

**Title: Fees and Charges procedure***Executive approved: 22/12/2015, Reviewed: 13/01/2016, 29/01/2016, 16/05/2016, 23/06/2016***ILQC approved: 29/11/2016***Reviewed: 18/05/2017, 9/1/2018, 9/02/2018, 13/03/2018, 13/07/18, 23/07/2018, 30/07/2018, 23/08/2018 re CFO, 31/07/2019***Procedure no. PRSA-158****Responsible Officer: Registrar****Refer Policy no. POSA-03****Authorising Officer: Chief Financial Officer****Review: Annual (31st October 2018)***Disclaimer: Printed hard copies of this document are uncontrolled. For the current version, please refer to Policy Central.*

Fees and Charges procedure

1. PURPOSE

This procedure has been framed to ensure that the principles governing the collection of fees and charges for Government Subsidised Education and Training enrolments are implemented and adhered to by the Institute in accordance with the *Education and Training Reform Act 2006*, the *Guidelines about Fees* and the *Higher Education Support Act 2003*.

The procedure also covers the guiding principles governing the collection of fees and charges for Non Government Subsidised Education and Training, Fee for Service and Short Courses programs which are approved by the Executive Management.

2. SCOPE

The procedure applies to all GO TAFE staff that has contact with students wanting to enrol into TAFE. The procedure covers the following items:

- Determining Eligibility requirements for a Government funded place
- Concession and Fee Waivers requirements
- VET Student Loan eligibility and other requirements
- Payment Options

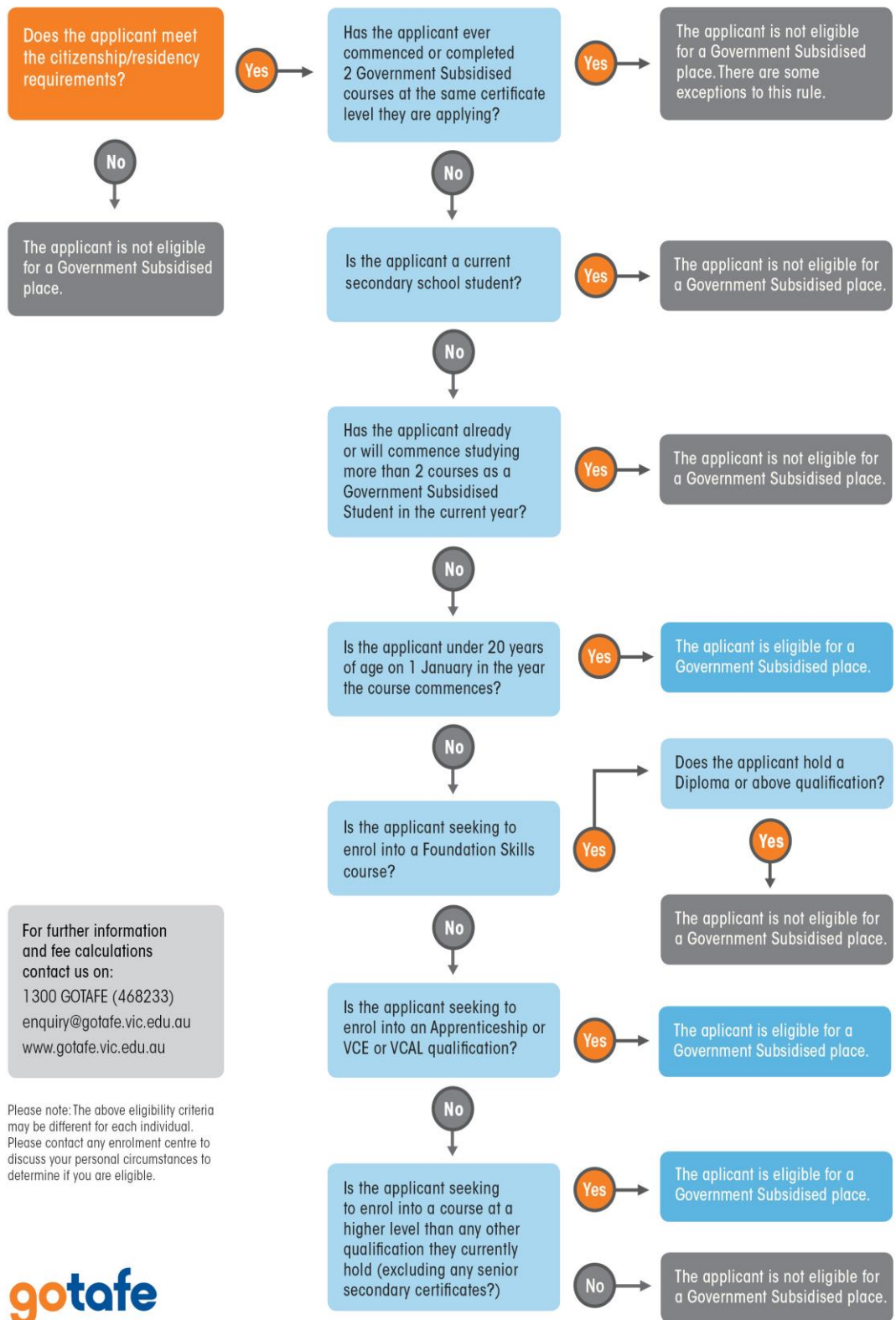
The procedure needs to be read in conjunction with the Fees and Charges Schedule. Students can only participate in training at GO TAFE if all fees have been paid or deemed paid or being paid through a payment plan or authority approval through a third party or for tuition fees only via the VET Student Loans scheme for eligible Diploma and Advanced Diploma courses.

