



Fees and Charges Policy

Policy number: CS04

Version: 4.1

Policy Owner: General Manager Organisational Services

Subject Expert: Manager, Customer Service

Next review date: 18 June 2023

1. PURPOSE

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the Vocational Education and Training Act 1996, Vocational Education and Training (Colleges) Regulations 1996 and/or, where appropriate, as specified in contractual arrangements with training providers.

South Metropolitan TAFE will adhere to the Government of Western Australia, Department of Training and Workforce Development (DTWD), VET Fees and Charges Policy, A New Tax System (Goods and Services Tax) Act 1999 and the Higher Education Support Act 2003 when setting and publishing VET course fees and charges for state funded training courses.

Fee for service training courses will be priced in accordance with Government of Western Australia commercial service costing guidelines and SM TAFE's commercial business activity policy.

All students are required to pay course fees where applicable.

All debtors and students with previous write-offs must repay outstanding fees or previous write-offs.

2. SCOPE

This policy applies to all South Metropolitan TAFE staff and students.

The policy applies to all students undertaking VET study for:

- units of competency.
- modules from within an accredited course.
- qualifications from the training packages
- accredited award courses

3. PRINCIPLES

The Fees and Charges policy is based on the following principles:

Transparency – VET fees and charges are transparent, and student have access to the necessary information to make informed decision regarding their training

Accessibility – equitable access to publicly funded training

Procedural fairness – fir and just procedures for the administration of VET fees and charges



4. POLICY GOVERNANCE

- **Department of Training and Workforce Development VET Fees & Charges Policy (2021)**
- Department of Training and Workforce Development Delivery and Performance Agreement (DPA) with South Metropolitan TAFE
- A New Tax System (Goods and Services Tax) Act 1999
- Goods and Services Tax Ruling (GSTR 2001/1)
- **SM TAFE Policy:** Appeals - Review & Re-credit policy
- **SM TAFE Policy:** VSL Application for Refund and Withdrawal
- VET Student Loans (Courses and Loan Caps) Determination 2016
- VET Student Loans Rules 2016
- VET Student Loans Act 2016

5. KEY DEFINITIONS

- **All students / All debtors:** For the purpose of fees and charges, this definition includes apprentices, trainees, students on commonwealth loans, international and commercial students.
- **Apprenticeship:** An apprenticeship is a training contract between an employer and an employee in which the apprentice learns the skills needed for a particular occupation or trade.
- **Course fee:** At College level, **course** fees are made up of Tuition fee, Resource fee and Other (discretionary fee). At DTWD level, the VET Fees & Charges policy's "**Course**" fee specifically refers to "**tuition**" fee only.
- **Debtor:** A debtor is someone or registered business who owes the college money. This includes any person(s) who have had a previous write off.
- **Discretionary fee:** This fee covers items such as security-and other on-site facilities.
Students who study off-site (e.g. online delivery) are not required to pay a discretionary fee.
- **DTWD:** Department of Training and Workforce Development.
- **FPA** refers to Fees Payment Agreement.
- **POR** – refers to Proof of Residency



- **Resource fee:** Resource fees are intended to cover materials purchased by the College to be consumed or transformed by the students in the course of instruction, including internet charges, printing costs, project costs and other similar services used in the course of instruction. Items not covered by Resource Fees would include: excursions; costs associated with work experience or placements; leasing, purchase and depreciation of equipment and general infrastructure; additional staff costs; items that will be retained by the student after instruction particularly those items that would normally incur a GST charge if purchased elsewhere such as tools and uniforms; text books, including externally produced workbooks, whether digital or paper-based.
- **Responsible Officer** refers to the General Manager responsible for reviewing this Policy as required.
- **RPL** refers to Recognition of Prior Learning.
- **SMT** refers to South Metropolitan TAFE.
- **Tuition fee:** the tuition fee is set by DTWD and is applied automatically to all units of competency once gazetted. Note: this fee is updated each calendar year.
- **USI** refers to Unique Student Identifier.
- **VET** refers to Vocational Education and Training.
- **VFH** refers to VET FEE-HELP
- **VSL** refers to VET Student Loans
- **Waiver** means that SM TAFE are foregoing their legal claim to receive this fee and the student/employer is not required to pay this debt.
- **Write-off** means that SM TAFE have a legal right to receive this fee that the student/employer has not paid. When fees are written-off, SM TAFE still has an obligation to collect this debt if the opportunity presents.

