

## Enrolment Terms & Conditions

### Method of Payment and Fee Payment Dates

Students have two methods of paying tuition fees

#### 1. SCHOLARSHIP

and/or

#### 2. DIRECT PAYMENTS

##### 1. SCHOLARSHIP

IBIBS Scholarship applicants can include current year 12 students, previous year 12 students or those that satisfy VTAC SEAS requirements.

IBIBS aims to develop a new generation of global leaders in the Investment Banking sector that uphold the highest levels of governance.

Scholarships are limited to a number of qualifying students who demonstrate academic potential and/or exhibit outstanding leadership qualities. Applicants must complete both the IBIBS Course Enrolment Application form and the Scholarship application form.

These scholarships are available to domestic students commencing at IBIBS in 2014.

- Full Scholarship (3 years) – see IBIBS Scholarship Guide
- Partial Scholarship (1 year) – see IBIBS Scholarship Guide
- Australian Investment Banking Association Scholarship
- Michael Adermann Scholarship

##### 2. DIRECT FEE PAYMENTS - 2014

Students to pay their tuition fees directly to IBIBS. Therefore the tuition fees must be paid within 2 days from the commencement of each semester. Fee payments may be paid by cheque, money order, cash, credit card or electronic payments along with confirmation of payment details emailed to Student Services [payment@ibibs.edu.au](mailto:payment@ibibs.edu.au)

Students who elect to pay fees directly to IBIBS must make all required payments in full by the due dates. Individual payment plans will not be entered into.

#### IBIBS PAYMENT OPTIONS

Full-Fee paying students enrolled in undergraduate courses have the following payment instalment options:

##### Standard Instalment:

One payment made after first week of study period for the entire cost in that study period.

##### Dual Instalment:

The subject cost for a study period is divided into 2 equal instalments with separate due dates. You will be able to select your instalment option when you first enrol. Unless you select an instalment option your tuition fees will be charged as a standard instalment (one payment for the study period in full). This is the default option.

If you wish to change your current instalment option please email [payment@ibibs.edu.au](mailto:payment@ibibs.edu.au) from your IBIBS email account or complete and return the instalment form below.

Only in special circumstances will you be able to change your instalment option during the year.

Your instalment option will remain on your course for the duration of your enrolment. If you change courses you will need to select a payment option for your new course when you enrol.

## FEES DUE DATES

The due dates for standard and dual instalment payments are published below.

Your due date(s) may vary dependent upon the study period in which your subjects fall and the instalment payment option you have chosen.

The Study Period due dates for tuition fee payments in 2014 are:

Standard Instalment Payment: (One payment for the study period)

Semester 1 14 March 2014

Semester 2 12 July 2014

Dual Instalment Payment: (2 payments for the study period):

Semester 1 14 March 2014 - 1st Instalment Due Date

Semester 1 14 May 2014 – 2nd Instalment Due Date

Semester 2 12 July 2014 - 1st Instalment Due Date

Semester 2 31 August 2014 – 2nd Instalment Due Date

## CENSUS DATES

### WHAT IS A CENSUS DATE?

Every subject offered at IBIBS has its own census date. The census date is the last day you can withdraw from a subject without being financially liable (i.e. you are eligible for a refund of tuition fees paid or you will not incur a FEE-HELP debt for the subject).

Many subjects have a 'standard' census date. These are:

Semester 1: Sunday, 30 March 2014

Semester 2: Friday, 15 August 2014

## Unfinancial Students

Students paying fees directly to IBIBS are reminded that penalties apply for late payment of fees and charges. At enrolment, student cards are issued, concession forms stamped etc, but only after tuition fees have been paid in full. If fees remain unpaid after one week past the due date, enrolment will be automatically cancelled. Cancellation means that a student's enrolment will lapse and they will not be able to continue in the course. If enrolment has been cancelled for non-payment of fees and a student wishes to be reinstated in their course, they are required to apply for reinstatement to the Registrar. A reinstatement fee of \$200 will apply and must be included with the reinstatement request.

A student who has outstanding library fines is also deemed unfinancial. An unfinancial student will not be permitted to access the Institute website or online system, attend classes, have work assessed, sit for examinations, receive a statement of their academic results, have a statement of results made available to any outside body, re-enrol, or defer. If a student has been deemed unfinancial in these situations and any of the above penalties applied, a receipt showing that the outstanding amount has been paid in full must be produced at Student Administration. The student's financial status will be restored within two working days of production of the receipt.

Students who apply to defer, withdraw from the course or take Leave of Absence must still pay any outstanding fees or charges.

### Other Costs and Incidental Fees

Students are expected to purchase all prescribed textbooks and reading kits for subjects selected. The cost per semester is generally approximately \$600 (refer below and to the Student Diary for more information on purchasing prescribed and recommended textbooks).

