



FEE'S & CHARGES

Bachelor of Music



Australian Guild of
Music Education

01/04/2015 version 8.0

Fees and Charges for AGME 2015

Table of Contents

| | |
|------------------------------|---|
| 1. Introduction..... | 3 |
| 2. Fee Structure..... | 3 |
| 3. Payment..... | 3 |
| 4. Financial Hardship..... | 4 |
| 5. FEE-HELP Assistance | 4 |
| 6. Refunds..... | 5 |
| 7. References..... | 6 |
| 8. Review..... | 7 |

Disclaimer

Information in the publication is correct at the time of printing. This document is valid for the year of publication only. Fees and charges will be adjusted for each year. This document is to be used in conjunction with AGME's Handbooks which provide full details of courses and units.

1. Introduction

This document sets out the statutory charges that apply to HEP courses at the Australian Guild of Music Education (AGME) for the administration of these charges.

AGME students enrolled on Diploma, Advanced Diploma or Bachelor courses are required to contribute towards the cost of their study, paying up-front or partially up-front or defer their FEE-HELP assistance in accordance with the Fees and Charges Policy Guidelines updated annually by the AGME. These fees are collected through the office secretary.

At time of printing, course fees are charged up-front at a cost of \$14,719 per annum full time and \$8,095.45 part time for the Bachelor course with payment plans available. Refer to Levy documents found on the Guild website www.guildmusic.edu.au. Exact costing varies from course to course. Refer to Table 2 below. Refunds are available, where applicable, for students who have paid full fee and withdrawn before or on the AGME census date. See Refunds below.

For further information see below or contact the AGME office on 03 9822 3111.

2. Fee Structure

Once accepted into a course, the Fees per annum stated above are made up as follows:

Instrumental tuition (all instruments including voice)

DVD lecture material

Syllabus lecture and text books

Live tutorials (includes phone/email tuition) Live web cam depending on students internet service agreement, not recommended to students without unlimited download due to fees that they may incur from their provider.

Examinations & Term Reports

Refer to Table 2 below for the fees for full-time and part-time study in the various AGME courses.

Note: Applicants for the AGME should note that an audition/special assessment fee (\$50) will be charged for those applying for courses. For further information please refer to Table 3 below for details of requirements.

There are four terms per year and payments for each term must be made on each administrative date for the following Term dates:

- I. March 1st (First Term)
- II. May 1st (Second Term)
- III. July 1st (Third Term)
- IV. September 1st (Fourth Term)

** Refer to Administrative dates in table 1 as to a guide to what day's payment should be paid, contact the Guild if alternative payment dates can be arranged if there is a need due to unforeseen circumstances arising.*

3. Payment

The fees and charges are due for payment each year at the AGME Kooyong office. Invoices are issued each term and posted to the student. Payment can be made by two forms cheque or Net bank. See below for further details.

Cheque Payments:

Cheques must be made out to 'Australian Guild of Music Education'. **Nothing else is acceptable**, the banks simply will not honour anything else, and we will have to return them to you for replacement.

NETBANK Payment:

The Guild bank account is Westpac

BSB: 033050
Account No: 228055

Procedure:

After you have accessed Net Bank and paid the required amount to the Guild account highlight the receipt displayed on the screen Hold ctrl + c (together) to copy this to the computer volatile memory and paste into an email to the Guild: guild@hotkey.net.au. Place the cursor in the appropriate section of the email and press Ctrl + v (together) to paste.

This inserts the details of the receipt number into the Guild email to the Guild.

Remember to place details of invoice number and your name into your email.

When making net-bank or direct deposit payments from a bank, it is important that we are e-mailed or faxed the receipt. It is often impossible to tell from the bank statement who made a particular payment. Purchased items or password access to text books cannot be sent until we have confirmed payment.

4. Financial Hardship

In cases of financial hardship students may apply to pay by instalments over the duration of their course from the commencement of the year. Students must lodge an application with the AGME secretary Tia Hutujula for fortnightly/term payments. Refer to Levy documents found on the Guild website www.guildmusic.edu.au.

5. FEE-HELP Assistance

FEE-HELP is a loan scheme which assists eligible students (Australian citizens and students on humanitarian visas) to pay their tuition fees. The Australian Government pays the student's tuition fee to the Australian Guild of Music Education on behalf of the student.

Census dates

Census dates are set by AGME for each HEP unit of study provided during the academic year. These dates are set no earlier than 20% of the way through the period of time during which the HEP unit of study is taken. A notice for each census date will be provided to each student who has completed a Request for FEE-HELP assistance.

