

Candidate Fees and Tuition Assurance

Policy P13

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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.
P13.4	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

Tuition Assurance relates to that portion of a candidate's tuition fees that were paid in advance of that tuition.

Contact IIA-Australia for updated information regarding Tuition Assurance.

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 (unless they become a member whilst studying) 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 tuition 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 upon enrolment. The enrolment period commences eight weeks before the semester commencement date. Specific dates are published on the IIA-Australia website.

Late enrolment fee

Late enrolments accepted by the Registrar attract an additional fee. The late enrolment fee amount is published on the IIA-Australia website.

Goods and Service Tax (GST)

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

Deferrals

Candidates wishing to defer their candidature following the start of the semester must apply to the Registrar. Applications must be in the form of a statutory declaration setting out the circumstances they wish to have considered with supporting evidence attached.

If the Registrar receives the application:

- ❖ after the start of semester and up to Week 4, and confirms in writing that deferral has been approved, the candidate is able to defer. In this instance, 20% of the module tuition fee will be deducted and the balance held in credit for 12 months. Credits will be forfeited if not used within 12 months.
- ❖ after Week 4 and up to Week 8, and confirms in writing that deferral has been approved, the candidate is able to defer. In this instance, 50% of the module tuition fee will be deducted and the balance held in credit for 12 months. Credits will be forfeited if not used within 12 months.
- ❖ after Week 8 (the census date), no deferrals are possible. No tuition fees will be refunded if a candidate withdraws from a module after Week 8. Candidates who have not submitted their Assignment 2 without deferring or withdrawing from the module will be awarded a 'Fail' grade for the module.

Deferrals are permitted for a maximum of 12 months. Candidature is put on hold during deferral. A candidate may defer a maximum of **two** times during their candidature.

Withdrawals

Candidates wishing to withdraw from 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 criteria with supporting evidence attached.

If the Registrar receives the application:

- ❖ prior to the start of semester and confirms in writing that withdrawal has been approved, the candidate is able to withdraw. In this instance, module tuition fees paid will be refunded less 10%.
- ❖ once the semester starts and up to Week 4, and confirms in writing that withdrawal has been approved, the candidate is able to withdraw. In this instance, module tuition fees paid will be refunded less 30%.
- ❖ after Week 4 but before Week 8, and confirms in writing that withdrawal has been approved, the candidate is able to withdraw. In this instance, module tuition fees paid will be refunded less 60%.
- ❖ after Week 8, no tuition fees will be refunded.

Applications for withdrawals can be made up to the Assignment 2 due date. If a request for withdrawal is not made by this date, the candidate will receive a fail grade for the module except in cases where an application for special consideration is lodged and approved within 10 working days of the due date.

Candidates who have withdrawn from the Graduate Certificate in Internal Auditing are required to submit a new application for entry into the course should they wish to resume the course at a later date. Recognition of prior learning may apply in cases where the module/s were completed within the last two years and the course content has not significantly changed in this time. All applications for recognition of prior learning in these cases will be assessed on a case by case basis.

Funds held in credit

Funds held in credit by the IIA-Australia from tuition fees refunds cannot be applied to other courses run by the IIA-Australia, except in exceptional circumstances.

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 tuition fees may be forfeited.

Transfers

Tuition fees paid for a module enrolment can be transferred to another candidate from the paying organisation prior to commencement of the semester. Please notify the Registrar in writing of your request for transfer prior to the commencement of the semester. 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).

Membership fees are available on the IIA-Australia website: www.iaa.org.au

Responsibilities

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 deferral and withdrawal and, where necessary, escalating to the Candidate Conduct and Appeals Committee
- ❖ notifying the candidate in writing of the outcome of the request for deferral or withdrawal
- ❖ 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 applications for deferrals and withdrawals, 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
Website: www.iia.org.au

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
V6	November 2020		EC	Changes to Tuition Assurance Clarifications to withdrawal and deferral processes

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