



# FEES AND CHARGES POLICY

## **Purpose**

This policy outlines the various fees and charges that Care College will charge the students during their length of enrolment with Care College.

## **Policy:**

- Students will be notified about the total fees that they are required to pay prior to enrolment in course. Total fees = Tuition fee + Materials Fee + Enrolment Fee.
- Payment is required for each course as outlined in the Letter of Offer. This amount must be paid prior to course commencement, unless a payment plan has been agreed and signed.
- Care College will not accept any fees until the student has signed and accepted the Enrolment Agreement.
- Payments for all fees may be paid by cash, bank cheque or BACS made payable to Care College (please note that bank cheques take up to 5 working days to clear into account).
- Payment plans are available to all students and individual circumstances will be taken into consideration during the enrolment process.
- Care College will not issue any qualification until all fees are paid in full.
- Refunds will be granted according to the Refund Policy.

## **Fee and Charges:**

**Care College will charge the following range of fees for its courses;**

1. Students will be charged the Tuition Fee as mentioned in the Letter of Offer.
2. Prospective students will be provided with information relating to fees, charges and refunds prior to commencement of their course, providing the prospect the opportunity to make an informed decision. This will be in the form of Letter of Offer and Enrolment Agreement.
3. Units that have been credit transferred will not be not charged.
4. Additional fees may apply resulting from change to the unit choices throughout the qualification, if requested by the learner.

## **Debt Collection**

- The debt for fees payable becomes immediately due when the student fails to honour instalment payments.
- Care College will make all reasonable efforts to contact the students via mail, email or SMS. Failure to return contact will result in referring the matter to a lawyer or debt collector.
- In case the issue is referred to a debt collector or solicitor the student will be liable for all charges including financial charges.

- Non-payment of fee will result in the cancellation of the enrolment. The student will be issued with a statement of attainment in the units of competency completed.

#### **Cooling Off Period**

- The purpose of a cooling-off period is to protect a student from being bound by an unsolicited contract that does not fit their needs, by giving them time to reassess and cancel the contract if necessary.
- The cooling-off period for individuals is 10 business days. This period starts the day after the agreement is signed.
- The student can cancel Enrolment Agreement during the 10 business days by mailing a written cancellation request to Care College.