



Student Tuition Fees Policy

Scope & Purpose

This policy applies to all Domestic and International Students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

This policy applies to Tuition Fees imposed on RBS students at onshore campuses and students studying by online mode or from offshore, in accordance with the *Higher Education Support Act 2003*, the *Education Services for Overseas Students Act 2000* (Commonwealth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Fees and charges other than Tuition Fees, such as the Student Services and Amenities Fee and mandatory Overseas Health Cover, are administered outside of this policy.

Implementation

The CEO of Russo Business School or delegate is responsible for the implementation of this policy.

Students should ensure they are familiar with Russo Business School, charges and circumstances for refunds before accepting an offer for admission to Russo Business School higher education courses.

Staff of Russo Business School who have access to information relating to fees applications must maintain the confidentiality of students' information and maintain appropriate records.

Definitions and Abbreviations

Admission is the process for admitting an applicant into a course at Russo Business School, following a successful application and acceptance of the offer of a place in the Course.

Cancellation Date is the nominated date by which Student with a Provisional Enrolment must provide documentary evidence that they meet the Entry Requirements in order to continue with the Subject and Course.

Census Date is the date when a Student's enrolment is finalised. If a Student withdraws after the Census Date they will have to pay Tuition Fees, or if the Student has a FEE-HELP loan, they will incur a debt.

Commencement Date is the date of the Course that is listed in the most recent *Letter of Offer* that has been signed by the student and returned by the student.

Commencement Deposit is payment equivalent to one teaching (or study) period (regardless of how many teaching/study periods are included in a full course of study). The Commencement Deposit must be paid at the time of accepting the Letter of Offer by International Applicants.

Commencing Student is a Student admitted for the first time in a particular Course, and who was not enrolled in another Course at Russo Business School in the previous study period.

Compassionate and or Compelling circumstances are considered to be beyond the control of a

Student and have an impact upon the Student's academic performance or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the Student was unable to attend classes;
- bereavement of close family members such as parents, siblings or grandparents (where a funeral or death notice should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the Student's studies;
- a traumatic experience, which has impacted the Student (these cases should be supported by documentary evidence for example a police or psychologists' reports), which could include an involvement in, or witnessing of, an accident; or being the victim of, or witnessing, a crime; or
- inability to begin studying on the Course Commencement Date due to a delay in receiving a student visa.

Please note that the above are only some examples of what may be considered to be defined as 'compassionate and or compelling circumstances'. Each request will be assessed individually based on the information, and any relevant documentary evidence, provided.

Course is an appropriate suite and sequence of Subjects that meets the requirements and specifications of the relevant level of the *Australian Qualifications Framework AQF 2nd ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

Deferral is the approved postponement of commencement of study in a Course for a specified period of time.

Domestic Applicant is an Australian or New Zealand citizen, a permanent resident or the holder of a permanent humanitarian visa who has applied to commence a Course at Russo Business School.

Domestic Student is an Australian or New Zealand citizen, a permanent resident or the holder of a permanent humanitarian visa who has been admitted and enrolled in a Russo Business School Course.

Entry Requirements are the entry requirements that a Domestic or Internatoanl Applicant must satisfy to be admitted.

FEE-HELP means Higher Education Loan Program and has the meaning given by the *Higher Education Support Act, 2003*.

International Applicant is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa who has applied to commence a Course at Russo Business School.

International Student is an applicant who does not hold Australian or New Zealand citizen, Australian permanent residence status or a permanent visa who has been admitted and enrolled in a Russo Business School Course.

Interruption of Studies is where a student, due to compassionate or compelling circumstances, is unable to continue in their studies for a study period. An application including evidence is required by the Russo Business School for due consideration.

Late Withdrawal Fee is a fee imposed in the event that a Student does not provide written notice to the Russo Business School, notifying the withdrawal of their Course prior to the Commencement Date of the Course. This Late Withdrawal Fee will apply unless the Student can satisfy Russo Business School that there are/were Compassionate and/or Compelling Circumstances which prevented them from providing written notice by the Commencement Date.

Letter of Offer is the offer of a place in a Course.

