

Austech Institute for Further Education

Fee Payment Extension Policy (and Procedure)

 <p>aife Austech Institute for Further Education</p>	Title	
	Fee Payment Extension Policy	
	Version: 1.2 10 October 2007	

1.0 Purpose

This policy states how Austech Institute for Further Education processes requests from students for extensions of tuition fee payments.

2.0 Scope

This policy applies to fee instalments for second and subsequent semesters. No more than one extension will be granted to any student for the duration of a given course.

3.0 Roles and responsibilities

Administration Manager:

To consider and make decisions on applications for fee extensions.

CEO:

To adjudicate on appeals against decisions made on applications for fee extensions.

4.0 Procedure

1. Student submits written request for fee payment extensions, accompanied by supporting evidence of financial hardship, to **Administration Staff**. This request must be made by the due date of the fee payment.

2. **Administration Staff** forward request to **Administration Manager**.
3. **Administration Manager** considers request and responds within 5 working days. The maximum extension granted will be 20 working days. Payments made beyond the revised due date will incur a 10% late fee.
4. Appeals against the decision are made in writing and addressed to the **CEO**. The student must be able to demonstrate that their inability to pay is due to exceptional circumstances. The **CEO** will take into consideration the student's financial situation, course progress, and attendance and payment records.
5. **CEO** considers appeal and advises student of decision within 5 working days.

Note:

1. If the student cannot pay the fees on time after this the extension, they will be charged an additional 10%.
2. Failure to pay fees on time may result in the cancellation of the CoE.
3. If student gets approval of fee extension, they need pay \$200 extra.
4. The maximum extension is twenty (20) working days.

5.0 Reports

N.A.

6.0 Policy Context

This policy should be read in conjunction with:

- **AIFE Student Handbook**

- **AIFE Refund Policy**
- **Form B**
- **AIFE Organisation Chart**

Figure 1: Procedures