



AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

Terms and Conditions of Enrolment for International Students

Category: Administration (ADM)

1. Purpose

The Australian Institute of Higher Education Pty Ltd (“AIH” or “the Institute”) ensures that all international students are aware of all the academic and administrative conditions that apply to international students who are enrolled to study at AIH Higher Education.

2. Fees, Course and Timetables

- 1) The Institute reserves the right to vary its fees at any time.
- 2) Timetables are subject to change. Students are enrolled into their units each semester according to their course sequence, course structure, prerequisites, and advanced standing awarded. This may entail different number of days and times they have to be on campus each semester according to each semester’s timetable.
- 3) Students who meet course entry requirements are not allowed to defer to undertake another course at another institution once the semester has commenced.

3. Course Requirements and Payment Policy

- 1) Prospective students must provide evidence of 6.0 IELTS or equivalent to commence the principal course (please refer to section 8.1 Entry Requirements, AIH Student Admission Policy), as well as academic entry requirements;
- 2) Change of course incurs a \$100 administration fee and must be requested before the semester commences;
- 3) Commencing students must complete and pay a minimum of 4 units of the principal course before applying to transfer to another provider;
- 4) If the student has nominated an authorised agent, AIH Higher Education will honour that agent until the completion of the enrolled course;
- 5) Tuition fees are to be paid in accordance with the payment schedule as set out in this offer; according to the ESOS Tuition Protection Service, prepayments for each study period must be collected no more than two weeks prior the start of each study period at AIH Higher Education;
- 6) COEs will only be issued once payment has been cleared and appear in AIH’s bank account;
- 7) Students have to commence their course within the agreed starting date as entered in their COE or the Australian government may be notified of the student’s default;
- 8) A student’s enrolment can be cancelled due to unsatisfactory course progress, non- attendance, academic misconduct or non-academic misconduct;
- 9) Debt collectors may be engaged to recover any unpaid fees;

- 10) Students who have not paid the required tuition fee by the due date will be sent a warning letter warning them of their non-financial status. If the student does not pay within the specified date, their enrolment will be cancelled and the student may be reported to DIAC for “non-payment of fees”.
- 11) Students may apply for reinstatement of enrolment subject to approval by AIH. A reinstatement fee will apply.

4. Application for Advanced Standing

- 1) You may be eligible to receive up to 0 units of Advanced Standing toward the Bachelor of Business (069532B).
- 2) All requests for Advanced Standing credits have to be applied for/ requested prior to commencing your study at AIH Higher Education. AIH reserves the right to not process any further requests for Advanced Standing once your studies have commenced as this will change your COE and units to be studied.
- 3) Please note: Upon enrolment, the number and units of Advanced Standing received will be formally assessed and finalised by the Executive Dean toward your course upon submission of verified documentation and an Application for Advanced Standing. The advanced standing noted above is based upon the maximum available for previous study completed in recognition of prior study. The amount and type of advanced standing subsequently given does not take into account the individual student’s need to be assessed for advanced standing in line with acceptance by other professional or academic purposes for current / and/ or proposed immigration requirements.

5. Version Control

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