



## Fee Payment Policy & Procedure

Normally, we expect our students to pay one year or six month's fees in advance. However, in some circumstances we may allow a student to pay by instalments. This would need to be approved by the CEO or the Sales & Marketing Manager. UIC takes a proactive approach in helping students to pay their fees by the due date.

The fee payment process is as follows.

**The first fee payment** is 6 months fees (plus the OSHC premium for International Students). Payment is made after the student contract has been signed and returned. A receipt will be issued outlining the amounts paid, the next amount payable and the next due date for payment.

**After completion of the first six months, students are able to choose to pay their fees in one of two ways:**

**1. Payment in full**

To ensure fees are paid in a timely manner, a reminder notice will be sent two weeks before the due date. Students must make the fee payment on or before this date. Any payment made after the due date will incur a late fee of \$10 per day. Please refer to the *Non-Payment or Late Payment of Fees* at the end of this policy.

**2. Payment by instalment**

Course fees may be paid in instalments where approved by UIC. A student communication record form will be kept to outline the agreed dates and payment amounts. As instalment payments involve additional administration, a non-refundable administration surcharge of \$100 applies. This surcharge is paid in full with the first instalment.

Any instalment payment made after the due date will incur a late fee of an additional \$10 per day. Please refer to the *Non-Payment or Late Payment of Fees* at the end of this policy.

### Payment methods

You can pay your tuition fees by one of the following methods:

#### Onshore students (Local or International)

- **In Person at the Administration Office**

Payment by cheque, or credit card can be taken at the Administration Office upon presentation of your statement of fees between 9am and 4.30pm Mondays to Fridays at:

Unique International College  
Level 1/60 South Street  
Granville NSW 2142

- **Direct Deposit via the Internet or Commonwealth Bank**



# Unique International College

*Education for life..*

Bank Name: Commonwealth Bank of Australia  
Account Name: Unique International College  
BSB Number: 062121  
Account Number: 10745921

- **Mail**

Ensure you enclose your entire Statement, to enable a receipt to be issued. Payment is restricted to credit card and bank cheque or Bank Draft made payable to: *Unique International College* in Australian dollars. We also accept Australia Post money orders and personal cheques that are drawn on an Australian bank. These are to be mailed to:

Unique International College  
PO Box 574  
Granville NSW 2142

The student's name must be written clearly on the back of the cheque.

### Offshore students

- **TT(Telegraphic Transfer) or Bank Transfer or direct deposit to the following account:**

Bank Name: Commonwealth Bank of Australia  
Account Name: Unique International College  
SWIFT CODE: TBAAU2S  
BSB Number: 062121  
Account Number: 10745921

Please use the Student's ID number as a reference.

- **Mail**

Ensure you enclose your entire Statement, to enable a receipt to be issued. Payment is restricted to credit card and bank cheque or Bank Draft made payable to: *Unique International College* in Australian dollars. We also accept Australia Post money orders and personal cheques that are drawn on an Australian bank. These are to be mailed to:

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### **Non-Payment or Late Payment of Fees**



# Unique International College

*Education for life..*

Failure to pay fees according to the payment guidelines may result in a student's enrolment being cancelled. For International students this may breach Student Visa Condition 8202 which will result in cancellation of the student visa.

The student will be sent a *Final Notice* on the 1<sup>st</sup> day after payment is due outlining the amount due, the payment date and methods of payment accepted. The notice will also remind the student of the late fee and possible cancellation of their enrolment.

For International students, if the fees are not paid within 7 days of the reminder notice, the student will be issued with a *Letter of Intention to Report for Non-Payment of Fees*.

The *Letter of Intention to Report for Non-Payment of Fees* will include an Appeal Form. The student has 20 working days to appeal the Intention to Report. If no appeal is received within 20 working days, the student will be reported to DEEWR via PRISMS for breach of Student Visa Condition 8202. This may result in the student visa being cancelled.