If a student commences or transfers to a new HEP course of study at the Institute or another provider, they are required to complete a new Request for FEE-HELP. Census dates are published on the Guild website. Please refer to table 1 below (Important dates – Refunds Policy).

Withdrawal from a course

Any student intending to withdraw from a HEP unit of study or a HEP course of study must do so in writing to the Registrar.

Withdrawal from a course – on or before the census date

If a student who has completed a Request for FEE-HELP assistance withdraws from a HEP unit of study, including where the student withdraws from their HEP course of study, on or before the census date, the student will not incur a FEE-HELP debt for that HEP unit of study.

Withdrawal from a course – after the census date

If a student who has completed a Request for FEE-HELP assistance withdraws from a HEP unit of study, including where the student withdraws from their HEP course of study, after the census date, the student will incur a FEE-HELP debt for that HEP unit of study, unless special circumstances arise.

Re-crediting of FEE-HELP balance

Where a student has been unable to complete the requirements of a HEP unit of study and they believe that this was due to special and/or unforeseen circumstances, the student may apply after the census date to have their FEE-HELP balance re-credited.

This application, with supporting evidence, must be submitted in writing to the Registrar of AGME within 12 months of the withdrawal date. Within 21 days of receipt of the application, the student will be advised of the decision in writing.

If the student's request for re-crediting is successful, AGME will notify DEEWR of its decision and will refund to the Commonwealth the amount of FEE-HELP paid to it on behalf of the student.

Review of the original decision

Where a student is not satisfied with the decision, they may apply, in writing, for a review of the decision. This review will be carried out by the Dean. A review will either:

- confirm the decision or
- vary the decision or
- set the decision aside and substitute a new decision

Lodging an Application for Review

To lodge an application for review of a decision the student must submit in writing a request for a review accompanied by any supporting information that may be relevant to the review. The application for a review must be lodged with the Registrar within 28 days from the date of notification of the decision that is the subject of the review.

AGME will acknowledge the receipt of an application for review of a reviewable decision in writing within 14 days of receiving the application for review.

AGME will advise the applicant in the acknowledgement letter that:

- if the reviewer has not advised the applicant of a decision within 45 days of receiving the application for review, the reviewer is taken to have confirmed the original decision and;
- the applicant may apply to the Administrative Appeals Tribunal (AAT) for a review of the decision.

When a review decision has been made AGME will:

- provide the applicant with written notice of the decision and the reasons for the review officer's decision
- provide advice that the applicant may apply to the Administrative Appeals Tribunal (AAT) for a review of the decision and will provide contact details of the closest AAT Registry and approximate costs of lodging an appeal with the AAT.

Administrative Appeals Tribunal (AAT)

The Administrative Appeals Tribunal is an independent body that reviews, on the merits, a broad range of administrative decisions made by Australian (and, in limited circumstances, State) Government ministers and officials, authorities and other tribunals. The Tribunal also reviews administrative decisions made by some non-government bodies. An AGME student may apply for a review of AGME's decision regarding any of the above questions to the Administrative Appeals Tribunal. Information on lodging an application with the AAT is available at its website: <http://www.aat.gov.au/>

or at its Victoria office: (Distance students Note there is offices in each state)

Administrative Appeals Tribunal
Level 16, HWT Tower, Southgate
40 City Road Southbank VIC 3006
PO Box 9955 Melbourne VIC 3001
(03) 9282 8444 (metropolitan area)
1300 366 700 (country areas)

6. Refunds

Refunds for non accredited courses

Refunds will be made in full if the Guild has to cancel a course. The Guild is not responsible for changes in a participant's circumstances. Courses need to be chosen carefully.

If exceptional circumstances occur, written application for a partial refund may be made. This application must reach reception within five working days after course commencement. An administration fee of up to \$25 may be charged for refunds not caused by The Guild. All refunds will be made by cheque.

Refunds for accredited courses

Refunds for an accredited course will only be available for participants as written in the Refund Policy below. All refunds will be made by cheque.

Refund Policy

APPLIES TO ALL STUDENTS

To assist students to make satisfactory financial arrangements, the course fee has been divided into four payments.

