

# COURSE TIMETABLE AND FEE SCHEDULE

YEAR		2007	2008	2009	2010**
Semester	1	19 Feb - 15 Jun	18 Feb - 13 Jun	23 Feb - 12 Jun	22 Feb - 11 Jun
	2	16 Jul - 09 Nov	14 Jul - 10 Nov	20 Jul - 13 Nov	19 Jul - 12 Nov
Trimester	A	22 Jan - 04 May	21 Jan - 02 May	19 Jan - 01 May	18 Jan - 30 Apr
	B	14 May - 24 Aug	12 May - 22 Aug	11 May - 21 Aug	10 May - 20 Aug
	C	03 Sept - 14 Dec	01 Sept - 12 Dec	07 Sept - 11 Dec	06 Sept - 10 Dec

## UNDERGRADUATE - COURSE FEES

Course Title	Nominal Duration	Tuition Fees per Unit	Text Books approx.	Uniform*	Total Tuition Fees
<b>BACHELOR OF BUSINESS IN HOTEL AND RESORT MANAGEMENT</b>					
Application Fee					\$200.00
24 units	6 Semesters / 3 Years	\$1,450.00	\$2,400.00	\$450.00	\$32,400.00
<b>BACHELOR OF BUSINESS IN CONVENTION AND EVENT TOURISM MANAGEMENT</b>					
Application Fee					\$200.00
24 units	6 Semesters / 3 Years	\$1,450.00	\$2,400.00	\$450.00	\$32,400.00

## POSTGRADUATE - COURSE FEES

Course Title	Nominal Duration	Tuition Fees per Unit	Text Books approx.	Uniform*	Total Tuition Fees
<b>GRADUATE CERTIFICATE IN HOTEL ADMINISTRATION</b>					
Application Fee					\$200.00
4 units	2 Trimesters / 8 Months	\$1,650.00	\$1,000.00	N/A	\$6,600.00

The above "Course Timetable and Fee Schedule" may be subject to change.

\* Please refer to the "Uniform Details" Schedule.

\*\*Dates are subject to confirmation/change.

This document is also available online.



1. Contract between the Applicant, Southern Cross University (SCU) and the Australian School of Tourism and Hotel Management (ASTHM) hereafter referred to as The School. Upon acceptance of an offer of a place at the SCU & ASTHM a binding contract is created between the applicant, SCU and ASTHM. The applicant undertakes to observe the Conditions of Enrolment and to pay such fees and charges as may be applicable during the period of the applicants enrolment at The School.
2. Payment of Fees and Charges
  - (a) Your Application Fee referred to in the Course Timetable and Fee Schedule included with the application form is not refundable if your application is accepted and you wish to cancel. The Application Fee covers the cost of registration and programming of courses for applicants.
  - (b) All fees and charges are payable in Australian Dollars prior to the commencement of the course or on the dates specified by The School.
  - (c) All late fees will incur a penalty interest charge of 8% calculated on the outstanding amount. Interest will be accumulated on a daily basis.
3. Safeguarding applicants Fees Paid in Advance
 

