



Policy Name:	AIM Fee Help Policy
Policy Date:	27 August 2009
Policy Code	AIM.PF.01
Date confirmed by ACB	TBA
Review Date	27 August 2010
Prepared by	Registrar
Date of Implementation	

Scope:

This policy deals with the Department of Education, Employment and Workplace Relations (DEEWR) fee help loan available to students who undertake tertiary studies at the Australian Institute of Music (AIM)

FEE-HELP

FEE-HELP is a loan scheme which assists eligible students (Australian citizens and students on humanitarian visas) to pay their tuition fees. The Australian Government pays the student's tuition fee to the Australian Institute of Music on behalf of the student.

DEEWR will charge of flat loan fee of 20% additional to the tuition fee. No interest is charged on a fee help loan, but a student's accumulated HELP debt is indexed annually on 1 June each year to maintain its real value by adjusting it in line with changes in the cost of living (as measured by the CPI).

For more detailed information is available on the DEEWR website www.goingtouni.gov.au

Re-crediting of FEE-HELP balance

Where a student has been unable to complete the requirements of a unit of study due to special and/or unforeseen circumstances, the student may apply after the census date to have their FEE-HELP balance re-credited.

This application, with supporting evidence, must be submitted in writing to the Registrar of AIM within 12 months of the withdrawal date. Within 21 days of receipt of the application, the student will be advised of the decision in writing.

Census dates

Census dates are set by AIM for each unit of study provided during the academic year. These dates are set no earlier than 20% of the way through the period of time during which the unit is taken.

A notice for each census date will be provided to each student who has completed a Request for FEE-HELP assistance. This information will also be available electronically.

If a student commences or transfers to a new course of study at the Institute or another provider, they are required to complete a new Request for FEE-HELP.

Delivery authority and responsibility matrix for policy

Responsibility	Staff Position	Committee
TBA	Chair of D&AC	Discipline and Appeals Committee
Nara Krum	Registrar	
Debbie Lawrence	Associate Registrar	



Regulatory compliance

Provider type	Legislation	Accrediting Authority
Higher Education Provider (HEP) <i>degrees, diploma of music, postgraduate awards</i>	Higher Education Support Act (HESA) 2003	Department of Education, Employment and Workplace Relations (DEEWR)
		Australian Tax Office

Dissemination of information

This policy is available to staff and students in the AIM Student handbook

Procedure management

Will be carried out by the Discipline and Appeals Committee and the Registrar

Attachments (e.g. forms relating to policy)

Withdrawal/deferral form

Related policies and procedures

n/a