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CROMWELL COLLEGE ACCOMMODATION FEE POLICY

1. Purpose

The purpose of this policy is to ensure consistency and transparency in the management of student accommodation fees at Cromwell College. The charging and setting of fees ensure that the College has the required resources to adequately manage the wellbeing of residents and to maintain the facilities to an acceptable standard.

2. Setting Accommodation Fee

The annual accommodation fee will be set by the Board of Governors at their September general meeting as part of the Budget approval process.

3. Contract term

The Accommodation fee will be charged based on the academic year of the University of Queensland.

The contract term is for the full academic year including the mid year break and any variation to the contract term is at the discretion of the Principal.

4. Invoicing Accommodation Fees

a. Semester Fees

The College invoices fees to residents prior to the commencement of each semester in advance. The amount invoiced is required to be paid in full prior to arrival at the College unless a payment plan has been entered into with the College.


The College weights the invoicing of the annual fee to Semester 1 at approximately 70% of the annual fee. The balance of the fee will be charged and payable prior to the commencement of Semester 2.

The College reserves the right to refuse entry to any resident who is in arrears at the commencement of the semester.

b. Discounts

Sibling Discount

The College will offer a \$500 discount to the annual fee, for each sibling of a current Cromwell College resident. The maximum sibling discount per resident is \$500.

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Annual Fee Payment Discount

The College will offer a \$500 discount to the annual fee, for payment of the full amount by the Semester 1 payment date as notified by the College.

c. Deposits

Re-enrolment Deposits

Residents re-enrolling in Cromwell College for the next academic year, will need to confirm their intentions with the Deputy Principal and ensure the \$3,000 re-enrolment deposit is paid by the last day of the preceding academic year.

Current residents who fail to pay the deposit by the due date maybe placed on the waitlist and their enrolment subject to demand for new enrolments.

Provisional Offer Deposits

Applicants who have been made a provisional offer to attend Cromwell College will need to pay a \$1,000 deposit within 5 business days of the date of the provisional offer.

Once the student has completed the enrolment contract the \$1,000 deposit will be credited to the student's fees.

Any variation to the deposit amount or the payment time frame is at the discretion of the Principal.


Refund of any provisional offer deposit for students who elect not to take up an offered position at Cromwell College is at the discretion of the Principal.

5. Withdrawal from College

As the agreed contract term is for the full academic year, where a resident decides to withdraw from College (including withdrawing from their course of study), the discretion to refund part or all of the unused student fees is at the sole discretion of the Principal.

When considering a refund of the unused portion of the accommodation fees, the Principal may consider such factors as the mental and physical wellbeing of the resident and whether the College has a replacement or likely to find a replacement for the vacated place.

The College reserves the right to charge a withdrawal fee for those residents terminating their enrolment contract early. The withdrawal fee will be based on the number of weeks remaining in the contract, to a maximum of 4 weeks.

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6. Payment of Fees

Payment Options

There are three options for residents to pay their accommodation fees,

1. **Annual Payment** – the accommodation fee for the full academic year is paid by the Semester 1 due date. A \$500 discount is available when the annual fee is paid in advance.
2. **Semester Payment** - Semester fees as set by the College must be paid by the start of each semester.
3. **Monthly Payments** – the accommodation fee can be paid monthly where prior arrangement has been made with the College. The monthly payment will be direct debited from a nominated credit card or bank account. There is a \$275 surcharge for monthly payments.

Method of Payment

Bank Transfer

Residents may pay their fees via bank transfer to the nominated Cromwell College bank account. Payments will be receipt on the date the transfer arrives in the Cromwell College bank account. It is the resident's responsibility to ensure that all payments are received by the due date.

Credit Card payment

Credit card payments maybe made online via the link provided by the College or made over the phone to a member of the Administration team.

To ensure the College remains PCI compliant the College will not accept credit card details via email. All emails with credit card details will be deleted.

7. Financial Assistance

Cromwell College offers several bursaries through the Cromwell College Foundation to assist those families in financial need. Information on the application process can be found on the College website.

In addition, the Principal has the discretion to provide remission to the Accommodation fees on a case by case basis.

POLICY DISTRIBUTION
Student Handbook
College Website