

P.19.03

STUDENT FEES PROTECTION POLICY

1.0 POLICY

The AVETA Students Fees Protection Policy has been designed to protect student funds where AVETA requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), AVETA will meet the requirements set out in the Requirements for Fee Protection (Refer to Fees and Charges Policy).

The requirement to protect prepaid fees by students includes all students whether resident in Australia or overseas. AVETA is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and will satisfy both the requirements of this clause and of the Tuition Protection Service (TPS) under the *Education Services for Overseas Students Act 2000* (ESOS Act). The TPS requires that not more than 50 per cent of the fees for an overseas student be prepaid, unless the student chooses to pay more. This applies even if 50 per cent of the course fees would be less than the threshold prepaid fee amount of \$1500.

The requirements that apply to prepaid fees include all fees that a student is required to pay, including enrolment fees, tuition fees, materials fees and any other fee component that is a mandatory payment for the course. AVETA is only required to protect prepaid fees from individual students and prospective students where the student or their representative pays the fees through direct enrolment.

On receipt of these fees AVETA will transfer these funds directly into an independent Trust Account established for the student and will not access these funds until the Visa is granted or an application for refund is received from the student (refer to Refund Policy and Procedure P.18.02).

With regards to AVETA trust accounts established on behalf of students; AVETA will place all fees paid in advance into the trust account by the close of the following business day.

AVETA will arrange for the transfer of the student funds held in the Trust Account into AVETA's Operating Account on commencement of studies for use in the provision of training, educational and student support services, to the student, as determined by AVETA.

AVETA reserves the right to amend this policy at any time to ensure compliance with applicable State and Federal Laws.

2.0 DEFINITIONS (relating to this policy)

Student: is an International Student holding a valid Student Visa.

'Prepaid fees' (sometimes referred to as 'fees collected in advance') means fees that are collected before the relevant services have been provided. These include payments made at any time before, during or after the student enrolls. Any payment received before a service is delivered is unearned revenue and is a liability that must be paid back, either through service delivery or as a refund

3.0 REFUNDS FOR ALL STUDENTS

Refer to the Refund Policy and Procedure P.18.02

4.0 ADVICE TO STUDENTS

AVETA will ensure that this policy and associated procedures are:

- Reflected in all AVETA marketing materials
- Provided to students by AVETA agents

5.0 REFERENCES

5.1 Standards for RTO's 2015 - [Clause 7.3—Protecting pre-paid fees by students | Australian Skills Quality Authority \(ASQA\)](#)

5.2 National Code of Practice for Providers of Education and Training to Overseas Students 2018-
<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

5.3 Fees and Charges Policy P06.01

5.4 Refund Policy and Procedure P.18.02