3. DEFINITIONS

4. PROCEDURE

4.1 Determining Eligibility requirements for Government Funded places

Eligibility requirements are the first stage of determining if a student can access government funding for their training. The Eligibility Tree is a basic flowchart of criteria that needs to be applied to each student.



To assist staff through this process there are stipulated documents or references that need to be used when working through the process of eligibility.

Note: for students to be eligible in the first instance they must be physically present in the state of Victoria at all times at which they are undertaking the training and/or assessment and if an apprentice or trainee, be employed in Victoria.

Note: if a student is under the age of 17 years

- And has not completed Year 10, GOTAFE **must** sight and retain correspondence or a certificate signed by a Department Regional Director that exempts the student from school attendance and either:
 - clearly identifies the Training Provider and training to be undertaken; or
 - clearly identifies the relevant employer where the student is to undertake an apprenticeship or traineeship
- If the student has completed Year 10, GOTAFE **must** sight as per above or a completed transition from school form or a certificate signed by the school principal that exempts the student from school attendance and either:
 - clearly identifies the Training Provider and training to be undertaken; or
 - clearly identifies the relevant employer where the student is to undertake an apprenticeship or traineeship
- **IMPORTANT:** Where an individual under 17 years is enrolled in training on the basis that they have been granted an exemption from school attendance to undertake a specific course with GOTAFE, if that individual **stops attending** that training with GOTAFE, and is at that time still under 17 years, the GOTAFE should notify the relevant Regional Office of the Department that the individual is no longer attending training.

1. Citizenship and Residency – In order to be Eligible individual an individual must be:
 - i. An Australian citizen;
 - ii. A holder of permanent visa; or
 - iii. A New Zealand citizen
2. **[2019 Evidence of Student Eligibility and Student Declaration form – FSA-120](#)** – Each student must fill out one of these forms (hardcopy or via e-Applications) and produce the relevant original documentation to support their claim. If copies are produced they must be verified by one of the authorised persons listed on the back of the form.

NOTE: only the evidence detailed on the form can be provided.

NOTE: Sighting and Retaining:

- A hardcopy copy evidence produced to support the students claim for eligibility must be sighted and retained on the students file or
- A certified photocopy of the hard copy original
- Document a unique verification number from a document verification service confirming the student's name and date of birth matches a valid

document number the student has entered into that document verification service, and ensure you also write down what type of document you have verified.

NOTE: an Evidence of Student Eligibility and Student Declaration form **must** be fully completed and signed by each eligible student and a GOTAFE Representative for the student to be eligible for a government subsidised place and associated fees.

NOTE: The CEO has delegated this authority to all currently employed GOTAFE staff members.