Payment Due Date is the date on which Students must make payment of Tuition Fees in full.

Provisional Enrolment refers to the situation where a Commencing Student is admitted to a Course and permitted to commence Subject/s based on predictive results indicating they are likely to meet the Entry Requirements. Provisionally enrolled students are required to provide documentary evidence that they meet the Entrance Requirements by the nominated date to have their enrolment confirmed.

Subject is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the *Australian Qualifications Framework AQF 2nd ed, 2013*. A subject may form part of a course.

Service Fee is the fee imposed by Russo Business School to recover costs associated with admitting and enrolling Domestic and International Students. A Service Fee will be deducted from the refund amount as specified in the Fee Refund Table in the Russo Business School Fees Refund Policy and Procedure.

Tuition Fee is the fee for enrolment in a Subject or Course determined by Russo Business School, and advised in the Letter of Offer, as being the Tuition Fees for the Subject or Course (per Study Period).

Tuition Fee Liability is the dollar amount (in Australian Dollars) which the Student is required to pay to Russo Business School based on the subjects enrolled in at Census Date

Withdrawal is a formal procedure where a Student decides to discontinue a Course without the intention of returning or discontinues a Subject with the intention of enrolling in it at a later date.

Policy

Tuition Fees

Russo Business School offers Courses to International and Domestic Students.

Russo Business School charges Tuition Fees to International and Domestic Students for the delivery of Subjects.

All Tuition Fees are published in Australian Dollars unless otherwise specified.

Tuition Fees must be paid in full by the applicable Payment Due Dates.

Tuition Fees are set on a per subject basis. An annual Tuition Fee represents the total Tuition Fee for 8 subjects (the equivalent of a full time study load for a student in a calendar year). Tuition Fees may also be presented as the price for the entire Course.

Annual Tuition Fees for Subjects and Courses are approved by the Board of Directors each year following the presentation of a schedule of recommended fees by the CEO of Russo Business School. Tuition Fees are subject to annual increases as approved by the Board of Directors.

Tuition Fees will be published on the Russo Business School Website and marketing material.

A Tuition Fee Liability will be incurred for all Subjects in which a Student is enrolled as at the Census Date. Withdrawal from any subject(s), or course, after the Census Date does not reduce the Tuition Fee Liability, unless Compassionate and or Compelling circumstances apply.

Students commencing a Course or Subject on a Provisional Enrolment will be required to pay the Commencement Deposit or Tuition Fees by the Payment Due Date. If the Student's enrolment is

not confirmed by the nominated Cancellation Date, the Student's enrolment will be cancelled. Tuition Fees will be refunded minus the Service Fee.

Whereby Subjects are repeated, Tuition Fees will be invoiced at the full subject Tuition Fee rate, as published at that time.

Where bank remittance fees are deducted from any amount paid, the student must pay the bank fees so that Russo Business School receives the full Tuition Fee amount.

Commencement Deposits

An International Applicant with direct entry into a Course must pay the required Commencement Deposit at the time of the acceptance of the Offer. The International Applicant will not be admitted to the Course until the required Commencement Deposit has been received.

International Students

Under the *Education Services for Overseas Students Act* providers must not require an International Applicant to pay more than 50% of the total Tuition Fees for the Course before the Student commences the Course (or 100% for short courses that fall within one study period of 24 weeks teaching or less). Russo Business School will accept more than 50% of the total Tuition Fees, prior to commencement of a course, if the Student or Student's sponsor chooses to pay more and acknowledges this increased payment.

Domestic Students

A Domestic student can choose to pay their Tuition Fees through an Up-front payment to Russo Business School or apply to defer payment through the Australian Government's Fee-HELP Loan Program.

Domestic Students who are eligible for FEE-HELP assistance and have completed the appropriate steps, in accordance with the *Higher Education Support Act, 2003*, to defer payment of Tuition Fees through the Government's FEE-HELP program, and who have not made a full up-front payment of their Tuition Fee by the Census Date, will incur a FEE-HELP debt if enrolled in a subject after the Census Date.

A Domestic Student must maintain a pass-rate of 50 per cent or above to continue to be eligible for FEE-HELP.

