

<p><b>Goulburn Ovens Institute of TAFE</b></p> <p><b>Policy no. POSA-03</b></p>	<p><b>Title: Fees and Charges policy</b>  <i>Executive approved: 22/12/2015, Reviewed: 4/08/2016</i>  <b>ILQC approved: 29/11/2016</b> <i>Reviewed: 18/05/2017</i>  <i>Reviewed for 2018: 6/12/2017, 23/08/2018 re CFO</i></p> <p><b>Responsible Officer: Registrar</b>  <b>Authorising Officer: Chief Financial Officer</b>  <b>Review: Annual (30<sup>th</sup> October 2018)</b></p>
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## Fees and Charges policy

### 1. PURPOSE

The purpose of this policy is to ensure that the Institute:

- Complies with all relevant legislation and guidelines
- Provides a framework for the collection and refunds of enrolment and other fees incurred to students

### 2. SCOPE

This policy establishes a framework for the collection of fees and charges for all courses delivered at GOTAFE, based on the principles of equity and consistency across the State training system. It also sets out to establish a financial and accountability framework for all fees and charges collected by the Institute, including fees and charges for Non Government Subsidised Education and Training, Fee for Service (including International and Industry based enrolments).

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.

#### Schedule 6

*Requirements for protecting fees prepaid by the individual learners, or prospective learners, for services*

This policy details how, 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

In addition to this The *Guidelines about Fees* provide the direction and guidelines for the imposition, collection and administering of Tuition, Materials and Non Academic Fees for Government Subsidised and Non Government Education and Training. The Institute shall implement these fees for programs that form part of the annual TAFE VET funding contract with the Department of Education and Training.

### 3. DEFINITIONS

**Government Subsidied Tuition Fees:** are set by GOTAFE under the guidelines set by the Department of Education and Training and are calculated using an hourly rate times the unit hours in a course in any one year. The actual hourly rate varies depending on whether the student is receiving a government subsidy or concession and the category or level of course being studied.

**Student Services and Amenities Fee** is set by GO TAFE and covers the cost of providing a number of student services and amenities at GO TAFE and is calculated at set rate per enrolled course hour per calendar year. This rate is reviewed annually.

**Services:** mean training, assessment, related educational and support services and/or any activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support.

**Materials Fee** covers the cost of providing goods or materials purchased by GO TAFE to be used by students in the course of training. Examples are: trade tools, class materials, safety wear, uniforms, excursions and camps. This fee varies according to the course being undertaken and there are no concession rates available

**Fee for Service Fees** are fees set by the Institute and are applied at a user pays rate to recover a full cost of a program for non eligible and Fee for Service enrolled students. The fees are applied using an hourly rate times the unit hours in a course in any one year.

**Guidelines about Fees:** Framework issued by the Higher Education and Skills Group outlining the fees and charges that are applicable to be charge for government funded courses.

**RTO:** Registered Training Organisation.

### 4. PRINCIPLES

Not Applicable

### 5. POLICY

It is the policy of Goulburn Ovens Institute of TAFE that the fees, charges and refunds associated with enrolling in a course at the Institute are applied in accordance with the Goulburn Ovens Institute of TAFE VET funding contract, the current years Guidelines of Fees and Institute based procedures.

### 6. DOCUMENTATION

[Fees and charges procedure – PRSA-158](#)

[Course Pricing Creation Variation Procedure – PRSA-159](#)

[Skills First Program Up to 15% Eligibility Exemption Procedure – PRSA-181](#)

[Skills First Program Up to 15% Eligibility Exemption Application form – FSA-125](#)

[2019 Evidence of Student Eligibility and Student Declaration form – FSA-120](#)

[2018 Guidelines about determining student eligibility and supporting evidence – ODSA-20](#)

[2018 Guidelines about fees – ODSA-21](#)

[2018 Fees and Charges brochure – ODSA-19](#)

[Fees and Charges Schedule – ODSA-01](#)

[Jobactive Fact Sheet Government subsidised Training – November 2015 – ODSA-23](#)

[Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#)

[Course Pricing Master List – ODSA-05](#)

Higher Education Support Act 2003

Higher Education Support Act 2003, VET Provider Guidelines

VET FEE HELP Application form

[Vet Student Loans Student Entry Procedure PRSA-182](#)

[Application for refund request form – FFI-60](#)

[Sponsor Invoice authorisation and request form – FFI-18](#)

[Deferred fee payment agreement – FFI-62](#)

[Request to cancel fee deferral form – FFI-63](#)

[Transfer Request form - Expense – FFI-13](#)

[FEE HELP Re-credit and Review Procedure – E-P145](#)

[Concession Card Declaration form \(Via Digital Wallet\) – FSA-127](#)

[Student and Sponsor accounts receivable procedure – PRFI-150](#)

[Admissions procedure – E10-P31](#)