3. Where courses at the same level applies to determine eligibility '*2 at level*', the Evidence of Student Eligibility and Student Declaration form will supply you with the information you require, then refer to the [Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#) to determine eligibility
4. If the student is attending Secondary College they are not eligible to access Government subsidised funding.
5. Where a student may have already commenced or will commence 2 courses '*2 at a time*' and '*2 in a year*' limitation applies the detail require is on the Evidence of Student Eligibility and Student Declaration form, refer to the [Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#) to determine eligibility
6. Where age needs to be determined for eligibility, the Evidence of Student Eligibility and Student Declaration form applies to support this criteria and evidence is required to be sighted and retained on the students file.
7. Foundation level courses – If the student is enrolling into an Approved Foundation Skills Category course students are eligible unless they hold a Diploma or above (issued by an Australian higher education provider) or are in the Commonwealth 'Skills for Education and Employment program. For additional information supplied to assist with determining aspect please refer to [2018 Guidelines about determining student eligibility and supporting evidence – ODSA-20](#) and the [Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#)
8. Apprenticeships - If the student is undertaking an apprenticeship (not a traineeship) course the student is deemed eligible.
9. VCAL (Intermediate or Senior) and VCE – If the student is looking to undertake training in the VCAL or VCE and is over the age of 20 the student is deemed eligible.
10. Previous Qualifications – are qualifications where a student has already successfully completed a course (received a completion certificate). For the student to be eligible for this step the student must be enrolling into a course/qualification that is deemed to be at a higher level than the one they already hold. Refer to [2018 Guidelines about determining student eligibility and supporting evidence – ODSA-20](#) and the [Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#) for additional information.
11. Further clarification on Multiple Courses – This criterion covers individuals commencing multiple courses in a single year and undertaking multiple courses at once. In summary individuals accessing training under the Skills First Program will be eligible to:

- commence a maximum of two government subsidised courses through *Skills First* in a calendar year '2 in a year' ; and
- undertake a maximum of two government subsidised courses through *Skills First* at any one time '2 at a time';
- commence a maximum of two government subsidised courses at the same level within the AQF '2 at level' in their lifetime.
- commence a maximum of two government subsidised courses with the title 'Course in...' level in their lifetime.

Refer to [Fact Sheet – Skills First Eligibility Requirements – May 2017 – ODSA-26](#) for further clarification.

If an individual is seeking to enrol in an Apprenticeship (not Traineeship), qualifications listed on the approved Pre-Apprenticeship and Pathways Qualifications will not be counted towards the course maximums.

4.2 Concession, Fee Waiver and Eligibility Exemption requirements

Once eligibility has been determined there are varying fee waivers or concessions that an eligible student can receive which determines what the student will pay for a tuition fee (only)

Note: Students have up to **three weeks** from the commencement of their course to provide a current and correctly dated Health Care Card to be eligible to receive the concession rate.

Concessions – A concession rate can be available for students which means that the Tuition Fees must be charged at 20% of the hourly fee that GO TAFE would charge a non-concession student in the same course. Concession rates are only currently applicable to individuals holding one of the following concession cards or status:

- Commonwealth Health Care Card (HCC) issued by the Commonwealth;
- Pensioner Concession Card ;
- Veterans' Gold Card;
- An alternative card or concession eligibility criterion approved by the Minister for purposes of these guidelines
- If the student is an dependent spouse or child of a card holder; or
- if the student is an Indigenous student. A Health Care Card is not required if the student has self-identified as being an Indigenous student on the enrolment form.

*Concessions only apply to Diploma and Advanced Diploma courses where the individual identified themselves as an Indigenous student.

**For continuing students enrolled into the same Diploma or Advanced Diploma course (prior to 1st July 2012) and under the age of 25 as at 1st January 2012

Note: GOTAFE must sight and retain a copy of the relevant concession card:

- a) in hard copy or electronically
- b) Where the concession card is presented via a Digital Wallet through a Centrelink Express Plus mobile application, GOTAFE must sight and

authenticate the card by viewing the card directly through the Centrelink Express Plus mobile application on the card holder's mobile device. These cards may not be sighted via a screen shot of the card that is emailed or otherwise produced. GOTAFE must make a written declaration and attach it to the student's file stating that the digital concession card has been sighted in accordance with Clause 3.7 of the Guidelines about Fees. Refer to [Concession Card Declaration form \(Via Digital Wallet\) – FSA-127](#).

Note: *Concessions do not apply to Fee for Service enrolments*

Refer to [2018 Guidelines about fees – ODSA-21](#) for full criteria on applying concessions.