6. PRINCIPLES FOR STANDARD ENROLMENTS

6.1. Collection of fees

The DTWD VET Fees and Charges policy states that an enrolment is not complete until *“statutory and RTO (South Metropolitan TAFE’s) based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived.”*

South Metropolitan TAFE’s Fees and Charges policy, as set out in this document, must be applied to all students unless they are specifically excluded by this policy.

6.2. Enrolment Payment Options

The DTWD Fees and Charges Policy allow for a student to take up one of six (6) payment options:

- a) pay the full amount of fees and charges.



- b) present a signed authority from an employer to invoice that employer for the student's fees and charges.
- c) pay the fee by instalment.
- d) declare their intent to defer payment under the Commonwealth Government's VET FEEHELP or VET Student Loans programs, subject to eligibility and acceptance by the provider.
- e) pay part of the full amount of fees and charges or pay by instalment and defer payment of the other part under the Commonwealth Government's VET FEE-HELP or VET Student Loans programs; or
- f) make application on the grounds of severe financial hardship for fees and charges to be waived for courses below diploma level or concession-eligible Diploma and Advanced Diploma courses (excluding the Diploma of Early Childhood Education and Care).

Students who do not have a USI or have a debt or fail to take up one of the above payment options **must not be enrolled**.

Apprentices and trainees are to be treated the same as other students and are legally liable to pay fees.

Refer to **APPENDIX A** for acceptable payment types at SM TAFE.

6.3. Debtors

The failure by a student to pay course fees owing to SM TAFE is a breach of the terms and conditions of enrolment and can lead to the refusal of further or future enrolments.

All student debtors, including Apprentices and Trainees who are not covered by a third-party sponsorship are to be treated according to this policy.

A third-party (employer or sponsor) debtor is responsible for payment of fees for the period (and/or any training delivered within the period) in line with the authorised Authority to Invoice. In most cases, where a third-party (employer or sponsor) defaults on paying the student fees, the debt remains with the third party and does not transfer to the student. The third party will be managed as per the Debt Management Policy refer to **FA16 Debtor, Recovery and Write-off Policy**. Variances to a change in employer-employee circumstances, will be assessed on a case-by-case basis by Manager Customer Service or Manager Student Administration or Director Client Services.

A third-party may cancel an Authority to Invoice. If training has already taken place prior to cancellation, the employer is liable for the debt. The cancellation of an Authority to Invoice should be for an effective date from the date written notification has been received by SM TAFE. In this situation any future fees will then transfer to the student.

Rolling over of debt (from a recent previous enrolment) into a new enrolment payment plan is permitted. The debt will only be permitted to be rolled over if the student has not defaulted on their existing payment plan.

Where a student has an outstanding amount from a previous semester written off, the write off can be enrolled into a payment plan relating to the new enrolment. A student must not be enrolled if they do not make arrangements to pay their write off balance.



Special circumstances may be considered on a case-by-case basis with the Manager Customer Service or Manager Student Administration or the Director of Client Services.

6.4. Other fees

6.4.1. Discretionary fee

On-site students are required to pay a \$20 discretionary fee to cover items such as security and other on-site facilities once per annum. This fee is automatically charged when a student is enrolled. This fee is non-refundable for **on-site students** once enrolled as this fee covers the cost of services that have been put into place based on the student's enrolment commitment.

Students who study off-site (e.g. online delivery) are not required to pay a discretionary fee.

Students enrolling into a commercial course are not required to pay an additional CDF fee as it is factored into the costing for these courses.

