



Policy and Procedures —

Fees and Charges Policy

APPROVED

THE INSTITUTE OF INTERNATIONAL STUDIES



TIIS charges fees for admission, tuition, Credit of Prior Learning (CPL), supplementary examination, and such other activities as determined necessary by TIIS Executive Management Committee (EMC), who is also responsible to review and approve any adjustment or amendment to fees and charges. TIIS finance team and student service team are responsible for administer the fees and charges.

1. Fee Approval Authorities

Fee Items	Fees Per Subject
Tuition Fees for International Students	EMC
Tuition Fees for Domestic Students	EMC
Enrolment Fee	EMC
Administrative and Miscellaneous Charges	EMC

2. Guiding Principles

- This policy aims at providing clarity in relation to the administration, adjustments and the collection of fees at TIIS.
- TIIS aims at providing information about fees and charges to prospective students prior to enrolment as part of its enrolment procedure.
- Fees are due and payable according to the letter of offer signed by students.
- Fees and charges might change without prior notice.
- Fees for subsequent study periods are due two weeks prior to the commencement date of the proposed trimester period. Failure to make payment by the due date might attract additional penalty fees.
- Non-payment of tuition fee might result in the cancelation of enrolment, denial of sitting for final exams and etc.

3. Specific rules for international students

1. International students on a Student Visa MUST be enrolled in a full-time basis.
2. Fees must be paid upon the acceptance of the Letter of Offer. The current fee schedule will always be placed on the TIIS website.
3. Non-payment of tuition fee might result in the cancelation of enrolment and COE, which might affect student visa of students. If a special tuition fee payment plan has been agreed and signed between TIIS and students, students are required to adhere to the payment schedule.
4. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not be classified as special consideration for not meeting fee payment.
5. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the COE. If there is any change of fees, students will be required to pay the current fee that applies from the beginning of the next study period.

4. The Fee Schedule (2023)

(Please note that all fees are referring to Australian dollars \$AUD)

Tuition Fee for Bachelor (Per subject)	2200
Tuition Fee for Master Course (Per subject)	2500
Enrolment and Administration Fee (non-refundable)	500
Late payment of instalment fees – penalty per week from the commencement of classes	200
Late Enrolment Fee (Within 10 working days from date of enrolment)	200
Change of course - fee payable upon acceptance of a change of course to a different level. Only applicable if a CoE was already issued for the previous course - non-refundable.	250
Prescribed textbooks per subject OPTIONAL (Note: Students are strongly recommended to purchase the prescribed textbooks prior to commencement of studies. There are limited number of prescribed books available at TIIS Learning Centre for loan according to TIIS Learning Centre Policy.)	150 <i>Approximately</i>
Students may have the OPTION to borrow the prescribed books with a fee for the duration of the term.	60
Resit Exam (Defer exam due to any controllable conditions to students and NOT approved by Dean/Program Coordinator)	200
CPL Application Fee	300
Credit for each subject for which CPL has been granted	250
Re-Issue Transcript only	30
Re-Issue Certificate only	30
Re-Issue complete testamur (Certificate and Transcript)	60
Registered Mail	25
Courier	40
Supplementary Exam Fee	360 per unit
Security Swipe Key – refundable on completion of studies	50
Replacement Security Swipe Key	100
Re-issue of Student Card	20
Graduation Fee	To be advised
*TIIS reserves the right to vary its fees and charges at any time without prior notice.	

Version

Version	Approved by	Approval Date	Details
1.0	EMC	20 January 2020	Document creation

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