



CANNING
COLLEGE

CPC: 00463B

International Office

Debt Recovery Policy

Regulatory Framework

1. International students are required to meet financial obligations set by Department of Immigration & Border Protection (DIBP) – in particular, visa condition 8516. See the link <http://www.immi.gov.au/students/visa-conditions-students.htm>
2. International students are required to pay course fees as set by the college. Fees (usually 50% of the course tuition fee as required by TPS) are paid in advance of commencement. Failure to pay fees will result in termination of enrolment (subject to normal appeals processes).
3. Debt recovery usually occurs once a student has commenced studies and is required to pay a further fee instalment. Commencement of studies is not possible without an initial payment of fees – usually 50% of the course fee for courses of 20 weeks/one study period or longer.

Fee payment and debt recovery process

1. Students are issued with an invoice for the upcoming study period. The invoice includes a pay by date and notification that a late fee of \$200.00 applies if fees are not paid by the due date.
2. Notification by phone or email or sms that fees are overdue.
3. If fees remain unpaid, the Director: International Office sends an official letter requesting fees and outlining consequences for non-payment:
 - 3.1 Exclusion from college activities including assessments until fees are paid
 - 3.2 With holding of results until fees are paid
 - 3.3 Report student to DIBP – last resort.
4. In cases of financial hardship a student may be offered a periodic payment plan. See point 3 if fees are not paid.