



New England College is the trading name of **New England Institute of Technology Pty Ltd**

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Student Payment Policy

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Location

Melbourne Campus

Level 5, 190 Queen Street

Melbourne, VIC Australia 3000

Postal Address

PO Box 7185

East Brisbane, QLD Australia 4169

Document Control

Version History

Version	Date	Description
V1.0	03.02.2020	Policy defined and created
V2.0	04.11.2022	Review and minor update including address

Review Process: This policy shall be reviewed annually in compliance with education industry standards including the Standards for Registered Training Organisations (SRTOs) 2015, the ESOS Act 2000 and the National Code of Practice for Providers of Education to Overseas Students 2018 and the ELICOS Standards 2018.



Policy Statement

New England College requires students to pay all course fees as per their invoice/contract/written agreement by the due date. Failure to pay fees on time will result in additional late fees and can lead to the suspension or cancellation of enrolment.

Scope

This policy applies to all students of New England College. This policy applies to any fees payable with respect to the course(s) of study, including tuition and non-tuition fees.

Procedure

Payment	Penalty
On or before the due date	No penalty
After the due date	\$250 late fee Additional \$36 per day, or part thereof, that fees are owing until all outstanding fees are paid in full.

Students will receive a phone call and reminder email when fees first become overdue.

Once fees reach seven (7) days overdue, an official warning letter will be sent via email under the New England College Deferment, Suspension and Cancellation Policy and Procedure.

- 7 days late – first official warning letter
- 14 days late – second official warning letter
- 30 days later – notice of intention to cancel enrolment (NOITC)

If fees remain outstanding then further action may be taken, including cancellation of the student's enrolment.

Related Policies

New England College Deferment, Suspension and Cancellation Policy and Procedure.

New England College Student Code of Conduct.

Available on the New England College website www.nec.edu.au.