



OASES GRADUATE SCHOOL FEES POLICY

Approved by	Board of Directors
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1. Preamble

The following policy outlines all aspects relating to fees and charges relevant to participants in the OASES postgraduate program.

2. Payment of Graduate Program 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.

3. Other Fees and Charges

Additional fees may be charged for the following services:

- a. Late re-enrolment
- b. Reinstatement of enrolment - 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
- d. Replacement of Testamur
- e. Replacement of Statement of Results
- f. Access to Swinburne University Library services - OASES and Swinburne University share reciprocal borrowing and user rights. OASES participants 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. Swinburne University staff and selected postgraduate participants will in turn have access to the OASES library resources.

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. Non-payment of Fees

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

6. 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.
- c. Note that in the event that OASES Community Learning Ltd, the company operating the OASES Graduate School, is for any reason unable to continue, a **'teach out' safety net program** has been established to protect delivery of the course for which participants are enrolled. OASES will endeavour to provide participants with tuition through to the completion of the relevant course level in which they are enrolled, within stipulated timeframes (for details on these timeframes, see the Selections, Admissions, Enrolment and Graduation Policy). This may include, for current enrolments in the Masters level, an offer of course transition to a related and appropriate institution. Where such an offer is accepted, and where OASES is able to teach-out the Graduate Certificate and Graduate Diploma, there is no refund eligibility for any reason.
- d. Participants are **eligible for a full refund of fees paid (or cancellation of unpaid amounts invoiced)** only 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.
- e. **Deferrals** are subject to the same conditions as withdrawals for the purposes of applying for refunds.
- f. 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.
- g. Where granted, refunds will be made by cheque or online if account details are provided. Refunds will only be paid to the applicant or sponsor.

Policy Owner	Board of Directors
Next review	October 2014

Version No.	Approval date	Approved by	Amendment
3.3	20 November 2013	Board of Directors	Amendment to final sentence in 6c, clarifying that teach-out offers by MIECAT do not have to be accepted by participants
3.2	21 October 2013	Board of Directors	Amendment of 'teach out' clause including retraction of guarantee of services, and addition of course transition possibility (point 6c)
3.1	29 July 2013	Board of Directors	Addition of 'teach out' clause including no refund eligibility (point 6c)
3.0	18 July 2013	Board of Directors	Refund policy amendments, timeframes regarding payment of fees, creation of RPL fee
2.0	November 2012	Board of Directors	Refund policy amendments
1.0	November 2007	VRQA	