

TRPP015a - Learner Fees Policy and Procedure

General

Mount Pleasant College (MPC) publishes a schedule of fees that apply to learners who are accessing its educational services and products. Fees may be levied for tuition and/or administrative services.

This policy describes matters relevant to fees charged by Mount Pleasant College, including the conditions under which discounts may be applied to learner fees. The policy also provides an outline of the invoicing procedure and explains the College's expectations regarding the payment of fees.

Policy content

Each learner enrolled at MPC will be invoiced for tuition fees according to the list of scheduled fees published in both print and online versions of current College promotional material. Tuition Fees vary between courses, different disciplines, and modes of learning.

Payment of learner fees will follow these guidelines:

- All new Enrolment Applications at MPC will attract a \$100 non-refundable Application Fee. Current/previous learners who wish to enroll in another course will be exempt from paying another Application Fee;
- A potential learner's Application to Enroll will not be processed until payment of the Application Fee has been received;
- Where class numbers are limited, places will be allocated first to learners who have paid the Application Fee.
- An invoice for 15% of the total cost of tuition will be raised for each learner and this invoice will be due for payment at the end of Week 1 of the Academic Year.
- Late enrolments will be expected to pay the 15% one week after commencement of their studies.
- Learners who wish to establish a Payment Plan for the remainder of the tuition fees (85%) must contact College Administration prior to the commencement of the training.
- The remaining 85% of tuition fees will either be invoiced according to the Payment Plan or equally over the school terms for the duration of the course. This means that MPC will not require pre-payment of tuition fees in excess of \$1,500 before training is delivered.
- All invoices for tuition in school terms are due for payment on or before the Admin Date (ie, Friday of Week 2) of each term, except where a Payment Plan has been approved.
- Continuous late payment of fees will incur a penalty of \$50.
- A learner's eligibility to graduate is contingent upon the full payment of all fees and charges.
- Only those learners who are eligible to graduate will receive qualification documentation – a Testamur and Statement of Attainment.

Student Fee Discounts

A discount to the scheduled learner fees may be applied in the following circumstances:


- Family – where two or more dependent children from the one family are enrolled concurrently at Mount Pleasant College, the family shall be eligible to receive a 10% discount applied to each student's tuition fees. Please note that, for the purpose of clarification, "dependent" is defined as a person who is not in receipt of a social security pension or benefit and, therefore, is wholly or substantially dependent upon the family's parents/guardian(s).
- Married couples - a married couple enrolled at Mount Pleasant College shall be eligible to receive a 20% discount to the learner tuition fees.
- Staff Member – where a staff member of Mount Pleasant College or Mount Pleasant Baptist Church enrolls at MPC, the staff member shall be eligible to receive a 50% discount to the scheduled learner tuition fees.
- Spouse of Staff Member – where a spouse of a staff member of Mount Pleasant College or Mount Pleasant Baptist Church enrolls at MPC, he/she shall be eligible to receive a 50% discount to the scheduled learner tuition fees.
- Dependent of Staff Member – where a dependent of a staff member of Mount Pleasant College or Mount Pleasant Baptist Church enrolls at MPC, he/she shall be eligible to receive a 50% discount to the scheduled learner tuition fees. Please note that, for the purpose of clarification, "dependent" is defined as a person who is not in receipt of a social security pension or benefit and, therefore, is wholly or substantially dependent upon the staff member.
- Head of College discretion – the Head of College may approve a discount to a learner's tuition fees. Such approval will only be granted in exceptional circumstances and subsequent to receipt of a formal, written application for fee reduction from the learner.
- Enrolment and other fees – discounts are only applied to learner tuition fees; all other MPC administrative fees are not subject to discount.

Procedures for the payment of fees:

- As each potential learner enrolls in a training course, the MPC Administrator will receive the Application to Enroll form and the \$100 Application Fee.
- The learner may pay some or all of the tuition fees at this time provided that the amount paid does not exceed limits stipulated by the regulating authority.¹
- The Administrator will issue a receipt for the amount paid by the learner.
- The Administrator will also inform the learner that the remainder of the tuition fees is due for payment on or before the Admin Date – i.e., Friday of Week 2.
- In the event of parents or schools choosing willingly to pay an amount at any time exceeding \$1,500, it will be recorded by Finance as “fees in advance”. The excess of \$1,500 will be transferred within two weeks of receipt to a separate/special bank account and cannot be accessed or utilised for any other purpose. The Head of College will be advised of such cases
- The “fees in advance” will be transferred back to the College when training or delivery of the training product in which the learner is enrolled is carried out.

Procedures relating to the non-payment of fees:

- Where a potential learner reports for enrolment and the \$100 Application Fee remains unpaid, the Administrator shall inform the learner that until this fee is paid:
 - i) the learner's Application for Enrolment cannot be completed, and
 - ii) another learner paying this fee will have priority in the event that course numbers are limited.
- Should invoice dated payments be missed, the Finance team will firstly send a written reminder/warning to the accountable party to be paid within two weeks of the date of the reminder/warning; and if continue to be missed, the \$50 penalty fee will be added.
- In the event of continued non-payment, Finance will inform the College Administrator and Head of College who will then inform the VET Coordinator of the school (if applicable) and contact the accountable party to discuss the matter further and potential resolution.
- Any decision made by the Head of College in relation to the learner's payment of fees will be conveyed, in writing, to the learner/accountable party, Administrator and Finance team.
- It is important to note that, while a learner has unpaid fees, they will remain ineligible to graduate or to receive qualification documentation.

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Signature		
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