



Policy 23: Student fees and charges

Background:

This policy is Pines Learning’s statement of fees that applies to accredited and pre accredited courses where both government funded and fee for service places are offered.

Purpose:

To ensure Board members, staff, current and potential students understand the process for determining fees and charges for courses offered at Pines Learning.

Distributed to:

Prospective and current students, Staff, Board of Management

Applicability:

This Policy applies to:

- all staff involved in establishing and collecting of fees and charges
- current and potential students to assist in the understanding of fees applied

Definitions:

Tuition fee – A fee paid for instruction including but not limited to fees for higher education.

Student Service and Amenities fee - A compulsory fee, used for the purpose of providing facilities, services or activities of direct benefit to students at the centre.

Materials fee - A fee paid to cover the cost of materials necessary to the teaching of the course and supplied to the students by Pines Learning. The materials are consumed or transformed by students during the course for the purpose of the course.

Retained course items - are items provided to students, which are bought and become the property of students, which attract GST.

Non-funded or Fee for Service - a non-subsidised fee charged for each service provided

EAL - English as an additional language

Related Documents:

Fee waiver and exemptions procedure – VET and VCAL

Applying for discretionary fund procedure

Policy 4 – Refund of fees

The following websites provide further information and should be referred to in conjunction with this policy:

1. Australian Skills Quality Authority (ASQA) www.asqa.gov.au
2. Department of Education and Training (DET) www.education.vic.gov.au
3. Victorian Registration and Qualifications Authority (VRQA) www.vrqa.vic.gov.au

<u>Policy:</u>	Responsible party
1. Accredited Course Fee	All Staff

i	Course fees consist of: <ul style="list-style-type: none"> • Tuition fees • Service and amenities fees • Materials fees (in some instances), some of which may be subject to GST. 	
ii	Book and/or resource lists may be issued in addition to these charges.	
iii	Pines Learning provides each student a Fee Agreement that lists all the applicable fees prior to each enrolment.	
iv	Tuition fee waivers/exemptions apply as per the Fee waiver and exemptions procedure – VET and VCAL.	
2.	Pre accredited Course Fee	
i	Course fees consist of: <ul style="list-style-type: none"> • Tuition fees • Service and amenities fees • Materials fees (in some instances), some of which may be subject to GST. 	CM Managers Coords
ii	Book and/or resource lists may be issued in addition to these charges.	
3	Government Funded Course Fee Concessions:	
i	Entitlements for concessions on tuition fees, are available for courses at the Certificate IV level and below. The following valid card holders (or listed as spouse or dependant) at the time of enrolment are eligible: <ol style="list-style-type: none"> a) Commonwealth Health Care Card, b) Pensioner Concession Card, or c) Veterans Gold Card, or d) An alternative Ministerial approved card. 	Staff processing enrolments
ii	Concession rates are calculated at 20% of the hourly tuition fee.	
4	Eligibility for Government Funded Places	Course Coordinators
i	For current information in regard to eligibility for state government funding visit www.education.vic.gov.au	
ii	For students who are not eligible for government-subsidised places non-funded fees will apply. These fees will be charged at a rate of full-cost recovery, based on the appropriate number of hours, and the nature of the course.	
iii	A payment plan is available to assist with payment of fees.	

vi	Students may apply to have fees waived on hardship grounds. To apply a “student discretionary fund application”, will need to be completed. These are available from reception. The decision to waive fees will be at the discretion of management.	
5	EAL – Concession Card Holder	Staff processing enrolments
i	Valid concession card holders will pay the full course fee for the first course enrolment but only pay the Student Services and Amenities Fee portion for each course enrolment completed in the current year.	
5	Collection of Fees	Reception Staff
i	To secure a place in a course, students are required to complete an enrolment form and make the appropriate payment. Details of all fees will be provided with pre-enrolment course information	
ii	Pines Learning does not accept payment of more than \$1500 from each individual student prior to the commencement of the course. Following course commencement, payment of the remaining fees will be required from students but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500.	
6	Refund of Fees	
i	For refunds of fees see policy 4 – refund of fees	