



Student Fees and Charges Policy – 2017

Policy purpose

This document sets out the 2017 tuition fees and charges for North Regional TAFE (NRT). NRT fees are determined by the Department of Training and Workforce Development (DTWD), and should be read in conjunction with the Vocational Education and Training (VET) Fees and Charges Policy 2017. NRT's student Fees and Charges are approved by the Governing Council.

This policy is reviewed and updated annually to reflect State Government changes and Delivery and Performance Agreement (DPA) requirements.

Scope

This policy document applies to all student fees and charges related to training delivered by NRT, and include fees and charges for the following:

- Profile courses, including individual units and modules
- Apprentices and trainees
- Short courses and skill sets
- Commercial delivery
- Recognition of Prior Learning (RPL).

Definitions

The following definitions apply in this document:

<i>Course fees</i>	<i>Fees which contribute to the cost of training delivery and which are supplemented by state government funding.</i>
<i>Profile course</i>	<i>A course which is subsidised by the state government.</i>
<i>Resource fees</i>	<i>Fees for materials purchased by the College to be consumed or transformed by students in the course of training.</i>
<i>Tuition fee</i>	<i>Course fees and resource fees.</i>
<i>Incidental fees</i>	<i>Additional fees as specified in this policy.</i>
<i>Other fees</i>	<i>Non-essential goods and services or goods and services that can be obtained in another way or from another supplier.</i>
<i>Semester</i>	<i>A six month period that contains the study start date of a unit.</i>
<i>Short course</i>	<i>A training course typically scheduled to be completed in 40 nominal hours or less. A Short Course can be either accredited or non-accredited. Short Courses may be profile funded or Fee for Service.</i>
<i>Fee for Service</i>	<i>Delivery of training or training-related services which is funded only by fees paid by the participant(s) or organisation requesting the training, ie no Profile funding.</i>
<i>Skill set</i>	<i>A combination of accredited Units of Competency, typically between 40 and 120 nominal hours in total. Skill Set training is always associated with a work outcome. Skills Sets are always accredited and are generally profile funded.</i>
<i>Unit</i>	<i>A discrete unit or module of study.</i>

Payment of fees and charges

Enrolment in a College course is not complete, and training does not commence, until one of the following is in place:

- all prescribed tuition fees and charges are paid by the student, or
- commitment is received from a third party to pay the fees, or
- deferred payment arrangements are made, or
- fees and charges have been waived, or
- a VET Student Loan application is completed, approved and processed.

Fees for government subsidised courses

Students enrolled in government subsidised courses may be charged:

- course fees
- resource fees
- other fees
- incidental fees.

Course fees

Course fees are mandated by the [Department of Training and Workforce Development](#) and are based on the number of hours assigned to each unit (see below).

QUALIFICATION CATEGORY	Course fee per nominal hour
Non-concession student	
Diploma and Advanced Diploma and Existing Worker Traineeships	\$5.79
Apprenticeships, Traineeships*, and Priority Industry Qualifications (up to Certificate IV)	\$3.25
General Industry Training (up to Certificate IV)	\$4.88
Foundation Skills Courses (including equity courses)	\$0.21
Concession student	
Concession-eligible Diploma and Advanced Diploma courses**	\$1.74
Apprenticeships, Traineeships*, and Priority Industry Qualifications (up to Certificate IV)	\$0.97
General Industry Training (up to Certificate IV)	\$1.47
Foundation Skills Training (including equity courses)	\$0.21

* excludes Existing Worker Traineeships

** See attachment A for list of qualifications.

Particular note should be taken of the additional points below in relation to course fees.

1 Fee caps, waivers and exceptions

In 2017 the following fee caps, waivers and exceptions will apply to course fees:

- An annual course fee cap of \$7,860 will apply to all Diploma courses. (Note that the fee cap for Diploma Courses is applied for each course enrolment.)
- Students who are enrolled at school on a full time or part time basis are eligible for the course and resource fee exemption for VET in Schools programs funded by the Department in 2017.
- A cap of \$420 per year will apply for secondary school aged students (born on or after 1 July 1999 who are at least 15 years old) that are not enrolled at school. The cap applies irrespective of the number of courses a student is enrolled in.
- Children who are under the care of the Chief Executive Officer of the Department for Child Protection and Family Support are exempt from paying fees.

- Fee waivers are not permitted for students studying Diploma and Advanced Diploma courses.
- The fee maintenance scheme for existing worker traineeships ended on 31 December 2016. All existing worker traineeships attract a fee rate of \$5.79 per nominal hour in 2017.

2 Recognition of prior learning (RPL)

Fees for RPL for vocational courses will be \$1.90 per hour. No concession fee and/or payment plans are available. Fee caps do not apply.

3 Re-enrolling in the same unit

Students wishing to enrol in a unit in which the student has already obtained a pass will be charged at the Fee for Service rate (\$11.00 per nominal hour).

Resource fees

Resource fees cover materials purchased by the College to be consumed or transformed by students in the course of training. Resource fees are charges for materials that are considered essential to a course or unit of study and which do not form part of the course fee.

Resource Fees generally increase by the Consumer Price Index yearly. Resource fees for 2017 are \$0.23, \$0.45, \$0.80, \$1.02 or \$2.11 per nominal hour based on the complexity and cost of delivery of the unit of competence.

Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student. Students will not be charged for hiring, leasing, purchase or depreciation of equipment or general infrastructure. Excursions will be charged to students as they arise.

Other fees

The College may charge other fees for:

- goods or services not essential to the course
- alternative forms of access to goods and services that are otherwise made available by the College at no additional cost.

