

GOTAFE offers training under two (2) fee structures:

A. Government subsidised B. Non-subsidised - Fee for Service

A. GOVERNMENT SUBSIDISED

Government Subsidised Student Fees consist of three (3) parts:

1. Material fees

Some courses may have charges to cover costs of materials and other incidentals. This fee will vary according to the course being undertaken.

2. Tuition fees

A large portion of the tuition is subsidised by the Victorian Government for eligible students and fee rules are applied accordingly.

3. Excursion fees

Some courses may have charges to cover costs of excursions. This fee will vary according to the course being undertaken.

There are six (6) course level categories and the tuition fees for all government subsidised training vary according to the course you are looking to enrol into.

Concession fees apply where applicable.

Tuition Fee rates

Course Category	Rate per Nominal Hour	Concession
Foundation Language, literacy & numeracy & job-readiness courses	Refer to our website for further details or call 1300 GOTAFE (468 233) or visit a campus and speak to one of our Client Service Centre staff	20% of the hourly fee
Skills Creation Vocational Certificates 1 & 2		
Skills Building Certificates 3 & 4		
Apprenticeship All		
Traineeship All		
Skills Deepening Diplomas, Advanced Diplomas and higher level qualifications		NA*

* Aboriginal and Torres Strait Islander students enrolling in a Skills Deepening category qualification will be charged 20% of the hourly tuition fee.

GOTAFE publishes indicative tuition fees for all courses. This incorporates Certificate I-IV, Diploma, Advanced Diploma and Vocational Graduate Certificate qualifications for government subsidised and non-government subsidised and Vocational Graduate Certificate qualifications and courses for government subsidised and non-government subsidised fees.

VET Student Loans - Certain Diplomas, Advanced Diplomas are eligible for VET Student Loans that are linked to industry needs and employment outcomes.

Eligibility For Government Subsidised Training Places

After a client has applied to undertake a course or qualification, their eligibility for government subsidised tuition fees is determined by the admitting staff. Options will be discussed where client ineligibility is determined.

To be eligible for government subsidised training in Victoria, candidates at all course categories must meet one of the citizenship criteria and one of the additional criteria:

- Australian Citizen; or
- a holder of a permanent visa; or
- a New Zealand citizen; and

Additional Criteria

- Under 20 on the 1st January in the year of enrolment; or
- Over 20 on the 1st January and enrolling into an Approved Foundation Skills List course; or
- Over 20 enrolling into an Apprenticeship (Not Traineeship); or
- Over 20 and enrolling into VCE or VCAL (Intermediate or Senior); or
- Over 20 and enrolling into a qualification at a higher level than previously completed; and

An individual is only eligible to:

- commence a maximum of 2 government subsidised courses in the same calendar year; and
- undertake a maximum of 2 government subsidised courses at one time; and
- commence a maximum of 2 government subsidised courses at the same level within the Australian Qualifications Framework in their lifetime; and
- commence a maximum of 2 government subsidised accredited courses with the title 'Course in...' in their lifetime.

You are exempt from the following eligibility requirements if you are enrolling into 22469VIC Course in NDIS or any of the 'NDIS related Qualifications

- CHC33015 - Certificate III in Individual Support
- CHC43115 - Certificate IV in Disability
- HLT43015 - Certificate IV in Allied Health Assistant
- CHC32015 - Certificate III in Community Services
- CHC43315 - Certificate IV in Mental Health

If you meet the eligibility criteria to access government subsidised funding as an individual you will be eligible to undertake a maximum of two (2) government subsidised courses at any one time in the current year.

Note: if a student is deemed ineligible for a Government Subsidised place, ask your trainer or the Client Services Staff about eligibility exemptions that may be available.

Student Declaration and Evidence to Support Eligibility for a Government Subsidised Place

As part of the admission to a course, each student will be asked a series of questions relating to the above criteria. They will also be required to sign a declaration verifying their eligibility for government subsidised tuition and provide Proof of Identity. Refer to the Application and Enrolment brochure for further details.

Concessions

Students who are eligible for government subsidised tuition who hold, or are listed as dependents on, one of the following current concession cards, will be able to access concessions on the tuition part of their fees. To receive a concession you must present with a **current health care card** no later than 3 weeks after your course has commenced. Refer to table of fees. These include;

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card

Please note:

- Aboriginal and Torres Strait Islander students will be charged concession fees in all course categories where applicable.
- Concessions do not apply if a student's tuition fees are being paid by a Commonwealth government agency or as part of a Commonwealth program or initiative.

Payment of Fees

GOTAFE fees and charges are due and payable on, or before the start date of each course.

NOTE: Tax invoices are payable no later than 14 days from the date of issue.

