



POLICY STATEMENT

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Distributed to:	BOM, Staff, Current and Potential Students
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Initialed by:	John Rankin – President, Board

POLICY No. 23: STUDENT FEES AND CHARGES

Background:

The Student Fees and Charges Policy is Pines Learning's statement of fees applying to programs, courses and associated administrative matters. Pines Learning offers government funded courses and fee for service courses.

Fees are established in accordance with the 2009 Ministerial Directions to the Board, Institutions and Regional Councils of Adult Community and Further Education as specified in the Victorian Training Guarantee.

Definitions:

Tuition fee - The tuition fee is set annually by The Minister detailing the amount of the maximum hourly rate, the minimum and maximum tuition fees payable for enrolments in each category in a calendar year. For tuition fee structure and rates see "Securing Jobs for Your Future – Skills for Victoria" pages 34-35.

Student Service and Amenities fee - The service and amenities fee is a compulsory fee, and is used for the purpose of providing facilities, services or activities of direct benefit to students at the institution. These vary for each course.

Materials fee - The course teaching materials fee covers materials that are necessary to the teaching of the course and supplied to the students by Pines Learning. The materials are consumed or transformed by students during the course for the purpose of the course. Details of the materials fee will be provided with the pre-enrolment course information.

Retained course items - are items provided to students, which are bought or leased and become the property of students. They attract GST.

Fee-for-service - Fee-for-service places in a course are places that do not attract any government funding for the delivery of the course.

Purpose:

1. To ensure Board members, staff, current and potential students understand the process for determining fees and charges for courses offered at Pines learning.

Applicability:

This Policy applies to:

- all staff involved in establishing and collecting of fees and charges

- current and potential students to assist in the understanding of fees applied

Related Documents:

The following Victorian Government documents should be read in conjunction with this policy:

1. 2009 Ministerial Directions to the Board, Institutions and Regional Councils of Adult Community and Further Education (www.dpcd.vic.gov.au)
2. Victorian Training Guarantee 2011 (www.skills.vic.gov.au)
3. Securing Jobs for Your Future (www.skills.vic.gov.au)

Policy:

Responsible party

1. Eligibility of Government Funded Courses

All Staff

- i All funded courses must be classified in one of the five categories:
 - a) Foundation Skills (Foundation Level and Pre-Accredited courses)
 - b) Skills Creation (Certificate I and II)
 - c) Skills Building (Certificate III and IV)
 - d) Apprenticeships and Traineeships (Various)
 - e) Skills Deepening (Diploma and Advanced Diploma)
- ii To enrol in an ACFE funded course at Pines Learning (Pre-Accredited and ESL), students must be an:
 - Australian citizen or
 - Australian Permanent Resident (holder of a permanent visa) or
 - Holder of a Special Category Visa (sub-class 444, New Zealand citizen) or
 - East Timorese asylum seeker, or
 - Holder of a Temporary Protection Visa
- iii To enrol in a Skills Victoria funded course at Pines Learning (VCAL and VET) **in addition** to the eligibility criteria outlined in 1ii above, students are required to meet the Victorian Training Guarantee eligibility criteria:
 - an individual must enrol and commence training in a course or qualification provided by Pines Learning within the 2011 calendar year and be:
 - o under 20 years of age (as at 1 January 2011) and undertaking recognised training; or
 - o over 20 years of age (as at 1 January 2011) and undertaking recognised training in a Foundation Skills course; or
 - o over 20 years of age (as at 1 January 2011) and undertaking recognised training as an Apprentice (not Trainee); or
 - o over 20 years of age (as at 1 January 2011) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.
- iv Those students who are not eligible for government-subsidised places are to be charged full fees.

- v Students may apply to have fees waived on hardship grounds. A

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“Student Discretionary Fund Application”, available from the office, will need to be completed. (<G:\ADMIN\Student Discretion Fund Application Form.doc>)

The decision to waive fees will be based on the “Procedure For Assessing Discretionary Fund Applications”
<G:\PROCEDURES\Procedure for Assessing Discretionary Fund Applications.docx>

2. Government Funded Course Fees

- i Course fees consist of:
 - Tuition fees
 - Service and amenities fees
 - Materials fees (in some instances), some of which may be subject to GST
- ii Book lists may be issued in addition to these charges. Some courses may also have specific requirements (for example, a uniform or tools).
- iii The minister will each year fix the amount of the maximum hourly rate, and the minimum and maximum tuition fees payable for enrolments in each category. (*1.5 Ministerial Directions*)
- iv A tuition fee may be charged at a rate no higher than the hourly rate specified for a category for a calendar year. The minimum fee is the minimum that must be charged in respect of a person’s total enrolments within a category in a calendar year. The maximum fee is the maximum that may be charged for a person’s total enrolments in courses within a category in a calendar year. (*1.7 Ministerial Directions*)

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3 Government Funded Course Fee Concessions:

- i Entitlements for concessions on tuition fees, in accordance with the 2009 Ministerial Directions are as follows:
 - For enrolments in all categories other than Skills Deepening, students are charged the minimum tuition fee. This applies to all students who are either holders of (or listed as a dependant) on a valid:
 - a) Commonwealth Health Care Card,
 - b) Pensioner Concession Card, or
 - c) Veterans Gold Card,

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Indigenous students always pay the minimum tuition fee.

4 Fee Calculation and payment

- i Payment of the initial enrolment, in a calendar year, must be made at the time of enrolment. Students will be advised of the total amount of fees prior to enrolment.

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- ii If a student enrolls and commences more than one course within the **same category** in a calendar year, tuition fees already paid in that year shall be taken into account in calculating the fees applicable to the additional enrolments. *(1.8 Ministerial Directions)*
- iii If a student enrolls and commences more than one course in **different categories** in a calendar year, tuition fees for each enrolment shall be calculated independently, within the minimum and maximum limits specified for each category *(1.9 Ministerial Directions)*
- iv Notwithstanding clause 1.9 of the Ministerial Directions (point 4iii), the total tuition fees payable by a person in a calendar year shall not exceed a fixed annual maximum. The annual maximum for total enrolments shall be the same as the maximum applicable to the Skills Deepening category in that calendar year. *(1.10 Ministerial Directions)*
- v **Note:** Student places in courses are not confirmed until fees have been paid.

5 Fee for Service

Coords

- i If students are enrolled in a fee-for-service (full-fee paying) place in a course, they will be charged a rate of full-cost recovery, based on the appropriate number of hours, and the nature of the course.