


SSP002	Smart and Skilled Payment of Fees and Refund Policy	
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Standard

This Policy and Procedure relates to:

- Smart and Skilled Fee Administration Policy
- Smart and Skilled Operating Guidelines
- VET Quality Framework

Policy Statement

Under Smart and Skilled, prospective students must be made aware of student fees and refunds. This policy is specific to those who are enrolled in a NSW Government Smart and Skilled subsidised course.

Student Fees

Under Smart and Skilled, students contribute towards the cost of their training through the payment of a student fee and the balance is paid as a subsidy from the government.

The Schedule of Fees for each qualification on the NSW Skills List can be accessed at www.training.nsw.gov.au/smartandskilled/prices_fees.html

SGSCC must charge the student the relevant fee set by the NSW Government.


SGSCC will confirm what the Student Fee is once we have entered your data into the Smart and Skilled Provider Calculator.

You are required to know of this payment of Fees and Refund Policy prior to enrolment.

Concession Fees

Students who are a recipient of a specified Commonwealth benefit or allowance must provide the follow proof of eligibility for a concession:

- A letter from the department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) or:
- A current concession card that shows the CRN; or

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- A current Centrelink income statement that clearly shows the benefit or allowance category and the CRN; or
- Any other evidence that clearly shows the CRN and the benefit or allowance category; or
- For people applying for Austudy or Newstart allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.

Fee Exemptions

Students who qualify for a fee exemption are:

- Australian Aboriginal and Torres Strait Islander People
- People with a disability (that is people who meet the disability fee exemption criteria, including the dependent child, spouse or partner or a recipient of a Disability Support Pension).

Australian Aboriginal and Torres Strait Islander students must meet the Smart and Skilled personal and program eligibility criteria.


A student with a disability must declare their previous enrolments in a Smart and Skilled qualification in a calendar year.

Recognition of Prior Learning and Credit Transfer

Where an eligible student is granted recognition of prior learning (RPL) or Credit Transfer for one or more units of competency, the qualification price will be adjusted and a new student fee determined.

Payment of Student Fees and outstanding fees

Student fees may be paid by payment plan over the duration of the course. A Payment Plan will be discussed with you prior to enrolment. Full payment of your fee must be paid prior to course certification.

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Withdrawal without penalty prior to course commencement

Should you wish to withdraw prior to your course commencement (the 'cut off date') you will receive a full refund for the payment you have already made.

Deferral or Withdrawal after the course commencement

Should you defer or withdraw after the course has commenced the fees paid will be calculated pro rata following training and assessment and any refund owing will be refunded.

Course Cancellation

You will be refunded any fees paid in the event that SGSCC cancels a course.