



ADMINISTRATIVE (Non-Tuition) FEE POLICY

PREAMBLE

This Policy aims to provide transparency for the College's students in the application and administration of non-tuition fees and charges.

DEFINITIONS AND ACRONYMS

“**APC**” means Australian Pacific College.

“**College**” means Australian Pacific College and English Unlimited.

“**EU**” means English Unlimited.

“**Policy**” means this Administrative (Non-Tuition) Fee Policy.

POLICY

1. The fees listed in this Policy apply to all College students unless otherwise stated. These fees are administration fees (non-tuition) and are set out in the Schedule of Administrative (Non-Tuition) Fees on the College's [APC website](#) or [EU website](#).
2. All students receive information on all tuition and non-tuition fees prior to enrolment (the Schedule of Administrative (Non-Tuition) Fees and the College's refund policies available on the College's website). Fees, payment of fees and refund policies/procedures are also outlined in the College's letter of offer which is given to the student prior to enrolment. The student's acceptance of the letter of offer is understood to be an acceptance of all fees and charges associated with the student's enrolment.
3. The fees quoted in this Policy are accurate at the time of issuance. The fees are reviewed periodically and are subject to change without prior notice.
4. The fees listed in this Policy are in Australian Dollars unless otherwise stated.
5. Students should seek clarification from Student Care, on any aspects of the non-tuition fees set out in this Policy prior to accepting an offer of admission.



POLICY REVIEW

This policy will be reviewed yearly by the Learner Experience Unit.

RELATED POLICIES, PROCEDURES AND DOCUMENTATION

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Documentation	Letter of Offer APC and EU websites Student Handbook
Policies	Cancellation and Refund Policy

KEYWORDS

Keywords	Non-tuition fees, fee, fees, mandatory fees.
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POLICY OWNER

Owner	Learner Experience Unit.
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POLICY HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
Administrative (Non-Tuition) Fee Policy v1.0R(APC/EU)	June 2020	Sara Gaudry	Original Document