Student Fees Statement

Tuition fees

There are a few things you need to know about fees.

Prior to the start of each Unit you’ll receive an invoice setting out the fees you will need to pay before the commencement date of that Unit.

If you’re experiencing difficulties with fee payments you can seek special payment arrangements from the Director. Such requests need to be made in writing. They are not automatically granted. You’ll be notified in writing of the outcome.

Fee refunds

Your tuition fees will be refunded in the following situations.

- If you enrol in a Unit or a Course and withdraw within two weeks of the commencement date your tuition fee less a 10% administration fee will be refunded.
- If you withdraw after the commencement day of the Unit, but without attending the Unit, or Course your tuition fee less 50% administration and course commitment fee will be refunded.
- If you withdraw after the attending the Unit or Course but prior to submitting your Assessment Task no fees will be refunded.
- If you are required to withdraw at any stage because of exceptional circumstances – for example, serious continuing illness or disability, death of the student or immediate family member (parent, sibling, spouse or child) – fees will be refunded less 10% administration fee. In this situation, you need to make a request in writing to the Director and include documentary evidence detailing the circumstances leading to the request.

If ACER withdraws the offer of a place normally 100% of fees will be refunded (Refer ACER PP3124 Tuition Assurance Policy) except in cases where the offer is withdrawn because the information or documentation provided by the Student is fraudulent or incorrect. In such a case ACER reserves the right to retain 10% of the tuition fee.