6.4.2. Incidental fee

Fees that are additional to student contributions or tuition fees and are for goods or services that are related to studies. The following list of incidental fee items cannot be included in a resource fee or VSL as they are not considered to be consumed and / or transformed as part of the course of study as per GSTR 2001/1. These fee items attract the GST.

- Course Uniforms
- Textbook
- Computers
- Calculators
- Toolkits
- Stationery supplies
- Personal Protective Clothing and Equipment

Incidental items are to be purchased separately by students (including International students) through a third party except in the case where a commercial client has requested these items to be included as part of a specialised fee-for-service course which has been commercially costed accordingly.

6.4.3. RPL fee

RPL is a de-regulated fee which is determined by the College. The College's default RPL course fee is set at the non-concession rate Priority Industry Qualification rate as specified in the DTWD VET Fees and Charges Policy.

RPL students must be enrolled prior to any servicing of the RPL client. A \$100 fee applies for pre-assessment interview for new students where there is no current enrolment in any qualification, skill set or units of competency. This interview fee is non-refundable if the student withdraws once the pre-assessment process has commenced.



All RPL fees must be paid in full and NO payment plan option made available for RPL enrolments.

The DTWD Delivery and Performance Agreement (DPA) states that students can only be enrolled via RPL in one qualification per semester under profile.

6.4.4. Replacement white cards

A \$35 fee applies for the issuance of replacement white cards. The replacement white card is issued by the Academic Records Centre.

6.4.5. Replacement Awards / Academic Records

The following fees are applicable if students require re-prints of the following college documents from the Academic Records Centre:

- Replacement Statement of Attainment \$ 20.00
- Replacement Record of Results \$ 20.00
- Replacement Award/Certificate \$ 50.00

(includes Record of Results)

6.4.6. Other

Excursions or field trips which are directly related to the curriculum and which are not predominantly recreational in nature, are considered GST free. Specifically, the cost of entry fee, charges for equipment and activities and transport costs can be included as an additional course charge and included in the enterprise receipting module of the SMS.

6.5. Resource Fee

Resource fees are governed by the DTWD VET Fees and Charges Policy, the Goods and Services Tax Act 1999 and associated GST rulings and the Costing and Pricing Government Services: Guidelines for Use by Agencies in the Western Australian Public Sector.

Resource Fee for new units of competency are set in accordance with State Government cost recovery principles. CPI is applied to existing units of competency at the start of each financial year.

7. PRINCIPLES FOR NON-STANDARD ENROLMENTS

South Metropolitan TAFE will apply the principles outlined in DTWD's VET Fees and Charges policy for all non-standard enrolments, including:

7.1. Multiple enrolments.

7.2. Enrolment in CAVSS and USIQ.

7.3. Re-enrolling in or studying multiple classes of the same unit.

7.5. Remote assessment supervision; and

7.6. Charges for students transferring to other RTOs



8. DOCUMENTS SUPPORTING THIS POLICY

The DTWD Delivery and Performance Agreement with South Metropolitan TAFE

8.1. Policies

- CS04 VET Fees and Charges Policy
- CS05 Withdrawals and Refunds Policy
- CS06 Enrolment Policy
- VET Student Loans Rules 2016

8.2. Procedures

- CS0401 Severe Financial Hardship Procedure
- CS0602 Apprentice Enrolment procedure – under review
- CS0605 2021 Terms and Conditions of Enrolment

8.3. Forms

- CS040101 Enrolment Adjustment Form
- CX030102 VET Student Loans - Application Form
- CS040102 Financial Assistance Application Form
- CS040103 Request for Resource Fees (Power App online form)
- CS040104 Application for Waiver of Fees
- CS040105 Payment Plan Direct Debit Request
- CS040106 Payment Authority Deposit or Pay in Full
- CS050005 Fee Waiver Request (Administration Adjustment) Form

9. POLICY REVIEW AND COMMUNICATION

All staff will be notified of new policies and policy changes and the documents will be available on the QMS.

