

## Responsibility for Payment of Apprentice & Trainee TAFE Fees

Apprentices and trainees are liable to pay their own TAFE fees and charges. Employers are not obliged to pay for apprentice fees and charges in advance. However some industrial agreements (Awards) require employers to reimburse their apprentice upon receipt of satisfactory progress.

Employers who are constitutional corporations (such as a Pty Ltd) operate under the **national system of modern awards** and these awards include a clause stating 'employers must reimburse any costs associated with their apprentice training fees upon receipt of satisfactory progress'.

Employers such as sole traders, partnerships, trusts and some State Government public sector employers and corporations, whose main activity is not trading or financial, may operate under the **WA state-based award system**.

It is at the employer's discretion whether they elect to pay apprentices fees up front, or reimburse the apprentice, if required in their relevant industrial agreement. Please refer to your industrial agreement (award) which can be found at either:

### State-based awards:

#### Western Australian Industrial Relations Commission

<http://www.wairc.wa.gov.au> or call Wageline on 1300 655 266

### Federal (modern) awards:

#### Fair Work Australia

<http://www.fairwork.gov.au> or call 13 13 94

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made, or fees and charges have been waived.

On enrolment students may take up one of the following payment options:

- Pay the full amount of fees and charges;
- Complete a Fees Payment Agreement with South Metropolitan TAFE (SM TAFE) to enter into a direct debit payment plan. A \$100 deposit and bank account details are required before a payment plan can be entered into;
- Provide an agreement from the employer for the employer to pay for the fees; or
- Make an application for fees and charges to be waived on the grounds of financial hardship.

Students who fail to take up one of the above options will not be enrolled. Apprentices will be permitted two attendances. However, if one of these options has not been finalised by the third attendance, the student will be withdrawn and will be refused further attendance.

Employers may elect to pay the apprentice fees and charges but should be aware that in doing so they remain liable for any fees incurred should the apprentice leave the employer or not progress satisfactorily.

See overleaf for payment options.

## Payment options

SM TAFE provides the following options for payment by either party:

- Cheque, credit or debit card payment
- Cash payment of the full course fee
- Bank transfer
- Authority to Invoice Third Party
- Direct debit payment plan

### Cheque, credit or debit card payment

Payment in full can be made in person by cheque, credit or debit card or cash at the time of enrolment over the phone by contacting 1800 001 001. Please ensure you have student details and Student ID number along with your chosen credit or debit card and the amount you wish to pay.

To arrange for payment using email, visit the Payment Options page of our website

<https://www.southmetrotafe.wa.edu.au/finalise-enrolment/payment-options> and download the **credit card and EFT authority form**, then return completed and signed to [student.documents@smtafe.wa.edu.au](mailto:student.documents@smtafe.wa.edu.au) with your Student ID.

### Payment Plan (direct debit)

Payment plans via direct debit are available to students enrolled in Certificate I, II, III, IV and Diploma courses. A minimum deposit of \$100 will be required to enter into a payment plan. The balance is payable over 8 fortnightly or 16 weekly payments; the payments are direct debited from your chosen bank account. Minors (under 18 years) can only arrange a payment plan with a legal guardian or parent co-signing the agreement.

To arrange for payment plan using email, visit the Payment Options page of our website

<https://www.southmetrotafe.wa.edu.au/finalise-enrolment/payment-options> and download the **payment plan form**, then return completed and signed to [student.documents@smtafe.wa.edu.au](mailto:student.documents@smtafe.wa.edu.au) with your Student ID.

### Electronic Funds Transfer (EFT)

Use your bank's internet banking facilities to make a payment direct to SM TAFE's bank account.

Account Number: 1980 3353  
BSB Number: 066-040  
Account Name: South Metropolitan TAFE  
Reference: Please quote the Student ID number as the reference

### Invoice a third party, such as an employer or agency

If an employer or third party elects to pay for the student fees and prefers to be invoiced, a signed Authority to Invoice Third Party Form must be used. Call on 1300 932 677 to have one sent to you, or to arrange for an invoice using email, visit the Payment Options page of our website

<https://www.southmetrotafe.wa.edu.au/finalise-enrolment/payment-options>

and download the **Authority to Invoice Third Party form**, then return completed and signed to [thirdpartyinvoicing@smtafe.wa.edu.au](mailto:thirdpartyinvoicing@smtafe.wa.edu.au) with your Student ID.