



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Student Fees and Charges Policy

The Institute of International Studies Pty Ltd

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1. Purpose

This policy governs the approval, communication, administration, and enforcement of student fees and charges at TIIS, ensuring transparency, financial sustainability, and regulatory compliance for both domestic and international students.

2. Scope

This policy applies to:

- Current and prospective domestic and international students
- Coursework and HDR students
- Students accessing Credit for Prior Learning (CPL)
- Staff involved in enrolment, finance, and student support functions
- Third-party delivery partners (as applicable)

3. Policy Statement

TIIS is committed to the fair and consistent application of student fees and charges, including but not limited to:

- Admission and enrolment fees
- Tuition fees for domestic and international students
- CPL assessment fees
- Miscellaneous charges (e.g., supplementary exams, deferral fees, transcript reprints)

All fees are subject to review and approval by the Executive Management Committee (EMC) and published in accordance with Standard 3 of the National Code 2018 and HESF 7.3.

4. Fee Approval Authority

Fee Type	Approval Authority
Tuition Fees (International)	Executive Management Committee (EMC)
Tuition Fees (Domestic)	EMT
Enrolment Fees	EMT
CPL Assessment Fees	EMT
Administrative & Miscellaneous Fees	EMT

5. Administration Responsibilities

Team	Responsibilities
Finance Team	Issue invoices, maintain records, monitor payments, apply penalties for late payment
Student Services	Inform students of fees pre-enrolment, respond to queries, process enrolment actions
Compliance Officer	Ensure adherence to ESOS and HESF obligations related to student fee transparency

6. Guiding Principles

- TIIS fee practices will be guided by the following principles:

- **Transparency:**
Fees and charges are clearly published in Letters of Offer, on the TIIS website, and the Student Handbook.
- **Regulatory Compliance:**
TIIS ensures all financial obligations under the ESOS Act 2000, National Code 2018, and HESF Standard 7.3 are met.
- **Fee Notifications:**
Students are notified of applicable fees prior to enrolment. Written agreements (Letters of Offer) include total course fees, payment schedules, refund conditions, and links to this policy.
- **Due Dates:**
 - Initial tuition and enrolment fees are due upon acceptance of offer.
 - Fees for subsequent study periods are due two weeks prior to the start date of the period of study.
 - Late payments may attract penalties or restrictions (e.g., access to LMS, library, assessments).
- **Consequences of Non-Payment:**
 - Access to classes, LMS, and assessment may be restricted
 - Students may be withdrawn from their course or have their CoE cancelled
 - International students may be reported to the Department of Home Affairs (DHA)

7. Fee Variation and Adjustment

- TIIS reserves the right to review and amend fees at any time to maintain financial sustainability.
- Revised fees apply to new applicants or to continuing students commencing a new study period.
- Notification of changes will be provided via:
 - Student email
 - LMS announcements
 - Website updates

8. Additional Provisions for International Students

In accordance with the National Code 2018, the following apply:

8.1 Full-time Study Load:

Students must maintain a full-time enrolment load.

8.2 Upfront Payment:

Initial fees are payable upon acceptance of the Letter of Offer.

8.3 Visa Compliance and Fee Default:

Failure to pay may result in:

- Enrolment suspension or cancellation
- Cancellation of Confirmation of Enrolment (CoE)
- Reporting to DHA under ESOS obligations

8.4 Payment Plans:

Formalised payment plans may be approved on a case-by-case basis by the CEO or delegate.

8.5 Demonstration of Funds:

Visa applicants must demonstrate sufficient funds to cover tuition and living expenses. Financial hardship does not automatically exempt students from meeting fee obligations.

8.6 Current Fee Schedule Applies:

Regardless of the initial CoE or letter of offer, students must pay the current published tuition fee at the start of each new study period.

9. Communication of Fees

TIIS ensures students are fully informed of fees via:

- Website: www.tiis.edu.au/fees
- Letters of Offer and Written Agreements
- Student Portal and LMS Notifications
- Email updates
- Orientation Briefings and Student Handbook

10. Payment of Fees

The conferral or issuance by TIIS of any transcripts or testamur for a qualification is subject to payment of all outstanding fees (including course fees, administrative fees or any other charges payable to TIIS).

Prior to issuing a certificate, verification from the Finance Team must be provided, that the student has paid all outstanding fees and charges.

11. Recovery of debts

Where a student is late in paying any course fees, administrative fees or charges, action may be taken against that student including:

- Reminder notices sent to the last known address and/or email address.
- exclusion from classes
- exclusion from the course
- commencing a debt collection process, only when authorised by the CEO.
- Cancellation of course enrolment.
- reporting the student to the Department of Home Affairs

12. Related Documents and References

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice 2018 – Standard 3
- HESF Threshold Standards 2021 – Standard 7.3
- TIIS Student Refund Policy
- TIIS Admission Policy
- TIIS Financial Management Policy
- TIIS Letter of Offer Template
- Graduation Policy and Procedure

13. Review and Version Control

This policy will be reviewed biennially or earlier in response to:

- Legislative/regulatory updates
- Recommendations from external audit
- Changes in TIIS operational or pricing models

14. Version History

Version:	2.0
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Authored by	CEO
Endorsement Body	Executive Management Team (EMT), Academic Board
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2.0	Board of Directors	19 November 2025	Policy Name: Student Fees and Charges Policy

*****END OF POLICY and PROCEDURE*****