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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 and any variation to the contract term is at the discretion of the Head of College.

4. Invoicing Accommodation Fees

a. Semester Fees

The College invoices fees to residents in advance and prior to the commencement of each semester. 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 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.

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. An annual fee payment discount does not apply to any College residents who is in receipt of a bursary.

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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 Head of College 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 day 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 Head of College.

A 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 Head of College.

5. Withdrawal Fee

A Withdrawal Fee of \$4,000 is payable to the College in the event that a student terminates the residency agreement prior to the end date of the agreement.


6. Withdrawal from College

The residency agreement signed by the student is for the full academic year, currently 34 weeks and the College is under no obligation to release the student or their guarantor from the residency agreement.

If the student elects to withdraw from College, the student must give 6 weeks notice in writing of their intention to terminate their residency agreement. The student will be liable to pay the withdrawal fee of \$4,000 prior to the termination of the agreement.

The student may apply to have the withdrawal fee waived due to exceptional circumstances. Such waiving of the withdrawal fee will be at the sole discretion of the Head of College. The student will need to supply supporting evidence to justify the exceptional circumstances.

When considering a waiving the withdrawal fee, the Head of College 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.

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Where the College terminates the residency agreement where in the opinion of the Head of College the Student has breached the Residency Agreement, the requirements of the College's Handbook, the Student Code of Conduct, any other relevant policies, guidelines, rules or procedures, any fees and charges paid in advance for the Semester will be forfeited. The Student will not be required to pay the withdrawal fee in this instance.

7. 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 and the monthly payment will incur a surcharge as determined by the College.

Method of Payment

Bank Transfer

Residents may pay their fees via bank transfer to the nominated Cromwell College bank account. Payments will be receipted 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 Head of College has the discretion to provide remission to the Accommodation fees on a case by case basis.

Any bursary funds will be allocated to the students accommodation fees and will not be paid to the student in cash.

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Termination of the Student Residency Agreement will terminate any bursary, scholarship or financial assistance agreement offered to the student. Any funds remaining as part of the bursary agreement will be refunded to the Cromwell College Foundation and will not be paid to the student.