

**FEE DETERMINATION,  
COLLECTION AND STUDENT  
REFUND**

**PURPOSE**

To define the Montessori World Educational Institute (Australia) Inc. (hereafter referred to as Montessori Institute) financial determination, collection, recording and refund of student fees.

**SCOPE:**

This process applies to all educational products and services delivered by Montessori World Educational Institute (Australia) Inc

**RELATED DOCUMENTS:**

Tertiary Education Quality and Standards  
Agency Act 2011  
Threshold Standards 2015  
Higher Education Support Act 2003  
Education Council

Financial Management P.003  
Enrolment P.009  
Withdrawals/ Refund Register  
Schedule of Fees  
Enrolment Forms

**STEP  
#**

**PROCESS**

1.	<b>Determination of Fees</b> Fees and charges are determined annually or more frequently if needed, by the Board of Management on recommendation from the Treasurer and the National Director.
2.	<b>Collection of Fees – General</b> Fees will be charged in accordance with Montessori Institute current schedule of fees and charges by the Accounts Manager.  All students will be advised of all current charges associated with a course prior to enrolment.  Qualifications will not be issued while fees are left outstanding.
3.	<b>Collection and Recording of Fees Payments</b> Monies will be collected by the Administrative staff with applicable enrolment/registration forms.  All payments received are entered on the Montessori Institute accounting system and a receipt is issued to the client.

**Document Control Information**

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Type	Process	Subject	Fee Collection and Student Refund		
Version	5	Revision Dates	27/1/05	26/6/2013	10/03/2020
Location	Policy and Procedures Manual		22/04/2010	22/6/2016 21/6/17	

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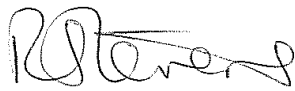
4.	<p><b>Protection of Fees Paid in Advance</b></p> <p>Fees paid in advance will be identified on the Montessori Institute accounting system as current liabilities. Fees subject to a 30 day withdrawal period are to be accounted for separately.</p>
5.	<p><b>Refunds</b></p> <p>Course enrolments are not transferable, except in exceptional circumstances, and fees are not refundable to another person or institution.</p> <p>Students may apply for a refund of the <u>enrolment fee</u> within the time period of <b>30 days</b> from enrolment in the course. There will be no refunds available thereafter.</p> <p>Student may apply for a refund of the <u>curriculum module fee</u> within the time period of <b>30 days</b> from enrolment in the course, providing the workshop has not already been attended. If so, there is no refund available and there is no refund for any module fees paid after the initial thirty days.</p> <p>Students will forfeit an administration fee of \$500</p> <p>Study Guides and any Curriculum material must be returned in pristine condition prior to any refund being calculated. Deductions will be made for any material not returned in pristine condition.</p> <p>All refunded fees are to be recorded in the Withdrawal/Refunds Register.</p>
6.	<p><b>Discounts</b></p> <p>Discounts on Montessori Institute courses may be offered to current staff, upon recommendation from the Educational Director, where a staff member is undertaking a further qualification deemed to be of benefit to the Montessori Institute. The discount may be up to 50% of relevant fees for course enrolment.</p>
7.	<p><b>Review &amp; Evaluation.</b></p> <p>All Montessori Institute Financial Management practices are subject to on-going review and evaluation through Board of Management Meetings.</p> <p>The Accounts Manager will bring all financial management issues identified to the attention of the Treasurer and National Director as part of the Montessori Institute Continuous Improvement Process and Review and Evaluation Process.</p>
8.	<p><b>External Reporting Requirements</b></p> <p>When requested, the Montessori Institute must provide the <b>state registering authority</b> with a full audit report from a qualified independent accountant with membership of the Certified Practising Accountants Australia or the Institute of Chartered Accountants of Australia.</p>

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<b>AUTHORISED BY:</b> Board of Management Chairperson Ineke Oliver 10/03/2020 	<b>ISSUED BY:</b> National Director 
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