

# STUDENT FEES AND CHARGES POLICY



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## Objective:

South West Victorian SEAL Inc. delivers both government-funded courses and fee for service (unfunded) programs. This policy describes how we set fees for both funded and unfunded courses, how payment is made, and eligibility for refunds under certain circumstances.

## Scope:

This policy applies to all full-time, part-time and short courses delivered by South West Victorian SEAL Inc.

## Policy Statement:

Tuition fees and other charges for courses delivered by South West Victorian SEAL Inc. depend on whether or not the training is subsidised by the Victorian government. Most full certificate courses delivered by South West Victorian SEAL Inc. are government funded, and most short courses are fee for service.

### 1. Fee for service programs

Fee for service (unfunded) programs are not subsidised by the Victorian Government, and therefore the full cost of delivery is reflected in the course fee. Generally this applies only to short courses of less than 30 hours duration. Course fees for short courses are based on a cost recovery model and the fee reflects the actual cost of delivery plus a margin of 20%. Course fees are GST inclusive where required.

Students enrolled in fee for service courses pay a single fee which covers the cost of tuition, course materials and any other associated costs (such as uniform or travel).

Fee for service students are not eligible for fee concessions, exemptions or refunds.

### 2. Government funded courses

Fees for government funded courses are payable in accordance with the government's Ministerial Fees and Charges Policy. Fees are set by the government according to the level of the course being undertaken, with higher fees applying to higher level courses:

The maximum hourly student tuition fee rates are set by the Victorian government for each calendar year, and students pay according to the year in which their training takes place. If the course lasts more than one year, tuition fees are calculated separately for each year.

Course fees are calculated by multiplying the appropriate rate per hour by the number of nominated tuition hours for the course.

More information about course fees for government funded programs can be found at: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)  
South West Victorian SEAL Inc. fees are published each year.

### **Eligibility for government-funded places**

The Victorian government determines eligibility for government-funded places, based on criteria including citizenship, age, employment status, and prior studies. Details about eligibility can be found at: [www.skills.vic.gov.au](http://www.skills.vic.gov.au)  
Concessions and exemptions

The Victorian government determines base eligibility for fee concessions and exemptions. See details at [www.skills.vic.gov.au](http://www.skills.vic.gov.au)

South West Victorian SEAL Inc. may also offer concessions or exemptions in demonstrated cases of extreme hardship.

### **Student amenities fee:**

Students in government-funded courses will also be charged a student amenities fee that will be used by South West Victorian SEAL Inc. to provide additional support services for students. The student amenities fee is based on the number of hours of course delivery.

### **Materials fee:**

South West Victorian SEAL Inc. charges an additional materials fee for classes conducted in both technology and hospitality areas. This fee covers the cost of consumables, e.g. paper, printer cartridges, coffee, milk, etc.

### **Fee payment:**

Fees are to be paid **in full prior to commencement** of the course. Fees may be paid in cash, cheque, credit card or electronic funds transfer.

### **Payment agreements:**

A student who is unable to pay the full fee on enrolment may apply to pay the fee over a set period of time. Where the application is approved by the CEO or the Training Manager, a documented payment plan will determine the deposit amount and the payment schedule. Payments will be invoiced and issued through the VETtrak student management system, and the outstanding amounts will be shown in the accounts as accounts receivable.

### **Fee refunds:**

1. Refunds for fee for service courses –
  - Where a student cancels out of a full fee course more than 7 days prior to the commencement of the course, a 20% cancellation fee applies.
  - However if the student cancels less than 7 working days prior to commencement, a 50% cancellation fee applies.
  - No refund is made if the student withdraws after commencement of the course.
  - A full refund applies if South West Victorian SEAL Inc. cancels the course.
  
2. Refunds for government funded training – The following refund policy applies to government funded training, where a student provides written notice of withdrawal:
  - Withdrawal prior to course commencement – full refund of all fees
  - Withdrawal more than four (4) weeks after course commencement – no refund
  - Withdrawal within four (4) weeks of the commencement of studies in order to take up a place at another tertiary institution – full refund of all fees
  - Withdrawal within four (4) weeks of the commencement of studies for any reason other than going to a tertiary institution: – tuition fee refund only.