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## Fees and Charges Policy and Procedure (current from September 2023)

SIIT is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, text books, student services and training and assessment services.

### Fees payable

Fees are payable when a student has received a confirmation of enrolment. The initial fee payment must be made prior to commencing training or within 10 days of receiving an invoice from SIIT. SIIT may discontinue training if fees are not paid in accordance with the agreed fee schedule. The current fees and charges are published within the current schedule of fees and charges.

### Schedule of Fees and Charges

The CEO is responsible for approving SIIT Schedule of Fees and Charges. The schedule of fees and charges is to include the following information:

- the total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a training program.
- payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee.
- the nature of the guarantee given by SIIT to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study.
- any discounts, fee reductions or exemptions available for multiple enrolments, concession card holders, continuing students, group bookings etc.
- the fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of attainment and the options available to students who are deemed “not yet competent” on completion of training and assessment.

## Fees & Charges

The following table shows the current fees and charges as is applicable to all students.

Administration fee	\$300.00 (non-refundable)
Materials fee	\$500.00 (non-refundable)
PSP50822 Diploma of Translating	\$12.800 (including administration fee and material fee)
PSP50922 Diploma of Interpreting	\$8.800 (including administration fee and material fee)
PSP60822 Advanced Diploma of Translating	\$12.800 (including administration fee and material fee)
PSP60922 Advanced Diploma of Interpreting	\$8.800 (including administration fee and material fee)
ICT40120 Certificate IV in Information Technology	\$10.800 (including administration fee and material fee)
ICT50220 Diploma of Information Technology	\$10,800 (including administration fee and material fee)
FNS40815 Certificate IV in Finance and Mortgage Broking	\$3,800 (including administration fee and material fee)
FNS50315 Diploma in in Finance and Mortgage Broking	\$3,800 (including administration fee and material fee)
BSB80120 Graduate Diploma of Management (Learning)	\$12,800 (including administration fee and material fee)
CPP41419 Certificate IV in Real Estate Practice	\$3,800 (including administration fee and material fee)
CPP51119 - Diploma of Property (Agency Management)	3,800 (including administration fee and material fee)
Other fees and charges: <i>(Please note that some fees might only apply to each specific qualification.)</i>	
AUD\$200 for each re-assessment if the student is deemed 'Not Yet Competent' after the additional attempt (non-refundable).	
AUD\$200 for Assessment Late Submission Fee (if student fails to submit the assessment by the deadline.) (non-refundable).	
AUD\$250 fee for analysing and processing Recognition of Prior Learning (RPL) per unit of competency (non-refundable).	
One-off fee of AUD\$200 for credit transfer application (non-refundable).	
AUD\$60 fee for re-issuing a Qualification certificate, including the Statement of Attainment (non-refundable).	
AUD\$30 fee for reissuing a Statement of Attainment or attendance letter (non-refundable).	
AUD\$60 fee for postage and associated cost in issuing the certificate or documents via registered post (if required).	
AUD\$20 fee for reissuing a lost student card (non-refundable).	
Overseas Students Health Cover (for international students only):	
The cost of OSHC varies depending on the type of cover required. Please visit <a href="https://oshcaustralia.com.au">https://oshcaustralia.com.au</a> for the current information.	

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## Payment of Fees

Student fees are to be paid as a condition of enrolment at SIIT.

***SIIT will not accept any payments of fees until the student has read and signed the Letter of Offer.***

Students are required to pay tuition fees in advance before the commencement of a study period (term) and overseas students also must have current Overseas Students' Health Cover (OSHC). If a student repeats a unit of competency and this falls into another term after the course completion date, they will be charged part of the tuition fees for that term on a pro-rata basis.

If SIIT grants the student Recognition of Prior Learning or Course Credit, SIIT will issue a Letter of Offer with the pro-rata fees only for the units the student will be studying at SIIT.

