

ADELAIDE COLLEGE OF DIVINTIY INC

Fee Policy

Established: ACD Board/ACD President 15/05/2005

Reviewed July 2011

Latest Review : October 2018

Delegations

The ACD Council has delegated overall responsibility for the maintenance of its fee policy to the ACD Executive Officer.

Preamble

This document sets out the arrangements for the setting, payment and refund of ACD topic fees.

Legislation/Standards

Higher Education Support ACD 2003 and Higher Education Provider Guidelines

Training and Skills Development Act 2008

AQTF Standards for Registered Training Organisations

Provisions

1. Setting of Fees
 - 1.1 The ACD Council shall determine unit tuition fees and any other fees in the year prior to which the fees are to be applied.
 - 1.2. Fees will be published on the ACD web site and in the ACD Handbooks.

2. **Payment of Fees**
 - 2.1 Unit tuition fees and for all courses are payable to the ACD.
 - 2.2 Unit fees will be payable at the time of enrolment.
By either of the following:
 - a) The student will apply for a FEE-HELP loan, or
 - b) The student will pay tuition fees in full for the unit/s in which the student has enrolled,
or
 - c) The student will pay part of the tuition fees and apply for a FEE-HELP loan for the remainder, or
 - d) The student's affiliated college will be invoiced for the student's tuition fees. (This includes student' who have been offered a scholarship through their affiliated college).

3. **Refund of Tuition Fees (all courses of study)**
 - 3.1 Refund of a tuition fee in full will apply in the following circumstances:
 - a) the offer of admission to a course or unit is withdrawn;
 - b) the ACD is unable to offer the unit;
 - c) a student withdraws on or before the census date of the unit.
 - 3.2 Unit fees will be refunded within two weeks of the circumstances detailed in (3.1) above.
 - 3.3 There will be no refund if a student withdraws after the census date for the unit.
 - 3.4 Under special circumstances refunding of fees may be reviewed by the ACD Executive Officer after the unit census date.