Asylum Seekers and Victims of Human Trafficking - For the purpose of being considered exempt from the citizenship/residency eligibility requirement of the Skills First Program and receive a concession on of the following **must** be sighted and retained:

- a) a validly endorsed referral form – Referral to Government Subsidised Training Asylum Seekers from the Asylum Seeker Resource Centre; or
- b) a validly endorsed referral form – Referral to Government Subsidised Training – Asylum Seekers from the Australian Red Cross Victims of Human Trafficking Program; or
- c) where a TAFE Institute or Learn Local Organisation has confirmed a student's eligibility for the Program, evidence the individual holds a valid Visa type obtained by using the Commonwealth Visa Entitlement Verification Online (VEVO).
 - a. Bridging Visa class E (BVE);
 - b. Safe Haven Enterprise Visa (SHEV) or
 - c. Temporary Protection Visa (TPV).

Note: On or after 1st July 2016 students confirmed as an Asylum Seeker or Victim of Human Trafficking are now eligible for a concession on tuition fees for government subsidised training in courses up to Certificate IV. **This is contingent on having one of the appropriate referral forms validly endorsed.**

Note: If a student is deemed eligible GOTAFE will receive (4) forms of correspondence during the process of enrolment:

- Confirmation letter that the student will be applying for a course (Asylum Seeker only)
- *Referral to Government Subsidised Training form – Asylum Seekers or Trafficked Persons* (once completed a copy sent back to the relevant agency)
- *Confidentiality Agreement form* (Asylum Seeker only)
- *Acknowledgement of Enrolment* (Asylum Seeker and Trafficked Persons)
- *Authority to invoice form* (supplied by referring agency)

Note:

- An indicative course statement of fees will need to be emailed to the ARSC
- Student's under this initiative must be reported with 'ASP' - for Asylum Seekers and Victims of Human Trafficking, or 'ASL' – Asylum Seekers and Victims of Human Trafficking undertaking an Apprenticeship or a

Traineeship, and with an appropriate Eligibility Exemption flag set to 'Y' and a Fee Exemption/Concession

- 'O' (other) if they have been issued with a referral form on or after 1 July 2016 making them eligible for the concession; or
- 'Z' (none) if they have been issued with a referral form before 1 July 2016
- Once the student's record is at the point of invoice (not after) all enrolment paperwork needs to be forwarded to the Registrar for final sign off for reporting purposes and keep with the students enrolment records.

Fees should be invoiced as per the following:

Sponsor Code: 72

Sponsor Code: 71

Andrea Flew

Pamela Rodriguez

Manager

Manager

Education Program

State Program Coordinator - MSP

Asylum Seeker Resource Centre

Australian Red Cross

Ph: 03 85379500

Ph: 03 8692 3311

Email: employment@asrc.org.au

Email: prodriguez@redcross.org.au

Judy Lazarus Transition Centre

GOTAFE must not charge a tuition fee for enrolment by an individual who is from the Judy Lazarus Transition Centre (as a prisoner within the meaning of the *Corrections Act 1986*).

- The GOTAFE must retain a copy of written confirmation from the management of the Judy Lazarus Transition Centre that the individual meets the requirements of Clause 2.4. of the Guidelines of Fees
- Forward to the Registrar for final sign off for reporting purposes and keep with the student's enrolment records.

Students that fall in this category do not incur a tuition fee charge.

Young people on community based orders

GOTAFE must not charge a tuition fee for enrolment by an individual who is required to undertake the course pursuant to a community based order made under the Children, Youth and Families Act 2005.

- GOTAFE must retain a copy of written confirmation from the relevant Youth Justice Unit of the Victorian Department of Justice and Regulation that the individual meets the requirements of clause 2.6. of the Guidelines of Fees
- forward to the Registrar for final sign off for reporting purposes and keep with the students enrolment records.

Students that fall in this category do not incur a tuition fee charge.

Skills First Youth Access Initiative (Previously known as Program X)

Skills First Youth Access Initiative is to support young people on Youth Justice Orders or Child Protection Orders, or who have been on Youth Justice Orders or Child Protection Orders and are not more than 22 years of age as of 1 January, to participate in education and training.

GOTAFE must not charge a tuition fee for enrolment by an individual referred to them with a validly endorsed referral form from either the Department of Health and Human Services, the Department, the Department of Justice and Regulation, or a referring agency (a referring agency is an organisation that is contracted by the Department of Health and Human Services or the Department of Justice and Regulation to deliver child protection or youth justice support services).

- GOTAFE must retain the original referral form, and return a copy to the relevant referring agency.
- forward to the Registrar for final sign off for reporting purposes and keep with the students enrolment records.

