

Fees and Charges Policy and Procedure

Version 1.0

Overview

This policy establishes the principles and processes for setting, approving, and reviewing tuition fees and associated charges at AIM Institute. It ensures that fees are determined in a transparent, consistent, and sustainable manner, and that students are provided with clear and accurate information.

This policy supports compliance with the Higher Education Standards Framework (Threshold Standards) 2021, and, where applicable, the ESOS Act 2000 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Scope

This policy applies to all tuition fees, non-tuition fees, and charges associated with courses offered by AIM Institute, including those applicable to domestic and, where relevant, international students.

Policy and Procedure

Principles

AIM Institute adopts the following principles in setting fees:

Transparency: All fees and charges are clearly communicated to prospective and accepted students prior to enrolment.

Fairness and Equity: Fees are set at levels that are reasonable in that they reflect the cost of delivery while supporting equitable access to education.

Sustainability: Fee levels support the financial viability of the Institute and the ongoing provision of high-quality education and student support services.

Compliance: Fee structures and communication align with regulatory requirements, including HESF and, where applicable, ESOS and the National Code.

Student Protection: Students are provided with accurate, timely, and accessible information regarding fees, payment obligations, and any applicable refunds.

Process

Fee Setting and Approval

Development of Fee Proposals

Management, led by the Chief Executive Officer (CEO), is responsible for developing annual fee proposals. In determining proposed fee levels, the following factors are considered:

- Cost of course delivery, including staffing, resources, and infrastructure
- Market positioning and benchmarking against comparable providers
- Student demand and enrolment projections
- Financial sustainability and long-term viability
- Regulatory requirements and expectations
- Anticipated inflation and cost increases
- Strategic objectives of the Institute

Approval Process

Proposed fees and charges are submitted by the CEO to the Board of Directors in **Quarter 3 (Q3)** each year.

The Board of Directors is responsible for the review and approval of all tuition fees and charges.

Approved fees and charges are confirmed in sufficient time to enable publication, marketing updates, and student communication in advance of the next enrolment cycle (typically early Quarter 4).

Publication and Communication of Fees

All approved fees and charges are published on the AIM Institute website and in relevant course information materials.

Fee information is made available to prospective students prior to enrolment and to continuing students in advance of any changes taking effect.

Information provided includes tuition fees, non-tuition fees, payment terms, and any applicable conditions.

Fee Review and Variation

Fees are reviewed annually as part of the Institute's planning and budgeting cycle.

Any proposed changes to fees are subject to approval by the Board of Directors.

Students are provided with reasonable notice of any fee changes in accordance with regulatory requirements and principles of fairness.

Refunds and Student Protections

AIM Institute maintains a separate Refund Policy outlining the conditions under which refunds may be granted.

Refund arrangements are designed to ensure fairness to students and compliance with applicable regulatory requirements, including ESOS and the National Code where relevant.

International Students

AIM Institute follows the same Fee setting procedure for international students as it does for domestic students, subject to the following considerations

- Fee setting and publication processes will align with the requirements of the ESOS Act and National Code, including transparency of tuition and non-tuition fees.
- Fees for international students will be clearly specified in written agreements prior to enrolment.
- Any future changes to fees for international students will comply with restrictions and requirements under ESOS legislation.

Policy Review and Update

This policy will be reviewed every three years, or earlier if required.

Related Documentation

Legislation	HESF 2021 ESOS Act 2011, and National Code
Policies and Procedures	Refund Policy AIM Institute Business Plan AIM Institute Strategic Plan

Document Approval

Endorsed by:	Board of Directors		
Date endorsed:	12/05/2026		
Effective date:	20/05/2026		
Version number:	1.0		
Last amendment date/by:	20/05/2026,		
Review due date:	20/05/2029		
Related documents:			
Alignment to HESF	7.2 Info for students	6.1 Corporate Governance	Choose an item.
Responsibilities:			

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Document Change and Review log

Version	Updated by	Approval date and body	Details
0.1	TWEIR	Choose an item.	Draft
1.0	TW	BoD	Updated following BoD review