Students may be excluded from classes or referred to a debt collection agency if fees and charges are not paid or managed by a deferred payment plan.

Fee Refunds (Eligible & Non Eligible Students)

Materials fees will only be refunded on a course by course basis.

Refunds for Certificates 1-4 & Graduate Certificate qualifications:

Refunds will be available for eligible and non-eligible students undertaking accredited courses, only if they:

- Provide written notification, by completing an 'Application for Refund' form and submit it to the relevant teaching department or the Enrolment Centre at their campus, and
- If Withdrawal is within four (4) weeks of the Commencement date of their course.
- Approved refunds will be provided less 20% and the remainder of the tuition fee refunded.
- Applications for refund received after the 4 week period from the course start date will not be granted, unless the applicant applies in writing asking for special consideration.
- Students who withdraw to accept a place of study at another educational institution will receive a full refund upon presentation of the letter of offer from the other institution with the Application for Refund form.

Refunds for VET Student Loans eligible courses:

Students who withdraw from a VET Unit of Study

- On, or before the Administration date (week before the census date) shall receive a full refund.
- After the Census date of a VET unit of study, shall not be eligible for refund and, the VET Student Loan applicant will incur a VET Student Loan debt.

Other Payment Options for Government Subsidised Tuition

Deferred Payment Plans

Payment Plans provided by GOTAFE to the student for government subsidised tuition fees and materials fees of a student enrolment.

- Deferred payment plans are no longer than 6 months. Where special circumstance are required payment plans can be extended to 12 months, speak to our Client Services staff for further details.
- Students must bring banking details to the Client Service Centre to set your payment plan up
- Deferred Fees are not available for Short Courses.

Please note: If you are under the age of 18 you will require a parent/guardian signature as part of the approval process for a deferred payment plan.

VET Student Loans

Commonwealth government income contingent loan;

- Applies to tuition fees only for students undertaking an eligible Diploma and Advanced Diploma qualifications.
- Eligible students will be entitled for loans up to a capped amount.
- GOTAFE may charge above this cap for a course and if so students will be expected to pay for the difference according to GOTAFE's payment terms.
- Students will be assessed as academically suited to undertake the eligible course and their FEE-HELP balance must be greater than zero.
- Students must be one of the following:
 1. An Australian citizen; or
 2. Hold a permanent humanitarian visa and usually reside in Australia; or
 3. Be a qualifying New Zealand citizen.
- Students will be required to demonstrate they are progressing through their course.
- Students will be required to log in online and acknowledge that they accept the loan they will receive for the course.
- Eligible and ineligible students can use VET Student Loans for government subsidised and Fee for Service tuition fees in approved Diploma and Advanced Diploma qualifications. If you are an ineligible full fee-paying student, a loan fee of 20% will be applied to the amount of the VET Student Loan assistance provided. The loan fee will be included in your VET Student Loans debt.
- Repaid via the taxation system, when your income reaches the repayment threshold. The threshold can be found at www.studyassist.gov.au

For further details visit www.education.gov.au/vet-student-loans

B. NON-SUBSIDISED - FEE FOR SERVICE

Fee for Service fees must be applied when:

- Courses are not eligible for government subsidised tuition because they are non-accredited being specially developed to meet industry and community needs such as hobby or interest courses.
- Clients are not eligible for government subsidised tuition in accredited courses.

Note: if a student is deemed ineligible for a Government Subsidised place, ask your trainer or the Client Services Staff about eligibility exemptions that may be available

Fee for service fees are determined by GOTAFE.

Eligibility For Fee For Service Training

All students are required to participate in a Pre-training review. The pre-training review process ensures that the qualification chosen is both suitable and the most suitable option for the student and that the proposed learning strategies and materials are appropriate.

Concessions

There are no concessions available for Fee for Service courses or programs.

Fee Refunds For Accredited Courses

Full refunds are available for Fee for Service accredited courses where the course is cancelled by the Institute.

Refunds for Certificates 1-4 & Graduate Certificate qualifications and Refunds for VET Student Loan eligible (Diploma and Advanced Diploma) courses: Refer to *Fee Refunds (Eligible and Non Eligible Students)*.

VET Student Loan

Commonwealth government income contingent loans are also available for Non Eligible students.

- Applies to tuition fees only for students undertaking eligible Diploma and Advanced Diploma qualifications.
- Eligible students will be entitled for loans up to a capped amount.
- GOTAFE may charge above this cap for a course and if so students will be expected to pay for the difference according to GOTAFE's payment terms.
- Students will be assessed as academically suited to undertake the eligible course and their FEE-HELP balance must be greater than zero.

