

Fees and Charges Policy

Policy Category	Policy/guideline/procedure/rules		
Review	3 years from date of Approval		
Policy Code	FP002		
Contacts	policy@top.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2017.06	Executive Team	13 June 2017	13 June 2017

1. Purpose

The purpose of this policy is to establish the basis of setting fees and charges at Australian National Institute of Management and Commerce (IMC). This policy applies to all students and staff at IMC.

2. Guiding Principles

- This policy intends to address and to provide clarity with respect to the administration, adjustments and the collection of fees, and, to ensure any increase in fees and charges are compliant with Commonwealth government legislation and regulations.
- IMC is to set its tuition fees in line with its commercial and strategic objectives and to levy fees and charges in line with relevant legislation and internal policies and procedures.
- IMC's tuition fees are charged at different scales for different cohorts based on student citizenship status, the course taken and other criteria as established under relevant legislation.
- IMC is to publish comprehensive information online for fees and charges for students at the appropriate time and is committed to ensuring that the administration of fees is consistent with IMC's published information

3. Tuition Fees

IMC sets student tuition fees annually for the year in advance and takes into consideration the following elements when setting the fees, this includes but is not limited to:

- Cost of delivery of programs and units of study including internal operational costs;
- Requirements and limitations imposed by relevant legislation and regulation;
- Market trends; and
- Anticipated budget increases.

IMC's Tuition fees are to be approved by IMC's Council annually and all tuition fees will be set and approved in time to meet internal and external timeframes. IMC reserves the right to amend or adjust its tuition fees provided it meets external and internal requirements. Different rates may be set for non-award courses or subjects.

4. Tuition Fee Increases

IMC will increase its fees for currently enrolled students (i.e. returning) students by between 3%-15% each year, and by no more than 30% over 3 years. Annual increases will be capped at 15% and increased over any 3 year period will not exceed 30%.

Annual tuition fee increases for prospective students will be capped at 25% annually per course or unit based fees for domestic and international students (i.e. year on year increases between different commencing cohorts). Once enrolled subjects will be subject to fee increases as described above.

IMC will publish and inform the students in writing by no later than end of November in the prior calendar year of any adjustment(s) made to the tuition fee to ensure that the student is not disadvantaged by the adjustment.

IMC will publish cut-off payment dates for students who are offered a place at IMC to pay the tuition fee as indicated on their offer letter. If payment is made after the cut-off date, the student may incur a different charge at the same rate as the prospective students.

Enrolment and Administrative Fees

- IMC will levy all students separately for enrolment and administrative fees in accordance with relevant legislation and regulation.
- IMC may publish enrolment and administrative fees so such information can be made available to students.
- IMC reserves the right to amend or adjust its enrolment and administrative fees provided it meets external and internal requirements.

5. Implementation of this Policy

IMC's Council is responsible to review and approve any adjustment or amendment to fees and charges. IMC's Finance Team is responsible to publish fee rates in accordance with Commonwealth publication requirements and is also responsible to administer the charge and collection of IMC's tuition fees

Any information obtained from you by IMC will be handled in accordance with IMC's policy on maintaining the confidentiality and privacy of information. For more information refer to the IMC Privacy Policy.

6. Related Documents Student Handbook Privacy Policy

7. Change and Version Control.

Historical Version	Approved by	Approval Date
2016.07	Executive Team	12 July 2016
2017.06	Executive Team	13 June 2017

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