- Audition/interview/ Special admission test fee (\$50) is **non refundable**. Examiner/s will be present during audition/interview.
- Students who would be eligible to access FEE-HELP assistance are recommended to request forms at audition/interviews or by phone. Documentation should be submitted on the Administrative date/audition/interview/enrolment days, students will be notified of the outcome on the day or following day. Enrolment forms and theory paper will be requested also and approved once all eligibility requirements have been made.
- Course tuition fees are to be made on the administration date, (Dates listed in table below) these are 25% of the annual fee. Enrolment documents and theory paper should also be submitted.
- The course will commence on March 1st and/or the mid-year intake July 1st. Handout material, course introductory lecture DVD's, plus passwords for course material on the website will be sent out in the first term. January intake students are to attend the open weekend seminar, (last weekend in February) and the opening session on the Monday following. Interstate students must contact the Guild if they are unable to attend.
- There are four terms per year and payments for each term must be in advance and paid by the administrative date. See table below for dates.
- If students wish to withdraw prior to or on the Census date and not by the withdrawal date they may receive a fail grade for the unit of study and/or course of study they are enrolled in for that term. See table below for dates.
- Students will be **refunded** the term fees once they have submitted a withdrawal form prior to or on the Census date listed for that term. The withdrawal form can be requested from the Guild or found on the Guilds workspace share site. This document is to be emailed to the Guild and mailed with signature prior to or on the Census date that applies to the Term they are enrolled in.
- Students who have submitted a withdrawal form after a term's census date will **incur** the full term fee for the unit of study and/or the course of study in which they are enrolled.
- Students who have arranged to pay fortnightly payments (applies to fee paying students only) they will only be refunded course tuition upon withdrawing on or before the Census dates, the student is to pay the full term if they decide to discontinue after the Census dates.

TABLE 1 – Important Course Dates

| Important dates | | | | | | |
|-----------------|----------------|-------------|-------------|--------------------|--------------|--------------|
| Term | Administrative | Start | End | Close of enrolment | Withdrawal | Census Date |
| Introductory | 21 November | 1 March | 30 April | 25 March | 1 March | 13 March |
| 1 | 25 April | 1 May | 30 June | | 1 May | 13 May |
| 2 | 25 June | 1 July | 31 August | 25 July | 1 July | 13 July |
| 3 | 25 August | 1 September | 30 November | | 10 September | 19 September |

7. References

- *Vocational Education and Training Act (1996)*

8. Review

This document will be reviewed on an annual basis by the Faculty and Executive Officer HEP as preparation of the Annual Delivery. Any questions or suggestions should be directed to Bernadette Norton, Executive Officer ph: 03 9822 3111.

TABLE 2 – Course Fees

| Course | Audition 1 time only | Semester 1 | Semester 2 | Semester 3 | Annum |
|-----------------------------|-------------------------|------------|------------|------------|------------|
| Bachelor of Music Full time | \$50.00 | \$3679.75 | \$3679.75 | \$3679.75 | \$14719.00 |
| Bachelor of Music Part time | \$50.00 | \$2023.86 | \$2023.86 | \$2023.86 | \$8095.45 |

TABLE 3 – Audition (\$50) & Special Admission Test Fee (\$50)

| Steps | Subject | Task | Assessment | Outcome | Fee |
|-------|--------------|--------------------------------|------------------------------|--|---------|
| 1 | Performance | 3 pieces & technical exercises | During performance. | Entry into recommended course. | \$50.00 |
| 2 | Musicianship | Theory & Aural test | Upon completion/ submission. | Entry into recommended course plus notification of any additional tuition/study. | |

Revision History**Date Created: 13th December 2005**

| Approval Authority | Contact Person | Revision Due Date | Revision Date | Approved Date | Version | Revision Description |
|--------------------|----------------|-------------------|---------------|---------------|---------|--|
| CEO | CEO | 31/10/2008 | | 13/12/2005 | 1.0 | Initial application |
| CEO | CEO | 31/01/2010 | 10/10/2008 | 31/10/2008 | 2.0 | Update to refund policy under recommendation and guidance by FEE HELP |
| CEO | CEO | 31/10/2011 | 01/10/2010 | 31/10/2010 | 3.0 | Refund policy placed into book format with fee charges details. |
| CEO | CEO | 31/10/2012 | 10/10/2011 | 31/10/2011 | 4.0 | Update to course fee and minor errors |
| CEO | CEO | 31/10/2013 | 19/10/2012 | 31/10/2012 | 5.0 | Update to course fee |
| CEO | CEO | 31/10/2014 | 31/10/2013 | 31/10/2013 | 6.0 | Minor error update |
| CEO | CEO | 31/10/2015 | 01/10/2014 | 31/10/2014 | 7.0 | Update to special admissions test fee. Decrease in fee from \$250 to \$100 |
| CEO | CEO | 31/10/2016 | 01/03/2015 | 01/04/2015 | 8.0 | Decrease in Audition/special admission text fee from \$100 to \$50. |