10. POLICY APPROVAL

Approved and Endorsed:

Terry Durant

Managing Director

Date: 10 August 2018



11. DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
V1.0	03/07/2017	General Manager Organisational Services	Fees and Charges policy
V2.0	10/08/2018	General Manager Organisational Services	Fees and Charges policy
V3.0	1/04/2020	CORPEX meeting	Major amendment: Resources Fee, RPL fee information added
V4.0	18/06/2021	General Manager Organisational Services	Major amendments: 2. Principles; 6.4.4.; 6.5. Review is incomplete – only CS04 policy was reviewed and approved. Linked documents are currently under review.
V4.1	14/12/2021	Director Client Services	Minor updates to 6.4 Other Fees



APPENDIX A

PAYMENT OF FEES

1. Payment in full

SM TAFE accepts payment in full to confirm an enrolment. Payments can be made in cash, credit or debit card.

2. Third party invoicing

All students are eligible to apply for their course fees to be paid by a third party at the College. A completed and signed Authority to Invoice Third Party form and/or a purchase order must be provided at time of enrolment.

An employer, or third party may elect to pay for these fees on behalf of the student. The third party (employer or sponsor) debtor is responsible for payment of fees for the period (and any training delivered within the period) in line with the authorised Authority to Invoice. Where a third party (employer or sponsor) defaults on paying the student fees, then the debt remains with the employer and does not transfer to the student. Outstanding debts will be managed by TSFS shared service Debt Recovery team.

3. Paying in instalments

3.1. State funded courses

Fee Payment agreements (FPA) are available to Institutional Based Training (IBT) students enrolled in a state funded (profile) course however, a minimum deposit of \$100 is required to confirm the enrolment and the balance is payable in:

- 4 fortnightly payments for students enrolled in a one term course: or
- 8 fortnightly payments for students enrolled in a one semester course: or
- 16 fortnightly payments for students enrolled in a one-year course

Note: The student's payment plan must be concluded before the student's course ends.

International students may pay their resource fees on a 2 fortnightly payment plan. Any variation to this must be approved by the Manager, Customer Service or Manager, Student Support.

3.2. Apprentice and Trainee Payment plans

Fee Payment agreements (FPA) are available to Apprentice and Trainees. The following conditions apply:

- \$100 deposit per course for block delivery and \$100 deposit per semester-based enrolment for day release
- The maximum duration of the payment plan per block is 8 fortnights or 16 weeks



- Where students have not yet closed one payment plan (due to the variability of time between blocks) and where there has been no default on payments, the outstanding balance is rolled into a new payment plan.

3.3. Fee for Service (Commercial) courses

Fee Payment agreements (FPA) are not available for Fee for Service courses unless approval has been granted by the General Manager, Training Services / Managing Director.

The list of approved FFS courses are available from the Manager, Customer Service.

4. Defer payment under the Commonwealth Student Loans programs

Commonwealth Student loans are available to eligible students enrolled in VET Student Loan approved courses. Refer to eligibility requirements on the SM TAFE website. There is no loan fee chargeable for profile funded enrolments.

A 20% once off loan fee applies to FFS courses. This loan fee does not count towards the student's FEE HELP limit. There are no fees associated with profile funded courses.

5. Partial self-payments, and partial loan

Students may choose to partially pay for their enrolment themselves (payment in full or payment plan) and partially pay via a Commonwealth Student loan if:

- they are eligible for a Commonwealth student loan; and
- if they are enrolled in a VET Student Loan approved Diploma or Advance Diploma course.

Students must advise the enrolling officer of his/her intent at time of enrolment.

Enrolling officers must check if the course is eligible for a loan under the approved Commonwealth Student Loans list of courses.

