

NOITC & COURSE FEE POLICY

Version:	1.001JAN2024JRAYNE.
Authorised by:	James Rayne, Principal Executive Officer.
Effective date:	1 st Jan 2024
Scope:	All campuses of Kingston International College in Australia.
Moderated by:	James Rayne, Principal Executive Officer.
Validated by:	Sanjay Rungasamy, Academic and Operations Manager. Jasper Dong, Administrative and Student Support Manager.
Aim:	This policy aims to provide information regarding current practices of Kingston International College in respect to: A. Course fees which must be honoured by any student <i>and</i> B. Terms and/or conditions where a student can incur a notice of intention to cancel their confirmation of enrolment (NOITC).
Purpose:	The purpose of this policy is to ensure that Kingston International College remain compliant with relevant legislative and regulative requirements such as, but not limited to: A. <i>National Code 2018 Standard 9 and</i> https://www.legislation.gov.au/Details/F2017L01182 B. <i>Education Services for Overseas Students Act 2000 Section 19 where applicable and</i> https://www.legislation.gov.au/Details/C2022C00066 C. <i>Standards for RTO 2015 Standard 3 and</i> https://www.legislation.gov.au/F2014L01377/2023-09-05/text
Targeted audience:	The policy applies to all stakeholders of Kingston International College, notably active students, potential students, education agents, migration agents and employees.

POLICY STATEMENT

DEFINITIONS

1.0 In this policy, the below definitions, per Kingston International College, apply:

- A.** An **active student** or **student** of Kingston International College (Here-in KIC) means a student who:
- I.** Holds a KIC Confirmation of Enrolment (Here-in COE) (International visa holders only) *and/or*
 - II.** Is currently enrolled in a current and/or future KIC course, regardless of whether the student is onshore (in Australia) or offshore (outside of Australia).

- B. A potential student** of KIC means a student who wishes to enrol in KIC and whom:
- I.** Does not hold a KIC Confirmation of Enrolment (COE) (International visa holders only) *and/or*
 - II.** Is not enrolled in a current and/or future KIC course.
- C. A satisfactory course progress** means a student has been deemed as:
- I.** Competent (C or Com) in all of their VET units of competency or Satisfactory (S) in all of their ELICOS topics to date *and*
 - II.** has at least 80% attendance rate in their current course.
- D. An unsatisfactory course progress** in Kingston International College means that a student has been deemed as Not Yet Competent (NYC) in at least one unit of competency in a VET course or Not Satisfactory (NS) in at least one ELICOS topic and/or is not maintaining at least 80% attendance rate in their current course.

1.1 FEE STRUCTURE

KIC has their own fee structure which are defined as:

- A. Application fee:** The cost of applying in a KIC course.
- B. Commitment fee:** A fee which is payable by an active or potential student prior commencement of their course in KIC as a genuine sign / intention to study in KIC.
- C. Tuition fee:** The cost of academic lectures / guidance / activities/ assessment provided in a course.
- D. Resource fee:** The cost of academic and administrative resources and materials in a course.
- E. Study reassessment plan fee:** The cost to reassess a unit of competency or an ELICOS General English topic / module. *(See KIC reassessment fee policy for more details).*
- F. Administration fee:** The cost of clerical duties and processes incurred in processing cancellation of COE/s and withdrawals of enrolments of an active or potential student of KIC.
- G. Re-enrolment fee:** A fee incurred by an active student in the event where management intervene and sanction a re-enrolment of course as an academic disciplinary measure. This generally involves a fee to re-issue / extend COE/s to ensure the active student successfully completes their course within the designated time. *(See KIC reassessment fee policy for more details).*

RAMIFICATIONS

- 2.0** An active student of Kingston International College (here-in KIC) must pay their course fees by the due date as per prescribed on their:
- A.** Letter of offer *and/or*
 - B.** Where applicable, as per the agreed payment extension plan.
- 2.1** An active student of KIC, must maintain a satisfactory course progress at all times to comply with their visa conditions where applicable and to uphold KIC training standards. *(See KIC course progress policy and competency policy for further information)*
- 2.2** Any active or potential student must adhere to KIC policies and procedures, notably the code of conduct practices.

- 2.3** KIC reserves the right to issue a notice of intention to cancel a student's confirmation of enrolment (NOITC) if the event where the student:
- A.** Has breached the KIC code of conduct (*See KIC course progress policy for further information*) *and/or*
 - B.** Is not maintaining a satisfactory course progress for their current course and where KIC does not have any evidence that the student is likely to improve such academic behaviour *and/or*
 - C.** Is not maintaining a satisfactory course progress for their current course which is a requirement of their subsequent course/s and where KIC does not have any evidence that the student likely to improve such academic behaviour. Please note that, any student enrolled in a pathway course in KIC, must successfully complete their current course before progressing to the next course/s.
 - D.** Is not honouring their course fees payment as per the signed agreement (letter of offer / payment extension plan) after due date after at least 2 reminders *and/or* formal warnings. KIC may elect to suspend a student's course enrolment (Suspended from class / training activities / assessment) in lieu of a NOITC should management decide so on a case-by-case scenario.
- 2.4** Where a student has been issued a NOITC, a student (appellant) will be given 20 days to:
- A.** Complete the appeal form and where applicable, attach any document / exhibit which may endorse their case through proven compassionate reason/s *and/or* compelling circumstance/s
 - B.** Attend an appeal meeting with management. A student may bring a guest during the meeting as a support person. The elected guest must not be a current student of Kingston International College.
- 2.5** Once the appeal meeting has been concluded, management will review the evidence gathered during the case and notify the student (appellant) or authorised party of the student, the appeal outcome within 72 hours of the meeting.
- 2.6** A student whose appeal has been deemed as 'Not Successful' should access the **Commonwealth Ombudsman for International Students** to lodge a complaint if required:
- Phone: 1300 362 072 (Onshore)
Phone: +61 2 5117 3600.(Offshore)
Link: <https://www.ombudsman.gov.au/complaints/international-student-complaints/information-international-students>
- 2.7** A student who has been served a NOITC, must obtain a successful appeal outcome within 20 days of issuance of the NOITC. Failure to obtain a successful appeal outcome, will result into KIC:
- A.** Cancelling the student's Confirmation of Enrolment (CoE) *and*
 - B.** Reporting the student to the Department of Education / Immigration through PRISMs.
- 2.8** Where a student who has been served a NOITC, the student must provide evidence of either compassionate reason/s and or compelling circumstance/s to obtain a successful appeal. Below are examples of such but not limited to:
- A.** A medical note which specifies the student is unfit to study for a specific duration (Please note that the medical note does not need to disclose specific medical condition/s under the Privacy Act 1988) *and*
 - B.** A court order where the student had to be excused from class to attend a mandatory jury duty under the Jury Amendment Act 2010
 - C.** A police statement which specifies that the student had to attend to police matters.
- 2.9** Kingston International College records all NOITCs issued and appeals received in their respective registers. These data are part of KIC compliance process and are solely used for internal purposes and where applicable, statutory requirements.

CONTINUOUS IMPROVEMENT

- 3.0** Kingston International College will review and document changes made to this policy on a regular basis as part of its continuous improvement process.
- 3.1** Where changes have been made to this policy, the continuous improvement register and the policy register will be updated accordingly by management.

DATE OF REVIEW	CHANGES MADE	AUTHORIZED BY
1 Jan 2024	Revised the Deferral and Suspension and cancellation policy which was broken down to current NOITC and course fee policy + DSCW policy for accuracy of information to general public and students.	James Rayne PEO