Domestic students who are not eligible for FEE-HELP must pay their Tuition Fees in full by the Tuition Payment Date.

Transfers and Deferrals

A Student who transfers from one Russo Business School Course to another Russo Business School Course will be required to accept an offer for the proposed Course, and will be liable to pay the Tuition Fee for the new Course by the Payment Due Date.

A Student who is permitted under the Russo Business School's Admissions Policy to Defer the commencement of their Course will be required to accept an offer for the proposed Course, including the Tuition Fee Liability which will be updated to reflect the new commencement information.

A student must provide written notice of their intention to Defer their studies no later than twenty-eight (28) days from the Course Commencement Date stated on the offer.

Students who do not commence their studies, or provide notice of their intention to Defer their studies, within twenty-eight (28) days of the Course Commencement Date, will have their Confirmation of Enrolment (CoE) cancelled and will be required to submit a new application.

In the event a student does not commence study in a deferred course, any refund entitlement will be calculated in accordance with the Russo Business School Fees Refund Policy.

If the enrolled Student wishes to apply for a Deferral of their enrolment, or take Interruption of Studies leave until a later date, Russo Business School will hold the Tuition Fees paid for six (6) months as at the date advised in writing without levying a penalty. If the Student subsequently cancels or exceeds the agreement holding period, all fees will automatically be refunded to the Student, however a Late Withdrawal Fee may apply. (Refer to the definition of a Late Withdrawal Fee for more information.)

Fees Refund

Tuition Fee Refunds will be made in accordance with the Fee Refund Policy

Penalties for Non-Payment of Tuition Fees

International Students

An international Student with an outstanding Tuition Fee Liability will be flagged as a debtor in the Russo Business School's student system until that Tuition Fee is paid in full.

When Tuition Fees are not paid in full by the Payment Due Date the Student's enrolment may be cancelled, and the Department of Home Affairs notified. A student who has been cancelled for non-payment of Tuition Fees will be required to submit a new application to Russo Business School if they wish to resume their Course.

A Student who has not paid their Tuition Fee in full by Payment Due Date may be referred to the Russo Business School's debt collectors for action. The Student will be charged a debt collection fee by Russo Business School at the amount of 10% of the total outstanding debt amount.

Domestic Students

If a Domestic Student is eligible for FEE-HELP and has undertaken the appropriate steps by the Census Date for the Subject, in accordance with the *Higher Education Support Act 2003*, to defer payment of Tuition Fees through the Government's FEE-HELP assistance, they will not be flagged as a debtor.

Domestic Students are required to pay their Tuition Fees by the Payment Due Date. A Domestic Student who does not pay their Tuition Fees by the required date will be flagged as a debtor in the Russo Business School's student system until the Tuition Fee is paid in full.

A Domestic Student, who is not eligible or has not applied to defer payment through FEE-HELP, who have not paid their Tuition Fees in full by the Census Date will have their enrolment in the Subject cancelled unless there are Compelling and/or Compassionate Circumstances.

Related Legislation and Standards

Australian Consumer Law 2011

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

Educational Services for Overseas Students Act 2000 (ESOS Act)

Higher Education Standards Framework (Threshold Standards) 2021

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Higher Education Support Act 2003

Related Documents

Admissions Policy and Procedure

Student Complaints & Appeals Policy and Procedure

Student Feedback and Evaluation Policy and Procedure

Student Fees Refund Policy and Procedure

Student Request for Withdrawal from Study Form

Student Request for Refund Form

Russo Business School Letter of Offer (Terms of Agreement and relevant conditions)

Delegation

Delegated Authority	Delegation
Governance	
Board of Directors	Refer to the Terms of Reference
Executives	
Chief Executive Office	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement

Version Control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2016	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	7/10/2016	7/10/2017
2/2017	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	30/1/2017	30/1/2018
3/2017	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	24/4/2017	24/4/2018
4/2018	Dr Paul Greenfield Executive Dean, Russo Business School	Academic Board	25/06/2018	25/06/2019
5/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor Amendment)	3/6/2020	3/6/2021
6/2022	Chief Operating Officer	Board of Directors	2/6/2022	2/06/2024