

NEW YORK FILM ACADEMY AUSTRALIA

STUDENT FEE PAYMENTS POLICY

This policy has been developed by the New York Film Academy Australia in regard to collecting student fee payments in a timely manner and informing students of the penalties incurred if payments are not made by the due date.

There is an AUD \$65.00 nonrefundable application fee for all Diploma programs; \$50 short term workshops and \$25 for High School Camps. All fees are in AUD.

Application Fee is NOT deducted from tuition.

NYFA Australia accepts a number of fee payments including: bank transfer, direct debit, credit card or eligible students can apply for a VET Student Loan through the Australian government.

Each student accepts the responsibility to make payment of their fees to the school, on the date and of the amount described in their student agreement. NYFA Australia reserves the right to withhold the awarding of certification and all footage material until the student's account is settled. If a student has applied for a VET Student Loan to cover tuition fees, it is the student's responsibility to be aware of census dates as per the NYFA Australia website and their letter of offer.

Possible Additional Fees

Qualification or Statement of Attainment Replacement - \$40

Re-sit of assessment - \$100

Late return of equipment - \$50 per day.

1. The New York Film Academy Australia student tuition fee costs, student equipment fee costs, due payment dates, and information relating to all Financial Obligations and refunds is made available to students at pre-enrolment, enrolment, orientation, re-enrolment, in the Student Handbook and on our website – www.nyfa.edu.au.

2. A student will be deemed as being 'un-financial' when:

2.1 the relevant deposit payment is not made 30 days prior to the start date of the first semester of all Diploma and Advanced Diploma courses. New students who fail to pay the relevant student equipment fee payment 30 days prior to the start date of their new course, will not be accepted for enrolment into the New York Film Academy Australia. This is without exception.

Southport Central Towers, Central 2E, 5 Lawson St., Southport QLD 4215 | t: +61 7 5555 1300 | e: goldcoast@nyfa.edu

NYFA.EDU.AU

NEW YORK FILM ACADEMY

AUSTRALIA

Version 1.0 19.01.18

- 2.2 They default on paying the relevant tuition and/or equipment fees by the due date.
 - 2.3 If you register within 30 days of course commencement you will require to pay the deposit within 7 days.
3. A student deemed as being 'un-financial' will not be permitted to engage in any NYFAA activity, including:
 - 3.1 start of the course if a new student;
 - 3.2 attend classes if a returning student;
 - 3.3 have completed and marked work returned or the result divulged to them;
 - 3.4 sit for or submit assessments;
 - 3.5 participate in any NYFAA production (rehearsals, performances, shoots) that may be in progress;
 - 3.6 borrow resources from the NYFAA library; deny access to internet, computing, printing, student online management portal or email services, or withhold any other service.
 - 3.7 check out any equipment or access the use of campus facilities; or
 - 3.8 receive a qualification or statement of attainment or any other record of their academic result or their show reel/footage.
4. At all times, it remains the responsibility of the student to ensure that fee payments are made promptly in accordance with the fee schedule for their particular course.
 5. All students are expected to pay the full amount required by the due date.
 6. If tuition fees are not paid by the due date:
 - 6.1 The Registrar and Finance Coordinator, or delegate, will meet with the student regarding non-payment of fees and inform them of their suspension from the course until fees are up to date. It is the student's full responsibility and obligation to attend this meeting at which they will be advised of the length of their suspension (up to 14 days) and the available options for remediation of their non-payment of fees.
 - 6.2 Following the meeting, a formal letter will be sent to the student confirming the conditions of their suspension.
 - 6.3 A student can seek written permission from the Registrar and Finance Coordinator for a 14-day extension, in which to make full payment.
 - 6.4 A student who is unable to pay the tuition fees in full by the extension date will meet with the Registrar and Finance Coordinator, or delegate, to be informed of the cancellation of their enrolment, because missing classes would be detrimental to the obligation to attend this meeting at which they will also be advised of the opportunities for appeal.

Southport Central Towers, Central 2E, 5 Lawson St., Southport QLD 4215 | t: +61 7 5555 1300 | e: goldcoast@nyfa.edu

NYFA.EDU.AU

NEW YORK FILM ACADEMY

AUSTRALIA

Version 1.0 19.01.18

- 6.5 International students will be advised of the impact on their visa; and will receive a formal letter of notice of intention to report to the Australian Government Department of Education, confirming the reasons for the intended cancellation.
- 6.6 Fees not paid within 14 days of the original due date (or the given extension due date) may be collected by an appropriate debt collector and any additional charges incurred for collection will also be payable by the student.
- 6.7 A late fee of \$50 may apply for late payment processing.
7. The Registrar and Finance Coordinator reserve the right to deal with individual students who claim exceptional circumstances. The matter must be recorded in the student's file and an immediate arrangement for the discharge of the debt must be agreed upon by a Director of the New York Film Academy Australia.
8. Any current or graduate student who defaults more than twice on a payment plan will be immediately referred to a Debt Collection Agency without exception.
9. NYFAA will maintain full and accurate records of all recovery actions and communications with student concerning outstanding fees. Copies of all correspondence and verbal communication file notes regarding fees must be kept in the student's file.
10. The term Fees and Financial Obligations for Domestic and International Students includes, but is not limited to, the total amount of all monies owed to NYFAA. The Tuition Fees are available on the NYFAA website, www.nyfa.edu.au.
11. Positions Responsible for this policy:
Student Recruitment Manager
Finance Coordinator
Registrar
Academic and Campus Director
12. Grievances about decisions made in respect of outstanding student debt may be raised in accordance with the grievance appeals process.

Southport Central Towers, Central 2E, 5 Lawson St., Southport QLD 4215 | t: +61 7 5555 1300 | e: goldcoast@nyfa.edu

NYFA.EDU.AU

NEW YORK CITY • LOS ANGELES • SOUTH BEACH • FLORENCE • HARVARD UNIVERSITY* • WALT DISNEY WORLD® RESORT* • PARIS* • AMSTERDAM* • MUMBAI • BEIJING* • SHANGHAI* *SUMMER ONLY

NEW YORK FILM ACADEMY — AUSTRALIA —

Version 1.0 19.01.18

Southport Central Towers, Central 2E, 5 Lawson St., Southport QLD 4215 | t: +61 7 5555 1300 | e: goldcoast@nyfa.edu

NYFA.EDU.AU

NEW YORK CITY • LOS ANGELES • SOUTH BEACH • FLORENCE • HARVARD UNIVERSITY* • WALT DISNEY WORLD® RESORT* • PARIS* • AMSTERDAM* • MUMBAI • BEIJING* • SHANGHAI* *SUMMER ONLY