Students that fall in this category do not incur a tuition fee charge.

Note: The endorsed referral form must be sighted and retained with the student's enrolment records. Refer to information sheet for further information [Skills First Youth Access Initiative SVTS Alert-20180308 – ODSA-29](#)

Exemptions for specific cohorts

GOTAFE must offer exemptions to individuals from the following cohorts, when an individual presents evidence specified in the [2018 Guidelines about determining student eligibility and supporting evidence – ODSA-20](#):

- a) NDIS Training
- b) Retrenched Workers;
- c) Automotive supply chain workers;
- d) Jobs Victoria Employment Network Clients; and/or
- e) Any other specific cohort as determined by the Department from time to time

NDIS Training

GOTAFE's roles and responsibilities with respect to delivering training as part of the TAFE NDIS Training Campaign to Eligible Individuals who:

- a) undertake the 22469VIC - Course in Introduction to the National Disability Insurance Scheme (the 'Course in NDIS'); and
- b) then subsequently or concurrently undertake any one of the following five NDIS related qualifications (the 'NDIS Related Qualification'):
 - i) Certificate III in Individual Support
 - ii) Certificate IV in Disability
 - iii) Certificate IV in Allied Health Assistant
 - iv) Certificate III in Community Services
 - v) Certificate IV in Mental Health

Time Period for the TAFE NDIS Training Campaign applies to training activity that commences between **1 July 2018 and 30 June 2019**:

- a) exempt individuals undertaking the 'Course in NDIS' from the following eligibility requirements:
 - i) 'upskilling';
 - ii) 'two in a year'
 - iii) 'two at a time';

- iv) 'two at level in a lifetime'; and/or
- v) 'two "courses in..." in a lifetime'; and

b) exempt an individual that has enrolled in the 'Course in NDIS' from the following eligibility requirements, if that individual commences any of the 'NDIS Related Qualifications' between **1 July 2018 and 30 June 2019**:

- i) 'upskilling';
- ii) 'two in a year'
- iii) 'two at a time';
- iv) 'two at level in a lifetime'; and/or
- v) 'two "courses in..." in a lifetime'.

Impact of participating in this initiative on an Eligible Individual's Future Entitlement to Funded Training

As part of the Pre-Training Review, and prior to the commencement of training, GOTAFE must advise an Eligible Individual that:

a) participation in the 'Course in NDIS' will not impact their future Entitlement to Funded Training and will not be taken into account when assessing:

- i) any of the previous highest qualifications held by that individual;
- ii) the course maximum for the purposes of the 'two in a year' limit and the 'two at a time' limit; and/or
- iii) the course maximum for the purposes of the 'two at level in a lifetime'; and/or 'two 'Courses in...' in a lifetime' criteria; and

b) participation in any of one of the five 'NDIS Related Qualifications' will not be taken into account when assessing eligibility for participation in any of the other 'NDIS Related Qualifications' during the time period of this initiative (**from 1 July 2018 to 30 June 2019**) when determining:

- i) any of the previous highest qualifications held by that individual;
- ii) the course maximum for the purposes of the 'two in a year' limit and the 'two at a time' limit; and/or
- iii) the course maximum for the purposes of the 'two at level in a lifetime'; and/or 'two 'Courses in...' in a lifetime' criteria; and

b) participation in any one of the five 'NDIS Related Qualifications' will be taken into account when assessing eligibility for any other government subsidised training that is not one of the 'NDIS Related Qualifications' and for 'NDIS Related Qualifications' commenced after 30 June 2019.

Please Note:

All students enrolled under this initiative must be reported with the following fund sources:

- DIP for the course in NDIS and for NDIS related qualifications where the enrolment is non apprenticeship/traineeship
- DIL for the course in NDIS and for NDIS related qualifications where the enrolment is apprenticeship/traineeship

Where an eligibility exemption has been granted, the student will need to be flagged accordingly.

Refer to Registrar for final reporting purposes.

Retrenched Workers

Students referred under this program must meet all eligibility criteria except for the up skilling requirement note exemptions are detailed in the Training referral letter. Refer to Registrar for final reporting purposes.