Students are also required to pay for printing and photocopying, replacement of Student Cards, Transcripts of Results and Diaries, and some IBBS functions such as the annual Ball and Graduation ceremony.

Incidental fees	How much is the fee?
Reading kits/Study Guides	\$25 per unit
Replacement student card	\$25 per year
Textbooks	\$150 per unit
Graduation Dinner/Ball	\$150 per course
Replacement transcript	\$25 per course
Reading brick on CDROM	\$10 per course
Late payment of tuition fees	no fee per unit
Payment fee for reinstatement	no fee per unit
Cancellation fee	no fee per unit
Administrative fee for withdrawing	no fee per unit
Library Fine	\$1 per day per book

Withdrawing, deferring or taking Leave of Absence will incur a charge by IBBS (refer to Student Diary section for further details).

### Repeating Subjects

Any unit of study for which a student is re-enrolled because it has been failed, or constitutes a Late Withdrawal or a Did Not Sit, must be paid for up-front.

### Fee Refunds (Pursuant to IBBS Refund Policy)

A student is entitled, in certain circumstances, to receive a full or partial refund of tuitions fees paid, if the student:

1. withdraw from one subject or more subjects,
2. withdraw from the course,
3. defer or take Leave of Absence,

as long as timely and formal notification is received. In the case of fees paid directly to IBBS, the refund will be paid to the student.

## Course or Subject Withdrawal –

### Cancellation of Enrolment or Subject Withdrawal After Enrolment And Prior To The Commencement Of Your Academic Year.

If a student withdraws from a course after enrolment at the start of their academic year but before the commencement a Cancellation Fee of \$100 per enrolled unit of study shall be charged by IBBS.

The above refund policy also applies to withdrawal from one or more units *but not the entire course after enrolment* but prior to the commencement of your academic year. (see below)

### Withdrawal From The Entire Course Or One Or More Units After 1st Semester And Prior To The Start Of The 2<sup>nd</sup> Semester

If a student withdraws from a course or one or more units of study **within 7 days** of the end of a semester general exam period no tuition fees for the next units of study will have been paid. Consequently no refund is payable to the student and no Withdrawal Fee is payable to IBBS.

If a student withdraws from a course or one or more units of study **after 7 days** of the end of a semester general exam period, a Withdrawal Fee of \$100 per enrolled unit of study is payable to IBIBS at the time the Withdrawal Form is submitted.

**Withdrawal From The Entire Course Or One Or More Units Prior To Census Date**

IBIBS Census dates in 2014 are Sunday 30 March for semester one and Friday 15 August for semester two.

If a student withdraws from a course or one or more units of study after the semester commences but on or before the Census Date of that semester, any fees paid will be refunded.

**Withdrawal From The Entire Course Or One Or More Units After The Census Date**

If a student withdraws from the course or one or more units of study after the Census Date of any semester, no refund of the relevant semester's fees will be paid to students who have paid up-front fees.

**Deferment and Leave of Absence**

The same refund policies apply to students deferring from the course and taking Leave of Absence as to students withdrawing from the course. Please note, however, that students may only defer up until the census date in a semester.

**Refunds after Census Dates – Special Circumstances Exception (Pursuant to Policy)**

If granted, no administrative charge is payable. For a complete version of this Policy, refer to the website.

**IMPORTANT NOTE:** Fees are subject to annual CPI increases, and other increases as determined by annual review.

A student is entitled to a refund of their tuition fees if they withdraw from their studies prior to the census date. IBIBS shall charge a fine or a penalty in circumstances where a student withdraws from their unit/s of study prior to the census date where the provider has set an earlier administrative date requiring a student to pay their tuition fees.

I understand that IBIBS does not charge any application fee or registration fee, but certain incidental fees shall be charged for workbooks, photocopying and student cards. (see below) Further information can be found in IBIBS Student Diary and under section 19-102 of HESA, chapter 8 of the HEP guidelines.

**Full Refunds - Generally**

IBIBS refund policy provides that in generally 100% refunds of the semester tuition fees within 28 days of receiving written notice including a completed IBIBS refund application form.

These refunds will be paid in the following circumstances:

The student fails to meet course progression requirements and is subsequently not permitted to re enrol. The student is eligible for a full refund of paid tuition fees for subjects not yet attempted.

The student does not meet the condition(s) stated in the offer letter.

Cancellation of enrolment prior to commencement of the course due to exceptional circumstances (compassionate and compelling circumstances as defined by IBIBS) may be accepted as grounds for a full refund of any paid fees, subject to provision of acceptable documentation supporting the application for a refund prior to the census date in that teaching period.

Exceptional circumstances (compassionate and compelling circumstances as defined by IBIBS) include:

- inability to obtain a student visa;
- illness or disability;
- death of the student or a close family member (parent, sibling, spouse, partner or child);
- a political, civil or natural event which prevents a student commencing their studies; or
- other special extenuating circumstances, at the discretion of the Institute.

