

Tuition Fee Payment Continuing Students

Guidelines

1. All tuition fees due for Trimester 3, 2014 must be paid in full by **4:00pm Friday, 17 October 2014** to allow students to re-enrol from Saturday, 18 October 2014 to Friday, 7 November 2014.
2. Fees not paid by 20 October 2014 will incur a late penalty fee of A\$200.
3. Exemptions to late penalties will only be given in specific circumstances that are known and approved by Deakin College eg. student excluded awaiting a decision on their show cause.
4. **Fee Payment Extensions**
Fee payment extensions are only available in extreme and exceptional circumstances. eg. an event in a student's home country or personal trauma. The request for an extension must be supported by documentation and a letter from parents. A letter must be emailed explaining the reasons for the fee extension to:

Deakin College Student Finance
Email: dcoll-finance@deakin.edu.au
5. **Non Eligibility of Fee Payment Extensions**
Students not eligible for an extension:
 - Students in their first semester of study at Deakin College;
 - Students with unsatisfactory course progress; or
 - Students who have a record of late payment of fees.
6. **Application for fee extension must be made prior to 17 October 2014.**
An administrative fee of A\$100 will be incurred. A condition of the agreement includes two 50% instalments.
 - 1st instalment due 17 October 2014;
 - 2nd instalment due 21 November 2014.
7. **Appointments for Agreement**
 - Students must have a letter from parents;
 - Upfront payment of 50% of tuition fees; and
 - Payment of A\$100 administrative fee.

Appointments will be between Monday, 13 October 2014 and Friday, 17 October 2014 from 11:00am and 12:00pm. Please make your appointment at Reception.

8. Students who fail to enrol by Friday, 7 November 2014 will have their enrolment cancelled. For overseas students, this will result in Deakin College reporting to the Department of Education and the Department of Immigration and Border Protection (DIBP) their discontinuation of studies. This may have implications on those students' visas.