

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Tuition Fee Protection Procedure</h2>
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Administering Entity	Finance Director and Finance Managers
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### 1. Purpose

This procedure outlines how the pre-paid tuition fees for students who have enrolled but not yet commenced studies at the S P Jain School of Global Management (S P Jain) are managed and protected. This procedure applies to pre-paid tuition fees paid by students studying at any of the School's campuses (Sydney, Dubai, Singapore, and Mumbai).

### 2. Tuition protection arrangements

#### a. International Students Fees

In all cases, the process followed is based on the requirements of the Australian Government's Tuition Protection Service ([www.tps.gov.au](http://www.tps.gov.au))

#### b. Domestic (Australian) Student Fees

S P Jain is a member of the COPHE Australian Tuition Assurance scheme.

### 3. Due dates for payment of fees

#### a. Undergraduate Students

Invoices for the payment of fees for the first and all subsequent terms will have a due date of 14 days prior to the commencement of the study period.

#### b. Postgraduate Students

For the GMBA and MGB, the entire tuition fee is usually paid 14 days prior to course commencement.

#### **4. Disbursement of fees**

##### **a. Students studying in Sydney**

###### **i. Undergraduate fees**

Any pre-paid fees for students commencing at the Sydney campus will be held in the prepaid fees account currently maintained with the ANZ Bank in Sydney.

###### **ii. Postgraduate fees**

The Sydney study period is always the 2<sup>nd</sup> term. When the fees are received, one third of the amount will be transferred to the prepaid fees account currently maintained with ANZ Sydney. The fees will be held in this account until the student commences their studies at the Sydney Campus.

##### **b. Students studying in Dubai, Singapore, and Mumbai**

- i. Prepaid fees received from students commencing at the Dubai, Singapore, and Mumbai campuses will be protected as S P Jain will have a Term Deposit account with Dunia Finance LLC at Dubai, UAE and Prepaid Fees Bank accounts with Emirates NBD, Dubai which at all times shall have a balance equivalent to the amount of prepaid fees received from students.
- ii. The balances in the above shall allow for the reimbursement of students' fees should the School be unable to deliver the course the student has enrolled in.

#### **Related Documents**

Student Fee Protection Policy

Teach Out Policy