



International Student Fees Payment Policy

This policy applies to both commencing and continuing fee-paying international students.

The fee conditions for CIHE International students are covered by the terms of the Student Agreement provided as part of the CIHE's Offer letter during enrollment process. These conditions are therefore part of the written agreement between each international student and the CIHE.

Tuition fees for international students will be reviewed annually and may be increased during the period of an international student's enrolment in a course. Such increases can be expected to conform with the estimated total course fee provided to the student prior to accepting the offer of enrolment.

International students who have not completed payment of their tuition fees by the due date will have their enrolment cancelled.

International students whose enrolment has been cancelled but have maintained student visa they should be permitted to continue studying may apply for reinstatement of their enrolment in the current teaching period, provided that all outstanding fees are paid prior to reinstatement. CoE reinstatement fee of \$200 applies.

A student's change in status from temporary resident/student visa to permanent resident is recognised from the date the new visa is granted, not the date on which application for permanent residency was lodged.

If the status of an International student changes from temporary resident to permanent resident, they must advise the CIHE as per Withdrawal/Transfer policy. They must provide proof of the change to permanent residency. Under Commonwealth government legislation, permanent residents are not eligible to obtain HECS-HELP, FEE-HELP loans. All fees must be paid in full by the due date otherwise enrolment will be cancelled.

If a student obtains permanent resident status on or after fee due date or two weeks before current semester finish date (whichever comes first) for the teaching session/study period/semester, the student will continue to be regarded as an international student for the remainder of the teaching session/study period/semester. The student will be entitled to enrol as a domestic student and be liable for payment of domestic student tuition fees from the commencement of the next teaching session/study period/semester.

Students are required to pay at least 6-month (4 units) fee in advance in each study period (semester). Student must pay the fee by the due date as indicated in their written agreement. Unable to pay the tuition fee by due date will incur \$150 late penalty and



student CoE may be cancelled for non-payment of tuition fee. Student can be referred to the debt collection agency as per the written agreement.

Document requests are usually processed within 10 working days of the written request via appropriate form. If a student tuition fee due date falls within the next 10 working days from the document request date, the document request by the student will not be processed until the student pays outstanding fees.

Students who wish to terminate/withdraw their studies must advise CIHE in writing two weeks prior to the completion of the current semester or two weeks prior to tuition fee due date (whichever comes first). Any student unable to inform CIHE in writing of their intention to withdraw along with supporting evidence as per transfer/withdrawal policy will incur debt for the next study period (semester) tuition fee. A course withdrawal fee applies to all approved withdrawals as a CoE cancellation admin fee. CoE Cancellation fee is \$200.

Version Control

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	31.1.2017	Document creation
1.1	Executive Management Committee	04.4.2017	Minor text edits
1.2	Executive Management Committee	31.7.2020	Regular review
2.0	Executive Management Committee	30.11.2021	Regular review, clarified students are required to pay 4 units fee in advance (by the due date mentioned on the written agreement) in each study period.

Next Review Date: 29 November 2024

Document owner: CEO