The list is available from South Metropolitan TAFE's fees list on the internet or from the Commonwealth's VET Student Loans (Courses and Loan Caps) Determination 2016's instrument: <https://www.legislation.gov.au/Details/F2016L02016>

6. Secondary school-aged persons

Secondary school-aged persons **not enrolled** at school are eligible to enrol at SM TAFE and the maximum tuition fee chargeable in 2021 is \$420. The maximum is the total tuition fee for all courses the student is enrolled in annually. Any applicable resource fees are payable by the student.

Under the VETiS arrangement, secondary school students are exempt from course and resource fees if they:

- a) are enrolled at school, as defined in the School Education Act 1999; and
- b) are undertaking a VET course

Secondary school-aged persons who are **enrolled** at school may enrol at SM TAFE after school hours (e.g. for short courses) but must pay fee for service rates.



FEE WAIVERS

1. Fees waiver for Students in State Care

Students in State Government care who are under the age of 18 years or if they are of school age, may apply for a fee waiver under section 6.3.4. of the 2021 VET Fees & Charges policy.

Note, only units commenced prior to the student turning 18 will be eligible for a waiver.

2. Fees waiver / Financial hardship – other

Fee waivers are **not permitted** for the following student cohorts:

- students studying Diploma and Advanced Diploma courses (unless an exemption is allowed in DTWD's VET Fees and Charges policy). All Diploma / Adv Diploma students should pay for their fees in full, apply for a VET Student Loan or pay their fees by instalment.
- Fee for service (commercial) courses
- International students; and
- Existing worker trainees, with the exception of enrolments in concession-eligible Diploma or Advanced Diploma courses

Partial waivers are not permitted at SM TAFE.

Fee waivers are only available to students enrolled in Certificate I – IV courses and concession eligible Diploma and Advanced Diploma courses with the exception of CHC50113 Diploma of Early Childhood Education and Care and if:

- a) The student is facing severe financial hardship; and
- b) The student meets **all** the criteria outlined in DTWD's VET Fees and Charges policy
Financial Hardship Assessment; and
- c) Can provide documentary evidence to support their claim as being in financial hardship.
- d) There is no basis for concluding that the student's financial circumstances are likely to change within a reasonable period (e.g.12 months).

Students claiming severe financial hardship must be assessed by the Manager Customer Service prior to the award of the fee waiver.

Refer to CS0401 Severe Financial Hardship Procedure. Requirements for fee waiver assessments are also included in **DTWD's VET Fees & Charges policy** (see applicable policy for the current year). Read Attachment B for Fee Waiver Guidelines (DTWD 021 Vet Fees & Charges Policy).

REFUNDS

Refer to SM TAFE's CS05 Withdrawals and Refunds policy or guidelines on withdrawals and refunds.



FEES FOR SPECIFIC STUDENT GROUPS/COURSES

1. CONCESSIONS ON COURSES

Eligibility for the concession rate on course fees is determined at the time of enrolment.

The following students are entitled to the concession rate on course (tuition) fees:

- Persons and dependants of persons holding:
 - A Pensioner Concession Card
 - A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
 - A Health Care Card
- Persons and dependants of persons in receipt of services from the following Commonwealth support or employment services programs:
 - Jobactive
 - Online Employment Services; or
 - ParentsNext
- Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY
- Persons and dependants of persons in receipt of the Youth Allowance
- Persons and dependants of persons who are inmates of a custodial institution
- Secondary school-aged persons not enrolled at school

For the following Commonwealth programs, appropriate evidence of a student's eligibility for concession is:

- Jobactive, Online Employment Services, or the ParentsNext program - a letter from the Commonwealth services provider confirming the student's participation in the program.

If the concession is valid for the full enrolment period, then all eligible units the student enrolls in within that period attract the concession rate. If the concession is valid for part of the enrolment period, then only eligible units the student enrolls in on or after the start date and prior to the expiry of the concession attract the concession rate. This does not apply to students who fall under the special arrangements for Targeted Fee Relief courses under section 6.3.2.

Per DTWD's VET Fees & Charges policy, concessions are not applicable for FFS /Commercial courses, Diploma and Adv Diploma courses with the exception Diploma of Early Childhood Education and Care.

