

Candidate Fees and Tuition Assurance



Policy P13

voice of the profession

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Purpose

This policy sets out the Institute of Internal Auditors-Australia's (IIA-Australia) requirements for charging, collecting and refunding of candidate fees.

Scope

- ❖ Terms and conditions of the Graduate Certificate in Internal Auditing

Definitions

P13.1	IIA-Australia Student Member	Those engaged in full-time study at universities or colleges who are financial with IIA-Australia.
P13.2	IIA-Australia Member	Current financial members of IIA-Australia.
P13.3	Special Consideration	The IIA-Australia will provide access to special consideration where academic performance has been adversely affected by illness or other serious cause beyond the candidate's control (Refer Policy P5: Candidate progression, exclusion and graduation).
P13.4	Enrolment period	8 weeks prior to module commencement

Policy statement

This policy aims to ensure that candidates understand the fees charges and tuition assurance available when undertaking the Graduate Certificate in Internal Auditing with the IIA-Australia.

It also establishes:

- ❖ the rules on the charging of fees for candidate admission and enrolment and for the refund of course-related fees
- ❖ the terms and conditions associated with fees and refunds, to which candidate agree when accepting an offer from IIA-Australia.

Tuition assurance

The IIA-Australia is a member of the Australian Student Tuition Assurance Scheme (ASTAS) offered by the Australian Council for Private Education and Training (ACPET).

ACPET offers tuition assurance protection to students in the event that a student is unable to complete a course as a result of the insolvency of a provider (in this case, IIA-Australia). Tuition Assurance relates to that portion of a student's tuition fees that were paid in advance of that tuition.

The Scheme offers two choices. When an organisation ceases to trade, students can request to continue their study in a comparable course with an alternative provider (if available), or to discontinue with their studies and obtain a refund for the fees prepaid but unutilised.

The ASTAS is underpinned by an Insurance Policy and all refunds are carried out in accordance with this policy. The Insurance Policy does not provide for the full refund of all fees as at the date of payment of those fees. Rather, the policy operates based on the effluxion of time, from the commencement of your enrolment to your expected completion date.

The policy will pay out the proportion of your course fees, calculated from the date of your provider's insolvency. That is, the proportion of unutilised fees left as at the date of insolvency. This effectively means that if you paid 100% of your course fees in advance and are half way through the time agreed for your course, you would receive 50% of your fees, subject to the other terms and conditions in the policy.

Membership

By enrolling in a module of the GradCertIA, candidates who are not current financial members will automatically be registered as a 'GradCertIA non-member' of IIA-Australia for the duration of their candidature and receive access to all necessary resources for the program. This does not include other member benefits such as discounts for events and courses.

Fees for GradCertIA

The fee for each module of the Graduate Certificate in Internal Auditing is published on the IIA-Australia website www.iaa.org.au Fees must be paid in full on enrolment. The enrolment period commences eight weeks before the module commencement date.

Late enrolment fee

A late enrolment may be accepted by the Registrar with a fee. The fee is published on the IIA-Australia website.

Goods and Service Tax (GST)

Education fees do not attract the Australian Goods and Services Tax.

Special consideration

Deferrals and refunds

Candidates wishing to defer their candidature must apply to the Registrar. Applications must be in the form of a statutory declaration setting out the circumstances they wish to have considered according to the special consideration criteria (refer definitions above) with supporting evidence attached.

If the Registrar receives the application:

- ❖ prior to the start of semester and confirms in writing that 'Special Consideration' has been approved, the candidate is able to defer (fees will be held in credit for 12 months then forfeited)
- ❖ once the semester starts and up to Week 4, and confirms in writing that 'Special Consideration' has been approved, the candidate is able to defer (in this instance 20% of the module fee will be deducted and the balance held in credit for 12 months then forfeited)
- ❖ after Week 4 and up to week 8, and confirms in writing that 'Special Consideration' has been approved, the candidate is able to defer (in this instance 50% of the module fee will be deducted and the balance held in credit for 12 months then forfeited).
- ❖ After week 8 (the census date) no deferrals are possible. No fees will be refunded.

