1. Payment of Fees
   a. Payment for all fees should be by cash, direct deposit or cheque made payable to OASES Community Learning Ltd.
   
   b. **Full fee payment is required at least one month before the commencement date** of the unit(s) or project for which the participant intends to enrol. Applications may be made in writing to the Head of School for special consideration based on a demonstrated financial need, whereby two thirds of the fees may be paid in monthly instalments, with the final instalment due one month prior to the end of the relevant unit(s) or project for which the participant has enrolled. In these cases, the other third of the fees are to be paid at least one month before the commencement date of the relevant unit(s) or project.
   
   c. Once an application for a place within the OASES postgraduate program has been approved by the Head of School, an enrolment form is issued. The completed enrolment form must be returned to OASES accompanied by a **non-refundable deposit of $250**. This deposit will then be deducted from the participant’s tuition fees at the time of invoicing the full fee for the relevant unit(s) or project.
   
   d. **The participant is liable for all fees invoiced.**
   
   e. Upon payment of the enrolment fee, the participant’s place will be secured in the course, subject to the participant abiding by payment conditions outlined within this policy.

2. Refunds
   a. Where, for whatever reason, a participant decides to withdraw from a unit or project and seeks a refund, an application must be made in writing to the Head of School **within one month of the participant’s withdrawal.**
   
   b. The application is to be accompanied by relevant documentary evidence. Refunds will only be paid to the applicant or sponsor.
   
   c. **Deferrals** are subject to the same conditions as withdrawals for the purposes of applying for refunds.
   
   d. If a participant or member of the Academic Collegium believes that OASES has not complied with policies and procedures regarding fees, that person may apply in writing
to the Head of School for a review of the matter. The Head of School may delegate the consideration of such applications to a designated colleague.

e. Participants are **not eligible for a refund of fees paid/invoiced** from or after:
   i. **One month** before the commencement date of any unit(s) or project for which the participant has enrolled.
   
   ii. 1 July for any unit(s) or project for which the participant has enrolled. That is, **after 1 July, no refunds are payable**; the participant is liable for the full fee of any unit(s) or project for which they have enrolled.

f. Participants are **eligible for a full refund of fees paid/invoiced** when:
   i. A participant withdraws from any unit(s) or project **prior to 1 July** of the relevant year, **and prior to one month before the commencement date** of the relevant unit(s) or project for which the participant has enrolled; or
   
   ii. A participant withdraws from any unit(s) or project on advice from the Head of School before the relevant commencement date; or
   
   iii. An offer of a participant place is withdrawn or an enrolment cancelled because OASES is unable to offer the unit(s) or project co-vision, or comparable unit(s) or co-vision in related institutions.

g. Where granted, refunds will be made by cheque or online if account details are provided.

3. Non-payment of Fees

   a. Non-payment of fees by the dates specified risks legal action, termination of enrolment, and the loss of services provided by OASES including library borrowing, email access and results release.

4. Recognition of Prior Learning (RPL) Fees

   a. **All applications for RPL must be made in writing to the Head of School**, accompanied by relevant documentary evidence. Please see the RPL policy for further details.

   b. For a participant applying for RPL for a relevant OASES short course, the full Graduate School unit fee will apply, to cover accounting for learning (assessment) activities and administrative costs. That is, the difference between the cost of the short course and the OASES Graduate School unit will be an additional cost to participants to receive formal postgraduate accreditation. Participants will need to negotiate the appropriate accounting for learning activities with the facilitators of the relevant unit(s), **and provide evidence of this arrangement** with their written application.

   c. For a participant applying for RPL equivalent to an elective unit in the OASES Graduate School for a course/unit of study undertaken elsewhere, the RPL Application Fee is **20% of the fee for a standard OASES elective unit**.
5. Other Fees and Charges

Additional fees may be charged for the following services:

a. Late re-enrolment
b. Reinstatement of enrolment
   i. Participants whose enrolments are terminated for non-payment of fees may apply for re-instatement of their enrolment in the same calendar year provided they pay all outstanding fees in addition to the prescribed re-instatement fee.

c. Replacement of participant ID card - $20
d. Replacement of Testamur - $80
e. Replacement of Statement of Results - $20
f. Access to Swinburne University Library services
   i. An agreement has been reached between OASES and Swinburne University for reciprocal borrowing and user rights between the two institutions. OASES participants will have the opportunity to enjoy similar access rights to Swinburne University collections and library resources as that institution’s own participants and graduates for an annual fee to be determined. Swinburne University staff and selected post-graduate participants will in turn have access to the OASES library resources.