



STUDENT FEES & CHARGES SCHEDULE POLICIES & PROCEDURES

1: Purpose and Context

- 1.1 This document sets out the policy and procedures of JMI concerning student fees, charges and refunds. JMI Executive Management 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.
- 1.3 This policy applies to all accredited courses delivered by Jazz Music Institute Pty Ltd.

2: General Principles

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

2.2 Due Date for Payment – Full Fee Paying Students

- 2.2.1 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.
- 2.2.2 Funds covering tuition fees must be clear (i.e. cheques cleared, telegraphic transfers received) **by the specified due date**.
- 2.2.3 Failure to pay outstanding fees may result in encumbrances (See 4.2) or cancellation (See 4.3) of a student's enrolment.
- 2.2.4 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).

2.3 Terms for Domestic Fee Paying Students

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. 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 provided to students via e-mail.

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 of their Enrolment Details and Fees Statement.

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 July.

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
- 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

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

Award course fees will be made available on JMI's website on the page correlating to the course. Fees for the following year will be posted at least 3 months prior to the conclusion of the current year*.

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 award course. Individual subject fees are available for each course on the course page of JMI's website in a document entitled "Schedule of units, fees, census dates and EFTSL values"

* Fees may increase throughout duration of the course

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

For information regarding refunds, please see the Refund Policy.

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. One free unofficial copy is available. Additional copies are available on request upon payment of a fee.

9.2.2 Replacement Student ID Card

One student ID card is provided for free at initial enrolment. If that card is lost or stolen, a replacement card is provided upon payment of a fee

9.2.3 Replacement Access Card

One access card is provided for free per student at initial enrolment. If that card is lost or stolen, a replacement card is provided upon payment of a fee

9.2.8 Graduation - Testamur Replacement

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

9.2.9 Schedule of Miscellaneous Fees

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
Replacement - Identity card	\$30
Replacement – After Hours Access Card	\$50
Graduation - replacement testamur	\$50

Document	Student Fee Policy	Author	JMI Executive Management
Approver	JMI Executive Management	Approved	8 September 2017
Version No.	5		

Reviewer	JMI Executive Management	Due for Review	December 2019
-----------------	--------------------------	-----------------------	---------------