



STUDENT FEES AND CHARGES POLICY

1.0 PURPOSE

The purpose of this policy is to ensure that Global College Australasia (RTO ID: 45088 CRICOS ID: 03564F), herein known as "GCA", has a documented process relating to Fees and Charges associated with studying at Global College Australasia. All International Students choosing to study at GCA are required to pay all Fees and Charges agreed to in the Enrolment Agreement.

2.0 SCOPE

This policy and procedure, including guidelines, pertain to every enrolled international student at GCA.

3.0 FEES AND CHARGES

3.1 Types of Fees

- Application
- Course
- Any other fees outlined in the Enrolment Agreement

3.2 Payment particulars

- Students must pay the Application Fee; otherwise, the application will not be processed.
- Application Fee are NON-REFUNDABLE.
- Students must pay all associated Course Fees as per the Enrolment Agreement and Fee Schedule.
- Course fees can be paid in Full or in Advance by Semester or in accordance with the schedule outlined in the Enrolment Agreement.
- A Refund of any fee will only be processed in accordance with the Refund Policy.

3.3 Payment methods

- Direct or SWIFT Deposit
- Credit Card
- Cash

3.4 Fee description



Fee Description	Fee Amount
Instalment fee (if on a payment plan)	\$10 per instalment
ELICOS TOPIC	\$150
Reassessment fee (various qualifications)	\$150-\$500 (varies by course)
Administrative fee (Application fee)	\$230 onshore applicants \$300 offshore applicants
Enrolment reinstatement fee (after cancellation of enrolment)	\$250
Update / change of course / CoE	\$250
Certificate reissue fee	\$50
Course Transfer fee	\$300 per application
Late payment fee	\$50 per week
Electronic and printed copy of Work-Based Training Logbook	\$50 per logbook

4.0 CURRENT TUITION FEE AND RESOURCE FEE

Refer to the GCA Website-PROSPECTUS.

5.0 STUDY REASSESSMENT FEE

5.1 Re-assessment Fee applies to the following situations:

1. Failure to complete the assessment task to a satisfactory standard after two attempts requiring rescheduling of the assessment.
2. Failure to attend a course unit delivery without approved circumstances

5.2 The reassessment fees are not part of the tuition fees.

All students who have booked a reassessment of a unit or more must pay their reassessment fees at the latest, a week before the reassessment scheduled date/s. Management discretion applies in such a matter and may provide payment extension to reassessment fees incurred.

Reassessment fees are waived if there are any proven compassionate and compelling circumstances.



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004
Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340
Marketing & Enrolment: 0448 465 445
E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

Students are advised to email a copy of their medical certificate if any, to admissions prior to the reassessment of a unit of competency meeting with management. Management will consider any compassionate and compelling circumstances before applying any reassessment fees.

6.0 CURRENT MISCELLANEOUS FEES (TUITION FEE AND RESOURCE FEE excluded)

Banking Details:

ACCOUNT NAME: GCA

BANK NAME: Commonwealth Bank of Australia

ADDRESS: 35 Napoleon Street COTTESLOE Western Australia 6011 Australia

SWIFT CODE: CTBAU2S

BSB: 066104

ACCOUNT NUMBER: 10320961

7.0 LATE PAYMENT

10% on any outstanding amount greater than \$500 AUD

20% on any outstanding amount less than \$500 AUD

8.0 PAYMENT EXTENSION

Should a student experience financial difficulties or encounter unforeseen circumstances where payment of fees cannot be made, the student may request an extension of fees by submitting a Fee Extension Request Form.

The Fee Extension Request Form must be received prior to the fee due date.

If an extension is approved, a revised payment schedule will be determined.

9.0 CANCELLATION

The failure to pay any owed fee or late payment may result in the cancellation of the student's enrolment.

In the event an enrolment is cancelled, the student shall have 20 days to access the Complaints and Appeals process.





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10.0 QUALITY ASSURANCE

The Quality Assurance Manager conducts an annual review of all marketing materials and reports any issues to the CEO for resolution. The CEO and Quality Assurance Manager are responsible for maintaining compliance.

11.0 RELATED DOCUMENTS

- Marketing materials
- Prospectus
- GCA website
- Student Handbook
- Complaints and Appeals Policy
- Financial Management Policy

12.0 POLICY REVIEW

This policy will be reviewed each year, including details of the date it was reviewed and any changes.

