



Fees and Charges Policy

Policy Category		Policy/guideline/procedure/rules	
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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 Top Education Institute (TOP). This policy applies to all students and staff at TOP.

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.
- TOP 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.
- TOP'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.
- TOP 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 TOP's published information

3. Tuition Fees

TOP 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.

TOP's Tuition fees are to be approved by TOP's Council annually and all tuition fees will be set and approved in time to meet internal and external timeframes. TOP 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

TOP 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.

TOP 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.

TOP will publish cut-off payment dates for students who are offered a place at TOP 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

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

5. Implementation of this Policy

TOP's Council is responsible to review and approve any adjustment or amendment to fees and charges. TOP'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 TOP's tuition fees

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