- Students must be one of the following:
 1. An Australian citizen; or
 2. Hold a permanent humanitarian visa and usually reside in Australia; or
 3. Be a qualifying New Zealand citizen.
- Students will be required to demonstrate they are progressing through their course.
- Students will be required to log in online and acknowledge that they accept the loan they will receive for the course.
- Eligible and ineligible students can use VET Student Loans for government subsidised and Fee for Service tuition fees in approved Diploma and Advanced Diploma qualifications. If you are an ineligible full fee-paying student, a loan fee of 20% will be applied to the amount of the VET Student Loan assistance provided. The loan fee will be included in your VET Student Loans debt.
- Repaid via the taxation system, when your income reaches the repayment threshold. The threshold can be found at www.studyassist.gov.au

Deferred Payment Plans

GOTAFE does offer Deferred Fee arrangements for ineligible fees students.

- A deposit is required at the time of setting up a payment plan
- Deferred payment plans are no longer than 6 months. Where special circumstance are required payment plans can be extended to 12 months, speak to our Client Services staff for further details.
- Students must bring banking details and the deposit to the Enrolment Centre to set this loan in place.
- Deferred Fees are not available for Short Courses.

Please note: If you are under the age of 18 you will require a parent/guardian signature as part of the approval process for a deferred payment plan.

Fee Refunds For Non Accredited And Short Courses

Refunds of 100% will be available to students who withdraw up to 5 days prior to the commencement of the course.

A refund of 80% will be provided if notification of withdrawal is received within 1 day prior to the commencement of the course.

ALL STUDENTS AT GOTAFE

Where GOTAFE requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount). GOTAFE must meet the requirements set out in the Requirements for Fee Protection in Schedule 6 in the Standards for Registered Training Organisations (RTOs) 2015.

If GOTAFE is unable to provide services for which the learner has prepaid, the learner will:

- Be placed into an equivalent course such that:
 - The new location is suitable to the learner; and
 - The learner receives the full services for which they have prepaid at no additional cost to the learner; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount

THIS SECTION APPLIES TO ALL STUDENTS AT GOTAFE

Census Dates

The Census date of a course is:

- For VET Student Loan eligible courses and qualifications: The date on which the VET Student Loan is incurred by the student.
- For all other government subsidised courses: The date by which if fees are not paid or a Deferred Fee arrangement is not in place, cancellation of a student's enrolment may occur.

Please refer to the 2018 or 2019 VET Student Loan Fees and Schedule on the GOTAFE website at <http://www.gotafe.vic.edu.au/courses/vet-fee-help/>

Administration Dates

Administration dates of a course are:

- For VET Student Loans eligible courses: The date by which VET Student Loans applications must be submitted.
- For all other government subsidised courses and qualifications: The date by which fees must be paid, or a deferred fee payment schedule be in place.

Administration Dates are set 1 week prior to the Census dates.

Payment Methods

Students can pay fees at the major campus locations - Shepparton, Wangaratta, Benalla, Seymour, Warragul and Werribee by:

- Cash
- Cheque
- EFTPOS
- Credit card
- Deferred Payment Plans

An employer or third party can pay for student fees by paying an invoice on behalf of a student.

Printing Credit

Students accessing printing services at Institute facilities have access to a personal printing account to which they apply print credit. Unused print credit at the end of each calendar year is non-refundable.

Unpaid Fees

It is the student's responsibility to ensure that all fees or debts are paid.

Students at all course categories may be excluded from classes or referred to a debt collection agency if fees & charges are not paid or do not have a Deferred Payment Plan in place.

Students with outstanding debts to the Institute will not be able to do any of the following until outstanding fees are paid in full:

- be permitted to attend class, or
- be permitted to re-enrol, or
- receive Statements of Results, Statements of Attainment or Qualifications.

Document Replacement Charges

- Certificate replacement \$30.00
- Statement of Attainment \$10.00
- Statement of Results \$5.00 per page
- Student ID Card replacement \$20.00

GST

Depending on the subject or course selected, and in some cases, the purpose for which the student is undertaking the course a 10% GST will be charged on that part of the fee.

Material and Skills recognition fees are GST free in some circumstances.

Skills Recognition

Where a student is eligible for a credit transfer there is no cost.

Where a student is seeking Recognition of Prior Learning, fees will be applicable.

Contact the Course Coordinator to discuss the costs by phoning 1300 468 233.

More Information

Further information can be found in the published policies and procedures on the GOTAFE website www.gotafe.vic.edu.au

Refer to: www.gotafe.vic.edu.au

- Fees and Charges Policy (POSA-03)
- Fees and Charges Procedure (PRSA-158)
- FEE HELP Re-credit and review Procedure (E-P145)
- Application for Refund Request Form (FFI-60)
- Deferred Fee Payment Agreement (FFI-62)
- Sponsor Invoice Authorisation and Request Form (FFI-18)