Note: Students must:

- i. Confirm that they have attended a Skills and Job Centre to discuss referral to training
- ii. present with a Training referral letter from the Regional Manager, Industry Engagement accompanied by a copy of one of the following:
 - a) the separation certificate from the individual's employer or
 - b) a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant or
 - c) a letter from the individual's current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date
 - d) a statement of service including the date of cessation of employment or
 - e) a letter specifying that retrenchment will occur on a nominated date from their current employer on company/receiver letterhead or\
 - f) a Centrelink Employment Separation certificate provided that the reason for separation falls within the following categories:
 - a. shortage of work
 - b. unsuitability for this kind of work or
 - c. redundancy.

A copy must be retained with the student's enrolment record.

Be aware 'Referred individuals must enrol within a 12 month time period specified on the front of the Eligibility letter issued by the Department'.

Student's provided with an eligibility exemption must be reported with the Eligibility exemption Indicator and a funding source identifier of SCL' - Retrenched workers (Apprentice/Trainee) or 'SCP' – Retrenched workers (General – non-Apprentice/Trainee)

Refer to Registrar for final reporting purposes.

Job Active (Job Seeker)–

Students must meet one of the following citizen/residency statuses:

- Australian Citizen or permanent residency or
- New Zealand citizen.

And are any of the following:

- Under 20 years of age
- Seeking to enrol in an Approved Foundations Skills List Course
- Seeking to enrol in VCE or VCAL
- Seeking to enrol in an apprenticeship, or
- 20 years of age or older and seeking to enrol in a course that is higher than their existing qualification.

Note: Generally job seekers 20 years of age or over will only be able to access government subsidised training in a course at a higher level than they previously achieved.

Refer to [Jobactive Fact Sheet Government subsidised Training – ODSA-23](#) for full details.

Note: Jobactive providers that refer a job seeker on their caseload to a Skills First Program training place they will be required to contribute to the cost of the course. The amount payable is the ‘Standard Fee’ – not the concession fee.

If the jobseeker is contributing to the cost of the training, and is eligible for a concession if they enrolled and paid for the training themselves, the maximum amount they can contribute toward the “Standard Fee” is 20% of that “Standard Fee”.

Note: Evidence of a completed copy of a Job Seeker Referral form – - Government Subsidised Training in Victoria must be retained with the student’s enrolment for audit purposes. A Job Seeker Referral form –Government Subsidised Training in Victoria form is not required for Fee for Service training.

- A copy of the form must be returned to the relevant referring agency with and invoice for the tuition amount due once enrolment has been confirmed and the original given back to the student.

Student’s provided with an eligibility exemption must be reported with the Eligibility exemption Indicator and a funding source identifier of ‘JVL’ - Jobs Victoria Employment Network Client (Apprentice/Trainee) or ‘JVP’ Jobs Victoria Employment Network Client (General, non-Apprentice/Trainee).

Refer to Registrar for final reporting purposes.

Automotive Supply Chain Training Initiative - Students referred under this program must meet all eligibility criteria except for the upskilling requirement. Where students do not meet the upskilling requirement the student must be reported with the eligibility exemption Indicator.

Note: Students must present with an Automotive Supply Chain Training Initiative Eligibility letter from the Regional Manager, Industry Engagement accompanied by a copy of one of the following:

- a) the separation certificate or
- b) letter of separation from their previous employer or
- c) a statement of service including the date of cessation of employment or
- d) a letter specifying that retrenchment will occur on a nominated date from their current employer on company/receiver letterhead or
- e) a Centrelink Employment Separation certificate provided that the reason for separation falls within the following categories:
 - a. shortage of work
 - b. unsuitability for this kind of work or
 - c. redundancy or
- f) a payslip.

Referred individuals must commence training within twelve months (12) of the date of referral form.

- Once the student's record is at the point of invoice (not after) all enrolment paperwork needs to be forwarded to the Registrar for final sign off for reporting purposes.

NOTE: Evidence of a completed Referral form – The original referral must be retained with the student's enrolment for audit purposes. Copies of all other supporting evidence provided must also be retained with the student's enrolment detail for audit purposes.

A copy of the form must be returned to:
Department of Education and Training
Training Participation and Facilitation Division
Level 3, 2 Treasury Place
East Melbourne VIC 3002

Students provided with an eligibility exemption must be reported with the Eligibility exemption Indicator and a funding source identifier of 'AEL' - Automotive supply chain workers (Apprentice/Trainee) or 'AEP' Automotive supply chain workers (General, non-Apprentice/Trainee).

