



Terms and Conditions of Your Enrolment

Please read the North Regional TAFE Terms and Conditions carefully.
If you have any queries, contact us on 1300 996 573.

ENROLMENT and FEES – Government subsidised training

1. You must arrange payment of fees at enrolment. Your tuition fees are made up of two parts: Course Fees and Resource Fees. Course Fees are set by the Western Australian government and are the same across the state. Resource Fees are set by us, and therefore can vary across the state.
2. The Western Australian government subsidises your training by around 85%, so the fees you pay are only a small contribution to the total cost of providing the training.
3. If you are eligible for a concession, you will receive a discount on the Course Fees (note: concessions do not apply to all course categories), but you will still need to pay full Resource Fees.
4. If you do not have a concession card at the time of enrolment you must pay full fees. You may be able to claim fee adjustment to the concessional rate if you are able to obtain a concession card and present it to us within 4 weeks of enrolment. We will accept a notice from the relevant organisation that an allocation of a concession card is pending.
5. If you are studying at Diploma level (and some courses at Certificate IV level) you will be eligible to apply for an Australian Government VET Student Loan which will cover the cost of your tuition fees. Please ask us for more information about this.
6. You may apply to pay by instalments, but you must pay a deposit (usually at least \$100). We will not agree to payment by instalment where the total tuition fees are less than \$100.
7. We will only waive fees under exceptional circumstance and where you can provide clear evidence of financial hardship.
8. You will generally be held responsible for unpaid fees even if you withdraw and have completed more than 20% of the course, see our Student Refund Policy at <http://www.northregionaltafe.wa.edu.au/sites/default/files/uploads/Student%20Fee%20Refund%20Policy.pdf>
9. If you have an outstanding debt with us from a previous enrolment, we may refuse to enrol you for an additional course.
10. We do not conduct assessments or provide results if you are not enrolled.
11. Where an employer has signed an agreement with us to pay fees and charges on your behalf, we will invoice employers.
12. If you are less than 18 years old, your parent/guardian will be responsible for payment of any outstanding fees.

ENROLMENT and FEES – Short Courses

Short Courses are generally not subsidised and the fees are set by us. There are no concessions since we must fully recover the cost of the training.

FEE REFUNDS

A full copy of our Student Refund Policy is available at <http://www.northregionaltafe.wa.edu.au/sites/default/files/uploads/Student%20Fee%20Refund%20Policy.pdf> (This policy does not apply to international students. International students seeking a refund must contact the International Student Coordinator.)

1. We will give you a full fee refund if:
 - . the course is cancelled by us due to insufficient numbers
 - . a course or unit is cancelled or re-scheduled to a time that is not suitable to you.
2. If you commence the course and then decide to withdraw, complete a *Student Withdrawal and Refund* form available from Campus Administration. You must do this before 20% of the training has been completed and you may be eligible for a refund. Refer to the Student Refund Policy for eligibility conditions. (This does not apply to Short Courses – see below).
3. Some course fees have a fee cap. This means that in some cases you may not be entitled to a fee refund if you withdraw from a single unit.
4. In exceptional circumstances a refund outside the refund period may be approved by the Managing Director if you can prove that you are withdrawing from the course due to circumstances outside your control, for example serious illness or transfer of employment.
5. If you are on an instalment plan you will only be entitled to a refund if the total owed to you is less than the refund due. If you owe more than the refund due, you will be given a new instalment agreement showing how the remaining fees will be paid.

FEE REFUNDS (Short Courses)

Once you have enrolled and paid fees for a short course, you will be able to withdraw or transfer your enrolment up to 5 working days prior to the commencement of the course. If you cancel or reschedule within 5 business days of the course commencement you will not receive a refund unless bookings exceed minimum numbers.

ENROLMENT AMENDMENTS

1. You must notify us if any of your personal details change.
2. You should also contact us if you want to:
 - a) withdraw from your course/module/unit of competency
 - b) transfer to another class time for any subject enrolment
 - c) transfer to another Training Institute
 - d) enrol in additional subjects.

STUDENT CODE OF CONDUCT

Under the terms of your enrolment you agree to abide by the North Regional TAFE Student Code of Conduct. The Student Code of Conduct can be viewed through the Student Handbook at <http://www.northregionaltafe.wa.edu.au/sites/default/files/uploads/Student%20Handbook%20FINAL.docx.pdf>

POLICIES AND PROCEDURES

Under the terms of your enrolment you also agree to abide by other student-related policies and procedures. These can be found on our website at www.northregionaltafe.wa.edu.au/

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