

How much will my course cost?

Student Fees consist of three (3) parts:

1. Tuition Fees
2. Student Services Fee
3. Material Fees

Tuition Fees

Tuition fees cover the costs of your classes and learning and assessment activities. These fees vary across different courses and different student categories, depending upon whether you are eligible or ineligible for subsidised funding from the Victorian Government. Ineligible students will pay full fees. Concession rates can apply for some students.

Tuition fees are based on a rate per nominal hour. The number of nominal hours you enrol into depends upon the number and types of units within your course.

Student Services Fee

An annual student services fee contributes to the provision of student engagement, learning and support services. It does not apply to short course participants. This fee is non-refundable.

Material Fees

Some courses may have charges to cover costs of learning materials, online licenses, equipment, consumables, uniforms, books, excursions and incidentals. This fee will vary according to the course being undertaken.

To find out how much your course will cost, refer to www.gotafe.vic.edu.au/study/all-courses for individual course fees, or call **1300 GOTAFE (468 233)** or visit a campus and speak to one of our Student Attraction & Enrolment staff.

Am I eligible for subsidised funding?

When you apply to undertake an accredited course or qualification, you will take part in a Pre-Training Review interview to make sure that the course chosen is the most suitable option for you, and to evaluate your eligibility for a funded course. You will be asked a series of questions about your citizenship and past education history. You will be asked to sign a Funding application and Declaration verifying your eligibility and provide Proof of Identity.

To be eligible for government subsidised training in Victoria, candidates must meet citizenship and other criteria.

Use the Eligibility Indicator to see if you are eligible. www.skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx

Are all courses at GOTAFE funded?

Most accredited courses and qualifications are government funded. However, there are some courses that are either non-accredited, or are accredited but not listed on the Victorian government's funded courses list. These courses are "Fee for Service" where the student pays full fees.

There are no concessions available for Fee for Service courses.

Who isn't eligible for funding?

Some categories of students are not eligible for subsidised funded training, including:

- Students who do not meet the eligibility criteria
- International and interstate students
- School students undertaking VET courses, unless they are in a School-based Apprenticeship/Traineeship contract
- Students studying under specific Fee for Service contracts
- Students studying non-accredited or non-funded courses.

What happens if I am not eligible for subsidised funded training?

If it is determined that you are ineligible for a Victorian Government Subsidised place, you will be required to pay full-fees for your course. However, you can discuss options with the Student Attraction & Enrolment Staff as there may be eligibility exemptions available.

Can I access Free TAFE or JobTrainer?

There are a number of courses where the Victorian Government covers part or all of the tuition fees for eligible students. You will still be required to pay the student services fee and material fees. Check if the course you are interested in is on the Free TAFE for Priority Courses list www.vic.gov.au/free-tafe

Can I access concession rates?

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 a current concession card at the time of enrolment and before your course starts. At the discretion of GOTAFE, concession cards may be accepted if presented within 14 days of receipt of your course enrolment invoice.

Concession cards include:

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

Concession fees are not applicable to

- Student enrolling into Diploma or Advanced Diploma courses
- Student Services Fees and Material Fees
- Students ineligible for Victorian government funding
- Courses not subsidised by Victorian government funding
- Students whose tuition fees are being paid by a Commonwealth government agency or as part of a Commonwealth program or initiative.

Aboriginal and Torres Strait Islander students can access concession fees where applicable.

How do I pay my fees?

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

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

- Cash
- Cheque
- EFTPOS
- Credit card
- Payment Plans (through direct debit arrangement)

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

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

Students are not permitted to commence classes without payment or having a Payment Plan in place. Students may be excluded from classes or referred to a debt collection agency if fees and charges are not paid or they have defaulted on the Payment Plan.

How do I apply for a Payment Plan?

Payment Plan may be provided by GOTAFE to the student for Tuition Fees. Bring your banking details to the Client Service Centre to set up your payment plan.

Note:

- Payment Plan durations are no longer than the calendar year of your current enrolment, i.e. must be completed before each year ends.
- If you are under 18 years of age you will require a parent/guardian signature for the payment plan.

Payment Plans are not available for Short Courses.

Can I pre-pay fees?

GOTAFE will require you to pay fees that apply to units in the course that you are studying for the current calendar year. If your course runs for more than one year, you will be asked to confirm your enrolment details and pay for the next set of units in the next year.

Where GOTAFE requires, either directly or through a third party, a prospective or current student 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 student has prepaid, the student will

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

Are there student loans available?

VET Student Loans may be available to students studying some approved Diploma and Advanced Diploma qualifications. These are Commonwealth government income contingent loans, and are paid back via the taxation system.

VET Student Loans amounts apply to tuition fees only; students will still pay the Student Services Fee and Material Fees.

The loans can be 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.

To be considered for a VET Student Loan, you will need to:

1. Meet citizenship criteria
2. Be assessed as academically suited to undertake the approved course
3. Have a HELP balance greater than zero.

You will need to hold a Tax File Number (TFN) and a Unique Student Identifier (USI) number.

You will be required to log in online and acknowledge that you accept the loan. You will be required to demonstrate that you are progressing through the course by submitting a Progression Form at least twice per year.

Eligible and ineligible students can use VET Student Loans for government subsidised and Fee for Service tuition fees in 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 Loan debt.

The loan is 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.employment.gov.au/vet-student-loans

Can I access any refunds?

Full refunds are available where the course is cancelled by GOTAFE before it commences.

Tuition Fee Refunds may be available if a student withdraws from their course, depending upon the details listed below for each type of course.

Student Services Fees are not refundable.

A portion of the Material Fees may be refunded, depending upon the proportion of materials already supplied during the course; this is determined on a course by course basis.

Refunds for Certificate I to IV qualifications:

Refunds may be available for eligible and non-eligible students who withdraw from the course 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 the Withdrawal is within four (4) weeks of the commencement date of the 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 institute 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 in approved Diploma and Advanced Diploma courses:

Students who withdraw from a VET Unit of Study

- On or before the Administration Date* (1 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.

*The Administration Date is the date by which an application for a VET Student Loan must be received, being 1 week prior to the Census Date.

**The Census Date is the date on which the loan is incurred by the student. Please refer to the VET Student Loan Fees and Schedule at www.gotafe.vic.edu.au/courses/fees

Refunds for Short Courses

Full refunds are available where the short course is cancelled by GOTAFE before it commences.

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

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

Are there any other charges I need to know about?

Printing Credit

Students accessing printing services at GOTAFE 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.

Document Replacement Charges

- Certificate replacement \$50.00
- Statement of Attainment \$25.00
- Statement of results \$10.00
- 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.

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.

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 Payment Plan in place with regular payments occurring.

Students with outstanding debts to GOTAFE 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 Qualification Certificates.

If you are having difficulty paying fees due to hardship, please speak to a GOTAFE Welfare and Retention Officer.

More Information

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