

# PROCEDURE

## CLIENT FEE ADMINISTRATION

### 1. SCOPE

This document describes the procedure for administration of learner fees

### 2. PURPOSE

- 2.1 To describe the payment administration process for learner fees into AICA bank account
- 2.2 To describe the drawing of funds from the AICA Education bank account

### 3. DEFINITIONS

Nil

### 4. ACTION

- 4.1 Learners will pay a fee for each course/semester at enrolment. Learning fees will be actioned as follows:
  - When the learner pays for a course/semester (cash/cheque/credit card) he/she will be issued with a receipt from the AICA Education The payment is then recorded on Student Management database
  - The learners payment details (e.g. cheque number) are recorded in the AICA Account Deposit Book
  - The payment is deposited into AICA Education bank account at the National Australia Bank, Ashmore Rd, Bundall, and Gold Coast.
  - Details of the payment receipt are presented to the Dean of the College
  - The payment details are entered into the computer accounting system (Quick Books)
  - The payment is recorded on the TEAMS database
- 4.2 Funds are withdrawn on the basis of services rendered in the form of tuition, coaching, lectures, mentoring, materials, and assessment as follows:
  - When the course/semester is concluded the total number of contact hours is determined from the Student Management database and the appropriate fees are then calculated for the course/semester

If the client is continuing learning an invoice is then issued to the client for the next course/semester

Upon receipt of the learner's fee (cash/cheque/credit card) the process begins again as per 4.1 above

### 5. REFERENCED DOCUMENTS

AICA Account Deposit Book

