



# Finance policy

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## Application Fee

1. Application fee is non-refundable.
2. All the administration fees including the Material fee paid by the student is non – Refundable.

## Fee Payment

1. Fees must be paid in Australian dollars which should be transferred to college bank account.
2. Cash Payments, EFTPOS Payments and Credit Card Payments will only be accepted in Spring Hill Campus.
3. Student must sign the Credit card Authorisation form and provide relevant documents to proceed with **credit card payment** in Spring Hill Campus.
4. Liberty College will not accept credit card payment through phone or email.
5. Fees must be paid by the due date stated on the Tax Invoice.
6. Student is entitled for Re-Attempt fees if he/she fails to complete the Academic requirements after each Term. Re-Attempt fees and future actions will be discussed during the Early Intervention Strategy Meeting.
7. Students will be only granted access if he/she clears Re-Attempt Fees. Full Access will be given if the student pays the Re-Attempt fee all in once and Partial Re-Attempt fee is subject to Partial Learning Platform Access.
8. Re-Attempt fee is not subject to payment plan and student must send screenshot of the payment to finance team to get access to Learning Platform.

## Non- Payment of Fees

1. Failure to pay all outstanding fees by the due date will result in a sanction on the student's record and suspension of access to some or all College services.
2. Student will not be eligible to receive Graduation Package, Statement of Attainment or Release letter if he/she has an outstanding payment in any of the enrolled courses.
3. If fees remain unpaid in full or partially after census date and after the appeal period, the student's enrolment in all units in current and future study periods will be cancelled. International student visa holders whose enrolment is cancelled for non-payment of fees will be reported to the Australian Government. This may have implications for the student's visa.
4. Re-instatement of enrolment will only be possible in a subsequent teaching period, subject to payment of all outstanding debts, including the retention fee, and meeting all entry requirements for re-admission.

## Payment Plan

1. Payment for COE is not refundable and cannot be broken down into several instalments. The entire amount must be paid in full.
2. Students must Notify the Finance team before the due date of the payment if they require any extension.
3. Late fee in amount of AUD\$55 + GST applies if student does not make required payment by the designated deadline.
4. Instalment payment plans must not extend beyond the end of the current teaching period.
5. Defaults (non-payment) on agreed instalment payments will be subject to Penalty if student does not notify the college before the due date.

6. Student will receive three Payment Warning emails from the Finance team before suspension of enrolment and Moodle Access.

## Refunds

1. Students will not be eligible for Future CoE payment refunds. Refunds is only applied to the Tuition fees which are paid for the future course.
2. Full refund of the tuition fee paid for the future course will be only granted if the student notifies the college before 28 days from the start date of the course. 50% refund will be granted if the student notifies the college before 14 days of the start date. Cancellation fees will be deducted from the refund amount.