All fees received are deposited in the ASTHM Student Fees Account and are drawn upon in accordance with Australian Accrual Accounting Standards and statutory requirements under Federal and State Acts. ASTHM is also a member of the Tertiary Assurance Scheme.
4. Refund Policy
  - (a) The Application Fee and Accommodation Booking Fees are non refundable.
  - (b) Any notification of withdrawal must be in writing.
  - (c) If the applicant applies for, but is unable to obtain a student visa through no fault of their own, all course fees paid will be refunded in full, less \$230 for administrative charges. Written confirmation from the Australian High Commission of visa refusal is required to be submitted to The School prior to the refund of any fees.
  - (d) A semester is of 17 weeks duration. Each semester comprises 13 teaching weeks, 2 non-teaching weeks and 2 assessment weeks.
  - (e) A trimester is of 15 weeks duration. Each trimester comprises 13 teaching weeks and 2 assessment weeks.
  - (f) In the event that the applicant withdraws from a course the refund policy will apply as follows:
    - i) Notification more than 10 weeks before the commencement date, course fees paid will be refunded in full less \$470 for administrative expenses.
    - ii) Notification more than 4 weeks and up to 10 weeks before commencement date, 70% of a semester/trimester's fees paid will be refunded.
    - iii) Notification 4 weeks or less before commencement date, 40% of a semester/trimester's fees paid less \$470 for administrative expenses will be refunded.
    - iv) Notification after commencement date and during the first four weeks, 30% of a semester/trimester's fees paid less \$470 for administrative expenses will be refunded.
    - v) Notification after the 4th week, no refund will be paid and any outstanding fees for the semester/trimester will be payable to The School on demand.
  - (g) If The School withdraws an offer, fails to provide the program offered or terminates an education service:
    - i) Before the commencement date, all course fees paid will be refunded in full unless the offer had been based on incorrect information from the applicant, in which case an administrative charge of \$230 is non refundable.
    - ii) After the commencement date, a refund, pro rata, of the unearned portion of the semester/trimester's fees paid will be refunded.
  - (h) If The School withdraws an applicant from an education service because the applicant has seriously breached the international student visa conditions or the Rules of The School, no refund of the semester/trimester's fees paid will be given.
  - (i) The Grievance Resolution policy of The School does not circumscribe the applicant's right to pursue other legal remedies.
  - (j) Any fees, costs or disbursements incurred in debt recovery for unpaid course fees will be the cost of the applicant or the applicants guarantor.
5. Student Obligations
  - a) The applicant will attend all lessons, assessments and examinations during the course and will abide by the rules and regulations of The School at all times.
  - b) The School reserves the right to require the applicant to leave a course or a course unit or subject at any stage if the applicant fails, without good reason, to meet the requirements of Clause 5(a) or if the conduct of the applicant is such that the continued presence would, in the opinion of The School, be detrimental to the satisfactory conducting of the course. In such circumstances any refund of fees is entirely at the discretion of The School.
  - (c) You are required to inform The School immediately should you change your address or telephone number.
  - (d) You are required to meet all selection criteria for the "Intern Studies" prior to any placement into employment taking place.
  - (e) If you wish to request Advanced Standing you must complete the relevant Advanced Standing application form and submit this with your application. Once your enrolment has been accepted, no further Advanced Standing will be granted.
  - (f) Each subject/unit will be formally assessed and the nature and criteria of the assessment are specified in the applicant handbook and course introductory guide.
6. Transfer to other educational institutions or to other courses within The School is granted only in exceptional cases and requires the approval of the Academic Director.
7. In circumstances where the applicant requires urgent medical treatment and it is not possible to communicate with the parent/guardian of an applicant under 18 years of age, The School is authorised to arrange appropriate medical treatment in accordance with the advice of qualified medical practitioners.
8. The School may vary such Conditions of Enrolment as may be necessary to comply with any law or regulation or amendment thereof of the Commonwealth of Australia or the State of Western Australia.
9. The contract between the applicant and The School is governed by the laws of the Commonwealth of Australia and the State of Western Australia.
10. Dependants of The School international students can attend a government or non-government school. Annual fees range from \$4,000 for primary education to \$15,000 for secondary education.
11. The School grievance resolution policy can be found in the Student Handbook which is presented to applicants at Orientation and is available on-line.
12. The School reserves the right to vary the course curriculum and/or timetable without prior notice to you.
13. Declaration of applicant:
  - (a) I declare that the information I have provided on this application is true and accurate in every detail.
  - (b) I have read and fully understand the syllabus of the course for which I am applying.
  - (c) I have read, understood and agree to abide by the Conditions of Enrolment as set out on this application, and that these conditions were made available to me in my own language at my request.
  - (d) I understand that upon acceptance of this application a binding contract exists between The School and the applicant or applicants guarantor, the terms of which apply to this and any subsequent course, semester or trimester.
  - (e) I agree that The School may disclose my personal information to registration authorities, service providers or affiliated education institutions that perform services on our behalf.
  - (f) I agree to The School identifying and publishing my name and any of my images captured in The School's promotional materials.
  - (g) I understand that this agreement does not remove the right to take further action under Australia's consumer protection laws.