

ASC Fee Policy:

Payment Arrangements

1. It is the requirement of ASC that tuition fees, administration fees or other charges must be paid according to the fee schedule, commencing at the beginning of each term.
2. The fee structure for all ASC Diploma courses is consistent with the 'Ministerial Directions on Fees and Charges', as per the Education and Training Reform Act 2006. This includes a cap on individual fee payments, with a deposit of no greater than \$1000, and a maximum of \$1500 per individual fee instalment payment.
3. In the event of payment over \$1500, the excess will be refunded to the payee.
4. Payments are to be made as close as possible to the scheduled payment date to ensure compliance.
5. Payments are recorded on the student individual fee account. Receipts are issued bi-annually in accordance with the enrolment schedule and a copy of issued receipts is kept electronically.
6. Course costs (tuition fees) include tea/coffee/class notes/handouts. Students will be required to provide their own books, pens, pencils, etc. Excursion costs are not included in the course costs.
7. If any student is experiencing financial difficulties, they are encouraged to notify the appropriate ASC staff and a suitable payment arrangement may be made.
8. The College prefers payments to be made by either:

Bank Transfer		Card Payment:	Cheque
Name of Account	Australian Shiatsu College	Card payment can be made online at: https://asc.link/student-fees	Cheque made payable to:
Bank	CommBank		Australian Shiatsu College
BSB	063123		(Please have a note attached, as to who the payment is for, if the cheque is being made by someone other than yourself)
Account Number	10109119		
Reference	D(Initial)(Surname) e.g. DBSmith for Bob Smith		

Non-Payment of Fees

If the student does not pay all fees and charges by the due date they are deemed to be an ASC debtor. Late payment of fees may incur a penalty fee, which is determined by the College Directors. Failure to pay a debt within a timeframe set by the College Directors of the original due date, may result in any or all of the following, until the full amount is paid:

1. Suspension of the student from attending or participating in the course;
2. Loss of access to ASC resources and facilities;
3. Loss of access to enrolment information and academic transcripts;
4. Inability to graduate; and
5. Termination of the enrolment.
6. Referral to Debt Collector recovery agency

Refunds

1. Where the College cancels a course a full refund will be given.
2. When a student does not commence a course on the start date, and subsequently provides a written notice of withdrawal from the course within 5 or more working days, upon application the student will receive a full refund less an administration fee.
3. Under exceptional circumstances the directors may at their discretion and based on the percentage of course completed, issue partial course tuition fees where evidence is provided to support the student's circumstances which indicate that the student is unable to continue their studies.