

## Fees schedule: 40638SA Graduate Diploma of Diagnostic Medical Ultrasound (General Discipline)

This schedule outlines the tuition fees and other charges associated with the abovementioned course.

1. Application fee (non-refundable)	\$ 200.00
2. Enrolment confirmation fee to secure a placement in the course (non-refundable)	\$ 1 000.00
3. Materials fees (including GST)* (non-refundable and payable on enrolment confirmation)	\$ 1 100.00
4. Course tuition fees for the 2 year course	\$42 000.00
<b>Total amount payable for entire two year course</b> Items 1-3 are non-refundable	<b>\$44 300.00</b>
<b>Payment options for course tuition fees (item 4):</b>	
<b>Option 1:</b> 2 payments of \$20 500.00 due by day 1 of each academic year. Total course tuition fees of \$41 000.00.	
<b>Option 2:</b> 4 payments of \$10 500.00 each instalment due on the first day of terms 1 and 3 in year 1 and year 2 total of \$42 000.00	
<b>Option 3:</b> <i>This option is only applicable for self-funded students</i> First year payment: \$500.00 on first day of course commencement then \$932.00 per fortnight during the study period (deductions to start 2 weeks after course commencement for 22 payments paid fortnightly) Total tuition payment of \$21 004.00 for year 1.  Second year payments: \$1500 on first day of year 2 course commencement then \$886.00 per fortnight for 22 fortnights for second year of study (deductions to start 2 weeks after course commencement of second year for 22 payments paid fortnightly) Total tuition payment of \$20 992.00 for year 2.	
<b>Option 4:</b> Finance plan. Please contact us at AIHE to discuss financial planning options that may be available to you.	
<b>Other fees</b>	
Late amendment to enrolment	\$50.00
Transcript of Academic Record	\$70.00
Duplicate Testamur	\$90.00

\*materials fees includes provision of core textbooks and the loan of additional textbooks as required. Materials fee also includes the provision of one AIHE student uniform shirt, internet use on campus and supply of learning materials as required to complete the course. The materials fees does NOT cover the supply or use of a computer which must be supplied by the individual student.

Payment method is via Electronic Funds Transfer (EFT)

AIHE Account Name	AIHE
BSB Number	062 438
Account Number	1023 1114
please state clearly your name on the transfer	

If you have any queries regarding payment please contact AIHE on 1300 656 036 or [info@aihe.edu.au](mailto:info@aihe.edu.au)

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### Purpose and Scope

The purpose of this Rule is to establish approved principles for the administration of fees and charges.

### Scope

1. This Rule applies to:
  - Commencing and continuing fee paying students;

### Definitions

2. Census Date means:
  - the date prescribed by AIHE as the date on which a student's enrolment is taken to be finalised. Students cannot enrol or withdraw from units after Census Date without significant academic and/or financial penalties;
3. Domestic student means:
  - Australian citizens
  - New Zealand citizens (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or
  - holders of an Australian permanent visa who are residing in Australia

### Rules

4. The AIHE reviews and revises its fees and charges on an annual basis.
5. Students will be advised of their applicable tuition fees each study period. Payment of applicable fees is a pre-requisite for the confirmation of enrolment by the AIHE.
6. Any student who is indebted to the AIHE may be subject to the imposition of student sanctions.

### Procedures

#### Calculating Fees and Charges

7. The Director will calculate monies owing by the student or the AIHE in accordance with the provisions of this Rule and Procedures and where necessary:
  - require payment; or
  - authorise a refund in accordance with the Refunds and Remissions Procedures.
8. Fees payable in accordance with the relevant Schedule will be levied each study period on the basis of the student's enrolment, or intended enrolment, for that study period.
9. No change in amount of fees payable will occur after Census Date of the relevant study period.

#### Time for Payment

10. Unless the Director otherwise directs, fees listed in the Schedule will be paid in full on or before the advertised due date for the relevant study period unless a later date is specified on the relevant invoice.

#### Director Powers if Fees Unpaid

11. If any fee (including administrative charges) payable by a student remains unpaid after the Time for Payment date, the Director, may sanction, cancel or refuse the student's enrolment at any time thereafter..
12. Where enrolment has been cancelled or refused, a student may be reinstated upon payment of all outstanding fees and administrative charges before the final date for reinstatement as determined by the Director.
13. A student whose enrolment remains cancelled or refused after the final date for reinstatement or whose enrolment is cancelled pursuant to clause (11):
  - will not be permitted to be enrolled unless and until:
    - authorised by the Director in special circumstances; and
    - the student has complied with any condition imposed by, and at the discretion of, the Director;
  - will not attend any class or be entitled to sit for any examinations or be awarded any assessment grade; and
  - will, unless the Director otherwise directs, remain liable for any administrative charges imposed prior to the date of the notice of cancellation, but may at the discretion of the Director be granted a refund of any amount which may have been paid in excess thereof.

### Student Sanctions

#### Failure to Pay Charges

14. A student who is sanctioned will be issued with a sanction notice requesting that the student take immediate action to resolve the outstanding obligations. Failure to resolve the outstanding obligations by the date specified on the sanction notice may result in cancellation of enrolment.

#### Student Sanctions

15. Student sanctions may be imposed by the Director following consultation with appropriate staff. Student sanctions may take the form of one or more of the following:
  - preventing enrolment;
  - withholding final grades;
  - non-issue of a Transcript of Academic Record, or Testamur.

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### Special Consideration

16. In exceptional circumstances, where the imposition of student sanctions would be inappropriate having regard to the circumstances, the Director may direct that:
  - student sanctions not be imposed;
  - student sanctions be removed or varied; or
  - conditions for discharging the student's indebtedness to the AIHE be renegotiated.
17. An application for special consideration, setting out the facts upon which the student relies and any corroborative evidence, will be made in writing to the Director normally within 10 working days of the date of formal notification to the student of the imposition of student sanctions.
18. The Director will respond to the application for special consideration, normally within 10 working days of the receipt of the application.

### Appeal

19. A student may appeal against any decision made under this rule. An appeal will be made in writing to the CEO normally within 20 working days of notification of the relevant decision.
20. The CEO will rule on the appeal and inform the student in writing of the ruling, normally within 10 working days of receipt of the appeal.

### Special Cases to be determined by the Director

21. The Director has authority to resolve, at his or her discretion, any fee related matter where special circumstances apply or where not specifically provided for in this Rule and Procedure.