Refer to Registrar for final reporting purposes

Skills First Program Eligibility Exemptions up to 15% of current year Course Commencements

Students commencing training in 2018 may be granted an Eligibility Exemption if they do not meet one or more of the following:

- Upskilling and/or
- Two at level in a lifetime and/or
- Two courses in...in their lifetime

To offer a student an eligibility exemption it needs to be underpinned by having a comprehensive discussion and providing an effective pre-training review of each individual as required under the Skills First Program contract to ensure students are enrolled in training that is suitable and appropriate to their circumstances.

Evidence for why the one of the above criteria is not applicable to meet eligibility must be retained with the Student's enrolment.

Note: All other eligibility rules (including the two at a time and two in a year requirements remain in place. Refer to 2018 Guidelines about determining Student Eligibility and Supporting Evidence (section 3 but specifically 3.10 - 3.11)

- Once the student's record is at the point of invoice (not after) all enrolment paperwork needs to be forwarded to the Registrar for final sign off for reporting purposes.

Refer to [Skills First Program Up to 20% Eligibility Exemption Procedure – PRSA-181](#) for further details.

Back to Work Scheme and Reconnect Program exemptions from specific Skills First Program eligibility requirements

The 'Back to Work Scheme' is designed to help get young unemployed, retrenched workers, out-of-trade apprentices, and the long-term unemployed, back to work. Since 1 July 2015, employers have been able to claim incentives when they engage eligible employees in ongoing employment. The Scheme has now been expanded to include a number of training related initiatives

Back to Work Scheme participants commencing courses from **1 January 2016** who, in conjunction with their employer, seek to enrol in accredited Vocational Education and Training under the Victorian Training Guarantee, will be exempt from having to meet the following eligibility criteria:

- 'upskilling'
- 'two at level in a lifetime' and/or
- 'two "courses in..." in a lifetime' requirements

All other eligibility requirements (including the 'two at a time' and 'two in a year' requirements as described in the 2017 Guidelines about Determining Student Eligibility and Supporting Evidence) remain in place

Note: For students to access the exemption:

- GOTAFE staff must sight and retain a copy of the standard email issued by the State Revenue Office to the student's employer that confirms the student's status as a 'Back to Work' participant with the student's enrolment paperwork.

Note: All 'Back to Work Scheme' participants enrolling in government subsidised training will be eligible for a Fee concession at **all qualification levels**.

- Concession type must be 'H'. If student has current Health Care Card.
- Concession type must be 'O'. If student does not have a current Health Care Card.

Refer to all paper work to Registrar for final reporting purposes.

4.3 VET FEE-HELP and Vet Student Loans Eligibility and Other requirements

VET FEE-HELP student's that commenced their training in 2016, continued in the same course 2017 and need to complete their can continue to use scheme to support their training in 2018.

4.4 VET Student Loan Eligibility and Other requirements

Students studying an **eligible** Diploma or Advanced Diploma course are able to apply for a VET Student Loan as a method of tuition fee payment.

Note: VET Student Loans does not cover the cost of materials or the non academic fee for eligible student's available at the time of enrolment.

Note: VET Student Loans for eligible courses have a maximum loan amount that a student can access for each course. Visit <https://www.education.gov.au/vet-student-loans> for list of approved courses under the VET Student loans scheme

Note: VET Student Loans can be used by students who are paying the Fee for Service fees at the time of enrolment.

Note: VET Student Loans cannot be used to cover tuition fees for Short Courses with Accredited Units

- Eligibility

To be eligible for VET Student Loans S students must:

- Meet the VET Student Loans citizenship or residency requirements,
 - an Australian citizen; or

- hold a permanent humanitarian visa and usually reside in Australia;
or
 - be a qualifying New Zealand citizen
- Have an Australian Tax File Number (TFN)
- Not have exceeded their FEE HELP limit,
- Be enrolled in a unit of study that meets the course requirements before the census date for the unit.
- Enrolment
 1. A student enrolls with the GOTAFE and indicates they wish to access a loan.
 2. Enrolment information (including nearest applicable census date) is provided to the Department of Education and Training by the GOTAFE via the eCAF system.
 3. The eCAF system sends email to the student.
 4. The student receives the email, at which point they sign into the eCAF system, verify the pre-populated information and complete the required additional fields.
 5. The student submits the eCAF and the student is provided with a copy of the submitted form.
 6. The provider can view the information and report the data.
- VET Student Loans Invoice Notice

Must be provided to each student via email or mailing address at least 14 days prior to the Census date.