2. SPECIAL ARRANGEMENTS FOR TARGETED FEE RELIEF COURSES UNDER THE NATIONAL PARTNERSHIP FOR THE JOBTRAINER FUND

On 1 September 2020, Western Australia signed the National Partnership for the JobTrainer Fund with the Commonwealth Government to provide low and fee-free training to youth and jobseekers. Under the agreement, the following entitlements are available to students who enrol in a Category 5 – Targeted Fee Relief course before 1 September 2021:



- Concession students – the concession fee rates and \$400 annual tuition fee cap for the duration of the course.
- Youth – the \$400 annual tuition fee cap for the duration of the course.

Youth and concession students are also exempt from course fees for a skill set that is part of the COVID-19 Recovery Skill Sets Program.

3. INTERSTATE STUDENTS

Students residing in other Australian States or Territories are charged at fee-for-service rates, with no specified maximum.

Apprentices and trainees may be eligible for publicly funded training if the:

- training contract is registered in Western Australia; and
- workplace is in Western Australia; and
- training occurs in Western Australia, unless the training is only available in another state or territory.

4. TEMPORARY RESIDENTS

Persons holding one of the following visa types are to be treated as Australian residents for fee charging purposes and are also eligible for fee waivers and concessions:

- holders of a sub-class 309, 444, 785, 790, 820 or 826 visas.
- secondary holders of a temporary visa of sub-class 457; and
- holders of a Bridging Visa E (subclasses 050 and 051) where the visa holder has made a valid application for a visa of subclass 785 or 790.

5. CREDIT TRANSFER

Students are not charged for credit transfer. The transfer of credit provides the student with an exemption from relevant units within a course. Credit transfer does not involve an assessment of the student's knowledge or skills – it is an assessment of the credentials of the formal accredited learning presented against the destination course to determine the extent to which it is equivalent to the required learning outcomes, competency outcomes, or standards in a course.

Students may be granted credit for the completion of formal accredited learning with a school, university or RTO.

FEES CAPPING

There is normally a maximum course (tuition) fee chargeable for secondary school-aged persons not enrolled at school. See part **6. Secondary school-aged persons**.

There may be a **calendar year** capping on tuition fees for Diploma and Advanced Diploma qualifications as well. Enrolling officers should refer to the Admissions page on the intranet or refer to the DTWD VET Fees and Charges policy applicable to the year that the student is enrolling in.

Resource fees are uncapped and are payable by the student at enrolment.

RTO Provider No. 52787

TAFE International WA Provider No. 52395 – CRICOS Code 00020G

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Capping does not apply to FFS / Commercial courses.

STUDENT LOANS CAPPING

Commonwealth VET Student Loans (VSL) are only available for eligible courses at the diploma, advanced diploma, graduate certificate and graduate diploma level that are available on the courses and loans caps determination at

<https://www.legislation.gov.au/Details/F2019C00153>

The courses and loans caps determination specify the courses for which the VSL may be granted under the VET Student Loans Act 2016. This document sets the maximum loan amounts for the approved courses and it provides a guide on the annual indexation of the maximum loan amounts.

There are generally three loan cap bands¹ of \$5,358, \$10,717 and \$16,077 except courses in aviation that have a specified exemption and are eligible for a loan up to \$80,388.

From 1 January 2021, there is a combined HELP limit of \$108,232 for most students. This combined HELP limit includes FEE-HELP, VET FEE-HELP and VET Student Loan debts.

The capping and FEE-HELP limit amounts may be periodically updated by the Commonwealth. Enrolling officers should refer to SMT's Loans webpage for updates.

Students enrolling into eligible **fee for service** (FFS) VSL courses will have the same capping applied but they will also incur a 20% loan fee against the loan. The loan fee does not count towards the student's FEE-HELP limit.

¹ This loan bands have been indexed for 2021 based on the the VET Student Loans (Course and Loans Caps) Determination 2016.