

International Student Fee Policy



1. Purpose

This policy outlines JMI's principles and guidelines for international student fees in accordance with the Education Services for Overseas Students (ESOS) Act 2000.

2. Scope

This policy applies to JMI's Executive Management and prospective and current international students at JMI.

3. Objectives

This policy aims to:

- Ensure the publication of international student fees are in accordance with current legislation
- Establish the guidelines around the setting and incurring of fees
- Set timeframes for the payment of fees
- Outline the consequences for non-payment of fees

4. Implementation

4.1 Setting and Publishing Fees

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

JMI reserves the right to adjust annual tuition fees. JMI undertakes that any adjustment factor will not normally exceed 6% per annum and if applied, will be applied at the commencement of a calendar year.

JMI Executive Management has the responsibility to ensure that all course fees including tuition fees and any other associated miscellaneous fees are accurately published on its website and in all pre-enrolment and enrolment documentation provided to international students. Fees for the following year will be posted at least 3 months prior to the conclusion of the current year

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.

4.2 Incurring and Paying Tuition Fees

Once an international student has formally accepted their offer by signing the JMI International Student Enrolment Agreement, they will incur the first semester's tuition fees and will be invoiced by JMI in Australian Dollars.

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All tuition fees for the remainder of the course are incurred and invoiced per semester. Fees are invoiced at least 14 days before the commencement of the semester.

All tuition fees are required to be paid in Australian dollars by the due date specified on the invoice. JMI will set a payment due date of at least 28 days from the date of the invoice.

Failure to pay outstanding fees may result in encumbrances or cancellation of a student's enrolment (See 4.3)

4.3 Consequences of Non-Payment of Fees

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.

4.3.1 Encumbrance

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
- Loss of after-hours access to the campus
- Final year students will not be recorded as having graduated
- No complete results or complete academic record will be issued

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 suspended or cancelled in accordance with the International Student Deferment, Suspension and Cancellation Policy.

4.3.2 Suspension or Cancellation of Enrolment for Non-payment of Fees

The student's enrolment may be suspended or cancelled at the discretion of JMI Executive Management if fees remain unpaid 14 days after the due date shown on their Final Notice. Students will be informed in writing of the intention to cancel or suspend their enrolment as per the International Student Deferment, Suspension and Cancellation Policy.

4.4 Refunds

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For information regarding refunds, please see the International Student Refund Policy.

5. Definitions

6. Related Documents

The following documents are related to this policy:

- ESOS Act
- International Student Refund Policy
- International Student Deferment, Suspension and Cancellation Policy
- International Student Enrolment Agreement

7. Review

This policy should be reviewed 3 years after commencement or previous review.

8. Accountabilities

JMI Executive Management is responsible for the approval, implementation and review of this policy.

9. Version Control

Document	International Student Fee Policy	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	3 March 2018
Version No.	1		
Reviewer	JMI Executive Management	Due for Review	March 2021