



Fee Payment Policy – International Students

This policy applies to all international students.

1. Payment of Fees

International students pay fees by the semester and this is referred to as their Unit of Study fee. The Unit of Study fee is to be paid in full **prior** to the commencement of the semester for international students.

International students pay a deposit of \$1,000 upon acceptance of the Letter of Offer to secure a place at International Screen Academy. The offer of enrolment may lapse if the student fails to pay the deposit. This deposit will be deducted from the first Unit of Study fee in which the student commences study. Ongoing Unit of Study fees are then paid prior to the commencement of the semester.

Unit of Study fees may be subject to any increase in fees that are introduced during the period of their study at the International Screen Academy. All Unit of Study fees will be available on the website.

2. Special Consideration

It is recognised that a student may experience difficulties in their ability to pay their Unit of Study fee **prior** to the commencement of the semester 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 Unit of Study 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 Unit of Study fees or outlining the payment plan for payment of Unit of Study 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 four weeks. Special Consideration payment plans must include

ongoing and regular payment of fees to ensure Unit of Study fees are paid in full prior to the completion of the semester.

3. Fees not paid

If fees are not paid **prior** to the commencement of the semester, or as outlined in the Special Consideration circumstances, 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