***Note: SIIT reserves the right to vary fees without notice.***

Payment procedure for tuition fees is as follows:

- An invoice for tuition fees for each term will be sent to students before that term commences, this can be hand delivered in class or sent to the student's email account.
- Students are required to pay the tuition fee before the commencement date of each term.
- If a student is having difficulties paying fees on time, they must make an appointment with the Finance Manager and discuss the issue. The Finance Manager will assist in resolving the student's fee problem and propose a plan to the student. Late payment interest may be applicable in some cases, this is calculated from the due date until the whole tuition fee is paid.
- Where there is no arrangement in place with the Finance Manager, a flat late payment **penalty** of **AUD\$ 200** applies for any tuition fee payment made after the due date. If students have overdue fees, they may not be eligible to attend classes, complete assessment tasks, enrol in further studies or borrow items from the library.
- If tuition fees are more than 2 weeks overdue and the student has not made any genuine efforts to discuss the circumstances with the Finance Manager, SIIT may cancel the student's enrolment. For overseas students, SIIT must inform DHA through PRISMS about the matter. However, in the case of an overseas student, the student will be issued with appropriate warning and intention to cancel letters before this cancellation and reporting takes place.
- If a student is suspended or had their enrolment cancelled because of a breach of the student rules, responsibilities and conduct, the student is still required to pay the tuition fee for the term in which they were suspended or had their enrolment cancelled.

Students who defer their studies at a future date, need to be aware that if course fees change during this period the student will be required to pay the appropriate difference.

SIIT's bank account details for the payment of fees are as follows:

**Sydney Campus (for interpreting and translating qualifications)**

**Account Name:** Sydney Institute of Interpreting and Translating

**Bank:** St. George Bank Limited

**Bank Address:** 4-16 Montgomery Street  
Kogarah NSW 2217

**BSB No:** 112 879

**Account No:** 438 956 947

**Swift Code:** SGBLAU2S

**Brisbane Campus (for interpreting and translating qualifications)**

**Account Name:** Sydney Institute of Interpreting and Translating

**Bank:** St. George Bank Limited

**Bank Address:** 4-16 Montgomery Street  
Kogarah NSW 2217

**BSB No:** 112 879

**Account No:** 467 886 829

**Swift Code:** SGBLAU2S

**For other qualifications**

**Account Name:** Australian Professional Education Institute Pty Ltd

**Bank:** St. George Bank Limited

**Bank Address:** 4-16 Montgomery Street  
Kogarah NSW 2217

**BSB:** 112 879

**Account No:** 439 421 581

**For Australian domestic students**

**Account Name:** Australian Professional Education Institute Pty Ltd

**Bank:** St. George Bank Limited

**Bank Address:** 4-16 Montgomery Street  
Kogarah NSW 2217

**BSB:** 112 879

**Account No:** 493 560 259

Fees can be paid using the following payment methods.

- Telegraphic transfer – a common method of payment used by overseas students. International Telegraphic Transfers will attract an AUD\$20 processing fee.

- Bank deposit at any branch of the St. George bank.
- Online transfer to SIIT's St. George bank account.
- Bank Cheque, made payable to Sydney Institute of Interpreting and Translating.
- Transfers by EFTPOS using Savings or Credit cards. These payment facilities are available from SIIT premises. A surcharge fee applies for credit card payments.

To confirm payment, students are required to email ([info@siit.nsw.edu.au](mailto:info@siit.nsw.edu.au)) appropriate transfer receipt, deposit slip or cheque, along with student's name, number and date of birth as evidence of payment.

### **Protect pre-paid fees by Students**

SIIT acknowledges that it has a responsibility under the *Standards for Registered Training Organisations 2015* to limit the fees paid by students in advance of their training and assessment services being delivered. To meet our responsibilities, SIIT may accept payment of no more than \$1,500 from domestic students prior to the commencement of the course. This requirement applies, regardless of whether the payment of the fees is being made directly or through a third party.

For international students, the ESOS Act limits the collection of pre-paid tuition fees. SIIT can receive no more than 50% of the total tuition fees for the course before the student commences the course (or 100% for short courses that fall within one study period/term of 24 weeks or less) and then, after the student commences, SIIT cannot require a student to pay any further fees until 2 weeks before the start of the second study period/term. This requirement applies regardless of whether the payment for the fees is being made directly or through a third party.

Following the course commencement, SIIT may require payment of additional fees in scheduled payments (instalments) in advance from the student.