document to indicate that acceptance of such placement. (Refer also 7.11).

7.13 If an **international student** withdraws, completes their course early, transfers to another provider, is excluded on academic grounds (and thereby fails to meet their student visa condition), or defers or intermits their study or otherwise changes the duration of their course, then JMI is obliged to inform the immigration authorities of this change or status and the student may be required to leave Australia.

7.14 For **international students** who are withdrawing prior to enrolment or discontinuing from a course after enrolment, applications for a full or partial refund must be made to the Administrator, JMI, by completing the Application for Refund of International Fees form and accompanied by supporting documentation, as appropriate. The authority for approving a refund of fees for a commencing international student rests with the Administrator, JMI, or their nominee.

8: Complaints and Appeals

In the event that a student wishes to contest the JMI rejection of their request for a refund, they will have access to established dispute resolution procedures, and/or may take further action under Australia’s consumer protection laws.

9: Other Student Fees & Fines

This section lists general fees and charges that apply to students at JMI.

9.1 Course Materials Fee

Students will be required to pay for compulsory course materials in some subjects each semester. Specific lists are made available prior to each semester.

9.2 Miscellaneous Fees

9.2.1 Enrolment - Academic Record

One copy of the academic record (also known as a transcript or academic statement) is provided free at Graduation. Unofficial copies are available free from the web. Additional formal records are available on request upon payment of a fee.

9.2.2 Enrolment - Student letters

Students may request short letters for use as:

- Proof of qualification
- Proof of enrolment
- Proof of Graduation
- Date of Graduation

9.2.3 Enrolment - Late Enrolment Fine

Applicable when a student has not completed re-enrolment by due date. The rate displayed in the table is applicable for the 2010 re-enrolment period commencing in late 2009.

9.2.4 Enrolment - Late Subject Change

Applicable when a student seeks to change subjects, with the approval of the Head of School and upon payment of the prescribed charge a student may add a subject later than two weeks into the semester in which that subject is offered.

9.2.5 Enrolment - Late Confirmation of Enrolment Dispute

Applicable when a student seeks to dispute their enrolment after the Census date and beyond the defined period to do so.

9.2.6 Enrolment - Variation to Enrolment outside the current semester

Students have a number of opportunities each semester to check and amend their enrolment: viz. fee statement, enrolment statement, results notice, and via the JMI Website for extended periods of time. This fee only applies to students who request variation of enrolment for a prior semester.

9.2.7 Enrolment - Reinstatement of Enrolment after Invalidation

Applicable when a student who has been invalidated, due to outstanding fees, seeks to be reinstated.

9.2.8 Replacement - Identity Card

All students receive a free ID card. A fee is applicable for replacing a lost card.

9.2.9 Graduation - Attendance

There is a fee associated with graduation at a ceremony, primarily to cover gown hire, catering and other associated costs. Graduation "in absentia" is free

9.2.10 Graduation - Late application to graduate

Applicable when a student has not applied to graduate by the prescribed closing date. Late applications will be considered only if received one month or more prior to the scheduled date of the ceremony, and if the JMI is able to accommodate the late application

9.2.11 Graduation - Change of graduation mode

Applicable when a student identifies a graduation mode (viz. attendance, or in absentia) but subsequently chooses, more than once, to change the mode after the closing date for application to graduate.

9.2.14 Graduation - Additional tickets

Students who graduate in attendance receive three guest tickets as part of the attendance package. Where available, limited additional tickets can be purchased.

9.2.15 Graduation - Testamur Replacement

Initial testamur is free. Fee is applicable for a replacement testamur.

9.2.16 Schedule of Miscellaneous Fees 2010

Your tuition fee does not cover the cost of additional services such as Academic Transcripts or Graduation. See Schedule of Miscellaneous Fees (below).

Schedule of Miscellaneous Fees	Amount
Enrolment - Academic record (per copy)	\$20
Enrolment - Student Letter	\$20
Enrolment - Late enrolment fee	\$250
Enrolment - Late subject change	\$89
Enrolment - Variation to enrolment outside the current semester	\$316
Enrolment - Reinstatement of Enrolment after invalidation	\$165
Replacement - Identity card	\$60
Examinations - Customised examination charge	\$379
Graduation - late application fee	\$121
Graduation fee - change of mode fee	\$121
Graduation - additional ticket fee	\$27
Graduation - replacement testamur	\$217