In the unlikely event that IBIBS is no longer able to offer the course for which I am enrolled, I will be entitled to the choice of either a full refund or placement in a suitable alternative course through the Tuition Assurance Scheme.

### Partial Refunds

Partial refunds apply to both commencing and continuing students. Students withdrawing or suspending (deferment) their studies may be entitled to partial refunds and only if they are withdrawing or suspending studies prior to the census date.

Refunds are only available if:

- an application for withdrawing or suspending is accompanied by the applicable form;
- the application is submitted with appropriate and acceptable supporting documentation, such as a medical report or the offer letter from another course; and
- submitted within the specified time frames.

If a student withdraws from the course to take up an offer at another institution. Proof of this offer must accompany the withdrawal application and the withdrawal must meet IBIBS guidelines for withdrawal or cancellation of enrolment.

If a student's enrolment is terminated by IBIBS during the course of a semester or study period as a result of seriously breaching IBIBS rules will not be entitled to any refund of fees with respect to that semester or study period. A student whose enrolment is terminated at the end of a semester or study period will not be charged a cancellation fee.

A student who fails to re-enrol in a semester or study period by the last day to enrol will be deemed to have withdrawn from their program.

### Procedure for securing a refund

Student must:

1. Cancel their enrolment using the appropriate IBIBS form;
2. Withdraw from the course using the appropriate IBIBS form;
3. Withdraw from one or more subjects using the appropriate IBIBS form;
4. Defer using the appropriate IBIBS form; or
5. Apply for Leave of Absence using the appropriate IBIBS form.

In the case of tuition fees paid up-front to the Institute, this written advice must be accompanied by the receipt issued to the student at the time of payment of fees. In the absence of the original receipt, Student Administration will accept a signed Statutory Declaration.

Upon receipt of the written advice and receipt or payment, the Student Administration Officer will calculate the appropriate refund and complete an Office Use Only Fee Refund Form.

In the case of up-front fees, this refund form is to be processed by the Accounts Officer and the refund sent by Accounts to the student. The original refund form is sent to the student, together with written confirmation and a copy is kept in the student's file.

Confirmation of the withdrawal or acceptance of the deferment or

Leave of Absence will be communicated by the Course Coordinator to the student in writing, outlining the refund and charges policy that applies in the particular situation.

## Agreement to Terms and Conditions

I understand that completion and submission of my enrolment application to this IBIBS course is subject to the following conditions below:

1. No representation as to a guaranteed place at IBIBS is made by the receiving of a letter of offer.
2. IBIBS reserves the right to discontinue or alter the program, course/subject, fee, admission requirements, staffing or other arrangements without prior notice. Please refer to the refund policy above for refunds related to this condition.
4. I understand that the course fees quoted are an estimate only, based on standard full time loads and will vary depending on the course. Tuition fees are based on the minimum number of hours/credit points required to complete the award program, and tuition fees will increase if I repeat a course or undertake additional electives that will exceed the minimum requirement needed to be undertaken to complete the course.
5. Fees quoted by IBIBS are subject to change and the fees quoted in this agreement apply only to the current year of study.
6. A commitment to pay the tuition fees can be made in advance to the proposed study period but the actual payment should not be made until after the commencement of the academic year.
7. I have read and understand the terms and conditions of documents contained in the IBIBS Student Information Pack included in this agreement.
8. Under the provisions of the Australian Education Regulations, personal information that I have provided may be made available to the relevant Commonwealth and State government agencies. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by me of a student visa condition.
9. I may access my student records, subject to privacy legislation. For more detailed information please see IBIBS's privacy policy at [www.IBIBS.edu.au](http://www.IBIBS.edu.au) or Student Administration Centre.
10. I declare that I am a permanent resident/citizen of Australia or New Zealand.
11. I agree to abide by IBIBS's Code of Conduct and Academic policies and procedures at all times. Not to do so, may result in my enrolment being suspended and/or cancelled in accordance with IBIBS's policy for deferment, suspension and cancellation of enrolment.
12. This agreement, and the availability of complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws.

## Declaration of acceptance

I acknowledge that the lodgement of this enrolment application form does not guarantee a letter of offer, priority or acceptance into the course, and that I have read, understood the terms and conditions of any offer of enrolment as described in the IBIBS Pre-enrolment Student Information Pack.

I declare that to the best of my knowledge, the information I have provided in my enrolment application and any supporting documentation is correct and complete. I acknowledge that the withholding of, or provision of incorrect documentation relating to my enrolment application may result in the cancellation of any letter of offer or subsequent enrolment to any IBIBS course.

By accepting this offer, I give IBIBS the right to conduct background checks to verify your information.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's full name (please print): \_\_\_\_\_

Signature of (Guardian): \_\_\_\_\_ Date: \_\_\_\_\_  
if applicant is under 18 years of age

(Guardian's full name) (please print): \_\_\_\_\_