



**SOUTHERN CROSS**  
School of Business

## **Tuition and Supplementary Fees Policy**

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## 1. Purpose

The purpose of Supplementary Fees Policy is to clearly outline Southern Cross School of Business (SCSB)'s policy principles regarding supplementary fees and in the conditions that those fees become payable.

## 2. Scope

This Policy applies to all current and future, fulltime or part-time students of SCSB.

## 3. Policy Statement

- 3.1. SCSB is committed to ensuring that all students are treated fairly and are informed of their formal relationship with SCSB regarding tuition and supplementary fees;
- 3.2. SCSB Principal and staff will provide timely and accurate information on tuition fees and supplementary fees requirements to enrolling and enrolled students;
- 3.3. SCSB tuition fees and supplementary fees are subject to annual review;
- 3.4. SCSB Tuition fees do not include costs such as Overseas Student Health Cover (OSHC), or incidental and other costs that may be required as part of your enrolment;
- 3.5. All tuition and supplementary fees are paid in Australian dollars (\$AUD).

## 4. General Principles of International Student Fees and Refund

- 4.1. Protection of tuition fees paid in advance by student visa holders is undertaken in accordance with ESOS requirements and the Tuition Protection Service Framework;
- 4.2. Written agreements between SCSB and students set out the services to be provided, fees payable and information in relation to tuition fees and supplementary fees;
- 4.3. SCSB provides an itemised list of tuition fees and supplementary fees payable by the student in the Letter of Offer and Acceptance Agreement;
- 4.4. SCSB guarantees to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.

## 5. Fees

- 5.1. SCSB Fees may include tuition fees, non-refundable enrolment fees, materials fees, books fees, and any other charges such as re-issuance of qualification certificates/statements of attainment and late and/or resubmission of assessment fees etc.
- 5.2. Tuition fees are fees directly related to provision of delivery of a course;
- 5.3. Tuition fees do not include the Overseas Student Health Cover (OSHC), enrolment fee, books and/or other materials required to undertake the program or compulsory activities where relevant (such as fieldwork or excursions);
- 5.4. All relevant fees are clearly mentioned in the Student Enrolment Application Form, Letter of Offer and Acceptance Agreement;
- 5.5. Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course;
- 5.6. If a course length is extended by the student, any fee increases will be required to be paid for the extended portion of the course.

## 6. Current Fees

VET Courses					
Course Name	Course Code	Course Duration	Enrolment Fee	Course Tuition Fee	Material Fees
Graduate Diploma of Strategic Leadership	BSB80320	52 Weeks	\$250	\$14,000	\$250
Graduate Diploma of Management (Learning)	BSB80120	52 Weeks	\$250	\$14,000	\$250
Advanced Diploma of Accounting	FNS60222	78 weeks	\$250	\$11,000	\$199
Advanced Diploma of Leadership and Management	BSB60420	52 Weeks	\$250	\$14,000	\$250
Diploma of Accounting	FNS50222	52 weeks	\$250	\$9,600	\$160
Diploma of Leadership and Management	BSB50420	52 Weeks	\$250	\$9,600	\$160
Diploma of Hospitality Management	SIT50422	104 Weeks	\$250	\$21,000	\$1,500
Diploma of Community Services	CHC52021	104 Weeks	\$250	\$21,000	\$1,000
Certificate IV in Accounting and Bookkeeping	FNS40222	52 weeks	\$250	\$8,000	\$120
Certificate IV in Kitchen Management	SIT40521	78 weeks	\$250	\$15,000	\$1,500
Certificate III in Painting & Decorating	CPC30620	104 weeks	\$250	\$26,000	\$3,000

ELICOS/English Language Courses					
Course Name	Course Code	Course Duration	Enrolment Fee	Tuition Fee	Material Fee
General English	092866K	4 – 48 weeks	\$250	\$335/week	\$270 maximum
English for Academic Purposes	092867J	12 – 48 weeks	\$250	\$325/week	\$270 maximum

Students are allowed to pay any Diploma or Graduate Diploma Courses tuition fees in four (4) and Advanced Diploma Courses fees in six (6) equal instalments.

## 7. Supplementary Fees for 2024

Item	Fee
Enrollment Fees (Non- Refundable)	\$250.00
Re-issue or Replacement of Student ID card	\$30.00
Re-Issue or Replacement of Certificate/ Statement of Attainment	\$50.00
Re-Issue of CoE after expiry Date or Cancellation	\$250.00
Assessment Resubmission Fee (after 2nd Attempt) or Late Submission Fee	\$50.00/ assessment
Assessment Re-Submission (after the end of term)	\$100.00/ assessment
Assessment late submission fee after issuance of ITR	\$150.00/ assessment
Appeal of Assessment / Re-assessment	No charges
Change of Class Group or Campus	\$200.00/ Change
RPL – Per Unit of Competency	\$350.00
Administration Fee (if applicable)	\$250.00
Late Payment of Tuition Fees	\$100.00/ instalment
Debit Card Transaction Fee	\$0.88
Credit Card payment surcharge (min. \$0.88)	\$3%

Please note all supplementary fees are payable in advance of the process of request.

## 8. Further Information and Assistance

- 8.1. Students should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of admission made by SCSB.
- 8.2. Student assistance is available by contacting SCSB Reception or the Academic Coordinator
- 8.3. Students may make an appointment with the Student Support Coordinator for assistance with their request relating to this Policy and its related Procedures.

8.4. Contact details for the School are outlined as follows:

**Bankstown Campus**

Phone: +61 2 9633 3287  
 Address: Level 6, 2 Meredith Street,  
 BANKSTOWN NSW 2200  
 Email: [admin@scsb.nsw.edu.au](mailto:admin@scsb.nsw.edu.au)

**Document and Version Control**

<b>Version</b>	1.3
<b>Date Effective</b>	30 January 2023
<b>Review</b>	This Policy will be reviewed in accordance with the SCSB Policy Review Schedule
<b>Approved By</b>	Principal
<b>Approval Date</b>	16 January 2023
<b>Policy Owner</b>	Southern Cross School of Business
<b>Policy Contact</b>	Principal/ Student Support Coordinator
<b>Related Standard</b>	ASQA User's guide to Standards for RTO's 2015 Chapter 2- Clause 5.3
<b>Related Documents</b>	Southern Cross School of Business- Refund Policy