Any other fees that fall into this category will be published prior to enrolment.

Incidental fees

Incidental fees include:

Re-issue of Academic Statement or issue of card in addition to Academic Statement	\$20.00
Replacement of Award/Qualification	\$50.00
Assessment only	\$20.00
Remote assessment supervision	\$50.00
Senior First Aid	Rate as defined by the Licensing body
Marine Radio Operator examination application	Rate as defined by the Licensing body
Assessment only - WorkSafe White Card	Rate as defined by the Licensing body
Issue and re-issue of WorkSafe White Card	Rate as defined by the Licensing body
WorkSafe High Risk Licence	Rate as defined by the Licensing body

Fee concession entitlement

The following students are entitled to the concession rate on course fees at Certificate Levels I through to IV, except for Foundation Skills courses.

- 1 Persons and dependants of persons holding a:
 - Pensioner Concession Card
 - Repatriation Health Benefits Card issued by the Department of Veterans' Affairs
 - Health Care Card.
- 2 Persons and dependants of persons in receipt of:
 - AUSTUDY or ABSTUDY
 - Youth Allowance.
- 3 Persons who are inmates of a custodial institution.
- 4 Secondary school aged persons, not enrolled at school.

Proof of eligibility for concession must be shown at the time of enrolment. For online or self-enrolments where a concession is claimed, proof of concession checks by North Regional TAFE will be carried out at a later date.

Apprentices and trainees

Apprentices and trainees may be eligible for publicly funded training if the:

- training contract is registered in Western Australia; and
- workplace is in Western Australia; and
- training occurs in Western Australia, unless the training is only available in another state or territory.

Where trainees and apprentices are eligible for training, course fees apply as per the fee rates in the table above and additional resource fees may be charged.

Short courses

Short Courses are costed and charged at a Fee for Service rate as determined by the Training Manager. Costing sheets for Fee for Service courses must be approved by the Training Manager and endorsed by the Chief Financial Officer. Concessions, Payment Plans and/or Fee Waivers are not available for short courses.

VET in Schools

A student's school enrolment status will determine the funding stream and statutory fees that apply as outlined in the ['Enrolment of school age students in funded training Fact Sheet'](#) and ['Enrolment processes for school age students in department funded training'](#) Fact Sheet by DTWD.

Secondary school students undertaking VET courses, including apprenticeships and traineeships, as part of a publicly funded VET in Schools program (year 11 and 12 only) are exempt from course and resource fees.

Interstate (multijurisdictional) students

Students residing in other Australian States or Territories are charged at Fee for Service rates (\$11.00 per nominal hour or \$5.50 per nominal hour for RPL).

See further information for FIFO workers above under *Apprentices and trainees*.

International students and temporary residents

International student visa holders are charged at rates determined by [TAFE International Western Australia](#). Note: International student enrolments will incur an additional Resource Fee payable to North Regional TAFE at the time of enrolment.

Persons holding a temporary visa (and secondary holders of a temporary visa) may be eligible for state government subsidised training, depending on the visa type, and may also be eligible for fee waivers and concessions. Where the temporary visa holder is not eligible for subsidised training, tuition fees will be charged at the Commercial Course rate of \$11.00 per nominal hour or \$5.50 per nominal hour for RPL.

Information about temporary visa holders eligibility for funded training can be found at [DTWD advice - Visa Subclass Guide For VET Mainstream Courses](#).

VET Student loans

Subject to the passage of legislation, VET Student Loans will commence on 1 January 2017, replacing the current VET FEE-HELP scheme, which will cease for new students on 31 December 2016. Information on VET Student Loans is available at www.education.gov.au/vet-student-loans including the approved course list and information for students.

Transition arrangements for students

To ensure minimal disruption to existing students, a phased approach has been taken to move from VET FEE-HELP to the new program. Existing students (who had a census date before 1 January 2017) were given the opportunity to continue their studies under existing VET FEE-HELP arrangements by “opting in” to the current arrangements to continue accessing VET FEE-HELP assistance until 31 December 2017.

QMS details

Responsible committee	Governing Council
Category	Client Services
Policy manager	Client Services Manager /Finance Manager/Data Administrator
Policy number	CS001POL
Date approved	13 January 2017; 3/7/17 minor changes to be consistent with revised DTWD VET Fees and Charges v3.0. 21/3/17 minor correction to assessment fee, 12 June 2017 course concessional fee calculation
Date of next review	December 2018
Related policies and documents	DTWD VET Fees and Charges Policy 2017 Student Refund Policy Student Withdrawal and Refund Procedure Fee Waivers and Credits Procedure Fee Waiver Application Form Application for Fee Credit Debtor Invoicing, Recovery and Write Off Procedure VET FEE-HELP Student Admissions Policy DTWD advice - Visa Subclass Guide For VET Mainstream Courses



Attachment A

CONCESSION-ELIGIBLE DIPLOMA AND ADVANCED DIPLOMA COURSES

National ID	Qualification
CHC50113*	Diploma of Early Childhood Education and Care
BSB51515	Diploma of Purchasing
10068NAT	Diploma of Screen Performance
52740WA	Advanced Diploma of Photography
HLT57915	Diploma of Anaesthetic Technology
CUA50113	Diploma of Dance (Elite Performance)
52762WA	Diploma of Fashion Products and Markets
CUA60113	Advanced Diploma of Dance (Elite Performance)
52808WA	Advanced Diploma of Animation
SIR50116	Diploma of Retail Leadership
CPP60116	Advanced Diploma of Surveying
52759WA	Advanced Diploma of Engineering (Oil and Gas)

* Not eligible for a course fee waiver