



Fee Payment Policy - Domestic Students (full and part fee paying)

This policy applies to all domestic full and part fee paying students. This policy does not apply to VET FEE-HELP students.

1. Payment of Fees

Students pay fees by the semester and this is referred to as their tuition fee. The tuition fee must be paid in full on or before the census date.

Any domestic student that opts to partly pay for the fees upfront and the remainder as VET FEE-HELP must pay the part upfront payment on or before the census date.

Students may pay the total course fee in full prior to the commencement of the course and will not be subject to any increase in fees for the duration of the course. However, students who take more than five semesters to complete the course will be subject to any increase in fees for the additional semesters at the International Screen Academy.

Tuition fees may be subject to any increase that is introduced during the period of study at the International Screen Academy. All tuition fees and census dates will be available on the [Fees](#) page of the website.

2. Special Consideration

It is recognised that a student may experience difficulties in their ability to pay their tuition fee on or before the census date and as such they may request Special Consideration.

Requests for Special Consideration must be made in writing to the Managing Director **prior** to the commencement of the semester outlining the reasons and/or circumstances for the difficulties in their ability to pay the tuition fee. The request must also include the expected date for full payment of fees or a request for a payment plan to be established.

If Special Consideration is granted, confirmation in writing will be sent to the student confirming the new due date for full payment of fees or outlining the payment plan for payment of fees.

If Special Consideration is not granted, the student will be required to pay the unit of study fee by a due date that will be determined by the Managing Director.

Generally Special Consideration for an extension of the total unit of study payment is an additional three weeks. Special Consideration payment plans must include an ongoing and regular payment of fees to ensure fees are paid in full prior to the completion of the semester.

3. Fees not paid

If fees are not paid on or before the census date or as outlined in the Special Consideration confirmation students may have their enrolment at the school cancelled.

4. Publication and Version Control

Staff and students are advised of this policy through publication on the ISA's website.

Version	Amendments	Approval	Date Approved
1		Managing Director	16/5/14