



CANNING
COLLEGE

CPC: 00463B

Fee Payment Policy & Procedure

1. Fees must be paid a minimum of 2 weeks prior to commencement of the study period. However, timing of payment may be influenced by student visa processing times. Students are expected to allow plenty of time to allow for visa processing.
2. Under Tuition Protection Service (TPS) rules, students are expected to pay 50% of fees, prior to commencement, for courses exceeding 20 weeks in length. However, if students pay more fees, then, any excess will be credited for the student and retained in a designated advance fees account at Canning College.
3. Any fee invoice must be paid by the nominated date. A late payment fee of \$200.00 can be applied if the payment is made two weeks or more after the due date.
4. Payment of the appropriate fee must be made before an eCoE can be generated.
5. Any student wishing to make instalment payments must submit a written request accordingly, to the Director.
6. Fees must be paid in Australian dollars unless approved otherwise by the Director.
7. Any EFT payment should be accompanied by a copy of the transfer receipt so that the transaction can be traced through financial records. Students should allow for the cost of any funds transfer (banks often charge \$25 or more for such services).
8. Students who fail to pay required fees:
 - 7.1 may be excluded from the teaching/learning program (including examinations) until the required fee is paid.
 - 7.2 will not be issued with final results.
 - 7.3 may be reported to DIBP for non-payment of fees (non-compliance).
9. All advertised fees are deemed to be correct at the time of publication. Any fee variation will be announced to students concerned.
10. Contact the Director for clarification on any matter regarding fees payment.