

# STUDENT FEE & CHARGES



**BUSINESS INSTITUTE OF AUSTRALIA**

## STUDENT FEES & CHARGES\*\*\*

Enrolment/Application fee* (not refundable)	AUD \$200.00	Re-enrolment fee	AUD \$200.00
Confirmation of Enrolment fee (COE)	AUD \$50.00	Duplicate Document / Re-issue fee	AUD \$50.00
Administration fee	AUD \$200.00	Re-assessment fee (per subject/unit)	AUD \$200.00
Deferment/Suspension/Cancellation fee	AUD \$350.00	RPL Application fee	AUD \$200.00
Change of Course /Course Location fee (Course variation fee)	AUD \$200.00	Priority Processing fee	AUD \$50.00
Material fee Skills for Work and Vocational Pathways (per term)	AUD \$100.00	Late payment fee	AUD \$200.00
Other courses	AUD \$50.00	Student Card & Lanyard (new student)	AUD \$5.00
Airport Pick Up	Refer to Service provider	Student Card / Lanyard Replacement	AUD \$10.00
Homestay Placement fee from	quote upon booking	Photocopy Service	AUD \$0.10 (B/W)/AUD\$1.00 (colour)
Overseas Student Health Cover (OSHC)** (Single cover premium, subject to change upon the Medibank Private price guide)	AUD \$271.00 ( 6 months) AUD \$543.00 (12 months) AUD \$1087.00 (24 months)		

\* Non-refundable Application fee; please note; Business Institute of Australia reserves the right to change conditions and prices at anytime without notice. If you require Homestay and airport pick up service, you must give us at least 3 weeks advance notice. In addition you must also pay in advance, airport pick up fee, placement fee, and the first 4 weeks rent.

\*\* Fees are indicative only. Refer to Fees and Charges as published by each service provider.

\*\*\* Read in conjunction for full details with refund policy.

## CANCELLATION AND FEE REFUND POLICY

The request for refund must be made in writing to Business Institute of Australia by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Business Institute of Australia will make payment of refunds within 28 days of receipt of Refund Application Form.
- In the case of default by Business Institute of Australia, the provisions of the ESOS Act 2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No Refund
<b>Tuition Fees</b>	
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund less an administration fee of \$200
Withdrawal at least 28 days (prior to the initial course agreed start date)*	50% refund of tuition fees less an administration fee of \$200
Withdrawal less than 28 days (prior to the initial course agreed start date)*	No Refund
Withdrawal after the initial course agreed start date*	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No Refund
Incorrect, fraudulent or misleading information or document submitted by the student or the authorised education agent	No Refund
Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, including any continuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only) / Airport Pick-up / Homestay placement fee	Refer to the Terms and Conditions of Third Party Service Providers

- Note:**
- \* Initial course agreed start date is the date of the first Confirmation of Enrolment (CoE) issued to the student, prior to any deferment, suspension or revisions
  - Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s.
  - For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.
  - In the event where enrolment fee was waived at time of application, BIA shall withhold an amount equivalent to BIA's published enrolment fee from any refund made

## PAYMENT METHOD AND DUE DATES

All tuition fees and student fees are paid per semester. View the payment due dates by logging into your student portal.

Students who do not pay all fees owing by the due date may have their enrolment cancelled. Failure to pay the overdue amount by the due date is subject to \$200.00 late payment penalty fees.

**All prices are quoted in Australian Dollars (\$AUD). Course availability is subject to minimum numbers. Information is correct at the time of printing. Business Institute of Australia reserves the right to change course structure, content or fee scales any time without notice.**

**Tuition fees can be paid by**  
Bank Draft / Bank Cheque / EFTPOS /  
Credit card (1.5 % fee applies for domestic bank card  
2.0% fee applies for Overseas bank card )  
/ Direct deposit

**Fees can be forwarded to the following**

**Bank:** Commonwealth Bank  
**BSB:** 062 016  
**Bank SWIFT Code:** CTBAU25

**Account Name:** Business Institute of Australia  
**Account Number:** 1098 8651  
**Reference:** Your name & Student Number