Withdrawals and refunds

Candidates wishing to withdraw their candidature must apply to the Registrar. Applications must be in the form of statutory declaration setting out the circumstances they wish to have considered according to the special consideration criteria (refer definitions above) with supporting evidence attached.

If the Registrar receives the application:

- ❖ prior to the start of semester and confirms in writing that 'Special Consideration' has been approved, the candidate is able to withdraw (fees will be refunded less 10%)
- ❖ once the semester starts and up to Week 4, and confirms in writing that 'Special Consideration' has been approved, the candidate is able to withdraw (fees will be refunded less 30%)
- ❖ after Week 4 but before Week 8, and confirms in writing that 'Special Consideration' has been approved, the candidate is able to withdraw (fees will be refunded less 60%)
- ❖ after Week 8, no fees will be refunded.

Withdrawals will be received up to the major assignment due date. If a request for withdrawal is not made by this date, a case for 'Special Consideration' must be lodged within 10 working days or the student will receive a fail grade.

Special consideration not granted

If special consideration for deferment or withdrawal is not granted, the Registrar will advise in writing the outcome of the candidate's application.

If confirmed prior to the module commencing, the module fee will be refunded less 40%.

If confirmed once the module commences and up to Week 4, the module fee will be refunded less 50%.

After Week 4, there will be no refund of module fees if a candidate withdraws from the module and special consideration is not granted.

Funds held in credit

Funds held in credit cannot be applied to other courses run by the IIA-Australia.

Rules for exclusion

If a candidate is found to have violated the Code of Academic Conduct (Refer Policy P14) they may be excluded from the course and fees may be forfeited.

Transfers

Fees paid for a module enrolment can be transferred to another candidate from the paying organisation. Please notify the Registrar in writing of your request for transfer prior to the commencement of the module. No replacement material will be provided.

Membership fee

Graduates of the Graduate Certificate in Internal Auditing can apply for membership of the IIA-Australia and use the post nominal PMIIA (Professional Member of the IIA-Australia).

The membership fees are available on www.iaa.org.au

Responsibility

CEO

The CEO is responsible for setting the fees and terms and conditions of the Graduate Certificate in Internal Auditing.

Registrar

The Registrar is responsible for:

- ❖ receiving and considering all applications for special consideration and, where necessary, escalating to the Candidate Conduct and Appeals Committee
- ❖ notifying the candidate in writing of the outcome of the request for special consideration
- ❖ advising candidates of fees for modules and refund amounts.

Education Manager

The Education Manager will convene a panel of the Candidate Conduct and Appeals Committee to consider cases of 'Special Consideration' including deferrals, as required.

Candidate Conduct and Appeals Committee

The Candidate Conduct and Appeals Committee is responsible for receiving, hearing and providing rulings in accordance with its Terms of Reference.

Key contact

The Registrar
The Institute of Internal Auditors-Australia
PO Box A2311
Sydney South NSW 1235

Telephone: **+ 61 2 9267 9155**
Facsimile: **+ 61 2 9264 9240**
E-mail: education@iia.org.au
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Level 7/133 Castlereagh Street
Sydney NSW 2000 Australia

Legislative context

- Higher Education Standards Framework (Threshold Standards) 2015

Associated documents

- Policy P2: Candidate Selection and Admission
- Policy P3: Records and Document Management
- Policy P5: Candidate Progression, Exclusion and Graduation
- Policy P14: Code of Academic Conduct
- Procedure R2: Candidate Academic Records Management
- Charter of the Education Committee and Terms of Reference of its sub-committees.

Version

Version No	Date	Document Location	Name of Person	Comments
V1	September 2015		CEO	Revised version
V2	29 Nov 2016		CEO	Editing; updating of legislation
V3	January 2017		CEO	Updating for HES Framework 2015
V4	November 2018		CEO	Updating for Tuition Assurance and minor corrections
V5	December 2018		AS	Update email address

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