

# City Harvest Training Center

## Information for Students

### Financial Terms and Conditions

#### Agreement

This document sets out the financial terms and conditions for enrolment and attendance at CHTC.

These terms and conditions reflect the CHTC current fee policy. All students are required to adhere to these terms and conditions.

**Please read the following carefully, and signify your agreement by clicking “Yes” in the relevant box on the Enrolment Form. Please note that you will not be enrolled in CHTC until we have received your agreement to these financial terms and conditions.**

If you are unsure of any of these financial terms and conditions, or have any concerns, please do not hesitate to contact the City Harvest Church office for further details and discussion.

#### Payment of Fees

Fees are payable in advance and are not refundable except in special circumstances (contained in the “Refunds & Overdue Payments” policy below and in the Student Handbook). All fees are expressed and payable in US Dollars.

CHTC tuition fees, Sundry Charges and all other fees are contained in the “*Schedule of Fees and Charges*” ([attached](#)) and on the CHTC Website. For more detailed information, please do not hesitate to contact the City Harvest Church office.

Upon acceptance of enrolment, each student will then be sent an Invoice which details the fees payable for their course.

Tuition fees must be paid in one of two ways:

1. Each Semester in advance; or
2. The Registration Fee and the monthly payment option due on the 2<sup>nd</sup> day of each month.

The following conditions will apply:

- Payment for the full term is required prior to attendance at the first class. Students will not be permitted to attend class unless the fees are up-to-date;
- Students are liable for the full term’s fees, even if they should withdraw before the end of term.
- Late payment of fees (i.e. after the first day of term) will result in a \$100 late fee.
- Refunds will be given in limited circumstances (see “Refunds & Overdue Payments” policy below and in the Student Handbook.)
- Fees can be paid by Electronic Transfer or received at the CHTC Reception. Checks should be made payable to City Harvest Church.

#### Suspension for Non-Payment of Fees

CHTC reserves the right to suspend any student from class for non-payment of fees. Suspension may be for a limited period or may even result in removal from College altogether in extreme circumstances. Any suspension will only take place after sufficient warnings have been given to the student and in accordance with CHTC discipline policies contained in the Student Handbook.

## Refunds and Overdue Payments

1. If you do not commence classes in CHTC you will be refunded all tuition fees you have paid in relation to that course.
2. Fees are non-refundable should a student change their mind during the year. However, there is a **cooling off period of the first 2 weeks of first term**. If a student decides that the course does not meet their needs and withdraws during that time, they will not be liable for the term's fees. Please note that withdrawal must be in accordance with the "Withdrawal from CHTC" policies in the Student Handbook.
3. Students in the CHTC who withdraw after this cooling off period will be liable for any outstanding tuition fees and Sundry Charges for the current term.
4. Graduation is conditional upon payment of fees in full. Students with any fees (including late fees) unpaid at the end of the Semester will not graduate and CHTC will charge interest on the outstanding balance. This will apply until outstanding fees and accrued interest are paid.
5. Students who are forced to discontinue for medical or compassionate reasons may apply for exemption from this condition in accordance with the CHTC policies in the Student Handbook.
6. Any requests for a refund should be submitted in writing to the CHTC office.

## Sundry Charges

Students will be liable for Sundry Charges where applicable. These are not tuition fees, but discretionary charges where students have used CHTC services or equipment. No student will be charged a sundry item without prior notice. Sundry charges include:

- Photocopying and faxing
- Late tuition payment Fee
- Equipment damage costs

Please note that the costs for these Sundry Charges are contained in the "Schedule of Fees and Charges" (attached) or can be obtained from CHTC office.

## Student Activity Fee

In addition to the Tuition Fees and any other Sundry Charges, all full-time, on campus students are also required to pay any Mission Trip Fee ("MTF") should they opt to go for any optional missions trips. These trips are not included in the tuition fee. Any MTF fees will be communicated in advance and the students may determine whether they want to participate.

## Fee Discounts

The following discounts are available to CHTC students:

- \$300 discount on tuition fees for students who pay Fees in full before the commencement of the Academic Year; and
- \$100 discount on tuition fees for students whose spouse is also attending CHTC in the same year.

If you qualify for both discounts, a total of \$400 discount is applied to your tuition fees for the relevant Academic Year.

## Fee Disputes

CHTC's dispute resolution process is available to you if you wish to dispute any aspect of CHTC application of its fee policy. In pursuing such a dispute, you should first approach the Dean with your case documented in writing, providing as much detail as possible. The Dean will then consider your request, in consultation with the Principal and advise you of the decision. If this is not resolved to your satisfaction, then you can follow the Complaints Policy in the Student Handbook to seek a resolution. This agreement, and the availability of CHTC's complaints and appeals processes, does not remove the right of the student to take further action under consumer protection or any other relevant laws.

