

FEES AND CHARGES POLICY

Contour College (Contour) will ensure that it provides financial safeguard for fees, charges and subsidies received from all students, training service clients and government agencies.

Contour aims to provide this assurance by maintaining recognised accounting systems, clear monitoring processes and independent annual financial reviews.

Contour will only advertise the total amount of fees, including course fees, administration fees, material fees and any other charges, on marketing material, to ensure consistency of our client services. This will ensure that all costs are fully visible prior to any form of financial commitment by our clients.

In the event that alternate payment methods are available and agreed to, these will be documented and provided to the intending student prior to any financial commitment taking place.

Where, when and if exemptions of fees apply, these will also be clearly stated in our marketing material to ensure students have the opportunity to access the exemption prior to making any payments.

Contour will ensure that the appropriate documentation is secured from the student, to confirm eligibility for exemption/s according to regulatory requirements.

Contour will apply charges to late fee payments and use of electronic fees transmission payments. These charges will be clearly displayed or documented prior to enrolment or collection of monies.