Note: this notice is only required to be provided to students that have opted to take out a VET Student Loan. The GOTAFE invoice would be sent to students who have not opted to take out a VET Student Loans loan.
- Census date

For each eligible unit of study the census date will be set by the Institute, published on the GOTAFE website and will be set no earlier than 20% of the way through the period during which the unit is taken as per schedule 1A of the HESA 2003.
- Commonwealth Assistance Notice (CAN)

GOTAFE will send a CAN to all students who have requested VET Student Loans assistance within 28 days of each census date, even if a student has made a full up-front payment of their tuition fees and therefore has not incurred a VET Student Loans debt on that census date.

The CAN issued to a student will include the Commonwealth Higher Education Student Support Number (CHESSN) of the student.

For students undertaking VET Student Loan enabled courses - Diploma and above levels.

GOTAFE will repay any student who is, or would be entitled to VET Student Loans assistance any payment of his or her VET tuition fee for a Unit of Study that the person made on or before the census date for the unit of study, if the person is no longer enrolled in the Unit of Study at the end of the census date.

- Administrative Dates are set 1 week prior to census dates.
- Withdrawal Fees are incidental to studies in accordance with VET Provider Guidelines 8.10.1d) being a fine or penalty imposed as a disincentive.

In the event of a student withdrawing from a Unit of Study after the census date for that Unit of Study:

- No refund is applicable and /or
- The student will incur a VET Student Loans debt. (4.1.13)
- Withdrawal
If a student withdraws from a Unit of Study prior to its census date the student will not incur a VET Student Loans debt.
- Withdrawal after Census date
If a student withdraws from a Unit of Study after the census date no refund is applicable and / or the student incurs a VET Student Loans debt. A student may apply for special consideration via the VET Student Loans Re-credit or Review Procedure if they believe that circumstances leading to the failure to withdraw from the course prior to the census date were beyond their control.

4.4 Payment Options

Student's fees need to be paid or deemed paid at the time of enrolment using one of the following methods:

1. Payment in full
 - a. Cash
 - b. Cheque/Money Order
 - c. Direct deposits paid into GOTAFE's bank account
 - d. EFTPOS
 - e. Credit Card
 - f. Centrepay
2. Via a third party or employer. A Sponsor Invoice Authorisation and Request Form (and Application for credit account form – Trade Debtors (FFI-15)).
3. Deferred Payment Plan – available for students and sponsors

Note: Refer to the Student and Sponsor Debtors – Accounts receivable procedure schedule on rules applying to students with an outstanding debt and the use of a Student Loan - Fee Deferral.

4. In circumstance of extreme hardship, students can be referred to one of the Student Retention Officers in Student Services. The extreme hardship application needs to be presented with a business case on why the student should receive approval for hardship on their fees, such applications must be approved before a variation to the student's fees can be levied. Approval of extreme hardship applications are granted by the CEO
5. For all other applications the Commercial & Operations Manager and Executive Manager can approve Fee Waivers.
All approved hardship applications notifications must be kept with the Institute Registrar for privacy reasons
6. VET Student Loans for approved VET Student Loan courses and students.

Unpaid fees:

Students with unpaid fees at the relevant census dates for their course or Unit of Study are not permitted to attend class, re-enrol, receive Statements of Attainment, receive certification, or to graduate.

Students who at the time of enrolment believe they may be eligible for a concession tuition fee but have not yet applied to Centrelink for a concession card have (3)

weeks from course commencement to provide a valid concession card or letter from Centrelink detailing they are eligible and will be receiving a concession card to receive a refund.

5. DOCUMENTATION

[Fees and Charges Policy – POSA-03](#)

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

[Skills First Program Up to 20% Eligibility Exemption Procedure – PRSA-181](#)

[Skills First Program Up to 20% Eligibility Exemption Application form – FSA-125](#)

[Skills First Youth Access Initiative SVTS Alert-20180308 – ODSA-29](#)

[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](#)

[2019 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](#)

Higher Education Support Act 2003

Higher Education Support Act 2003, VET Provider Guidelines

VET Student Loans Act 2016

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

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

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

[Application for Credit Account form – FFI-15](#)

[Payment Plan Agreement – FFI-62](#)

[Request to cancel Payment Plan 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](#)