

FEES AND CHARGES GFTP 2012 Policy

Skills Victoria requires that all Registered Training Organisations, in receipt of state funding for training, collect tuition fees from enrolled students. The State Government is responsible for setting and reviewing annually, the fees for Government Funded courses.

Following are the 2012 tuition fees and advice on payment, concessions, exemptions and refunds that came into effect on 1st Jan 2012. A full copy of the Ministerial Direction on Fees and Charges can be found at the website: <http://www.skills.vic.gov.au/corporate/publications/ministerial-directions>

The Skills Victoria website has up to date information suitable for students and others at: <http://www.skills.vic.gov.au/corporate/providers/training-organisations/fees-and-charges>

Tuition Fees

The tuition fee is calculated by multiplying the number of enrolled Student Contact Hours, by the hourly rate based on course category.

Each category has a set *maximum tuition fee* that can be charged and providers may not charge a student more than the set maximum tuition fee for their course category within a calendar year.

Tuition fees are calculated on the basis of the hours of training to be undertaken within a calendar year. A student undertaking a course partly in one year and partly in another year will be invoiced separately for the hours of training allocated to each portion of the calendar year.

TUITION FEE SCHEDULE 2012

COURSE CATEGORY	Definition	FEE PER STUDENT CONTACT HOUR	Concession FEE	MAX FEE
Foundation Skills	Foundation Level Courses	Up to \$1.08	\$50	NA
Skills Creation	Certificate I & II	Up to \$1.62	\$105	NA
Skills Building	Certificate III & IV	Up to \$2.17	\$187.50	NA
Skills Deepening	Diploma & Advanced Diploma	Up to \$4.33	*	NA
Apprenticeships	Various	Up to \$2.17	\$187.50	NA
Traineeships	Various	Up to \$2.17	\$187.50	NA

* Not applicable for Skills Deepening Courses

Materials/Textbook Fees

Students may be required to purchase materials and/or textbook/s as part of their course of study. Your Trainer/Assessor will advise as to your requirements and cost. The materials/textbook fee must not exceed the actual cost of the purchased resources.

Fee Payment

Students are required to pay their enrolment fees (tuition and materials/textbooks) in full at the time of enrolment by cash, cheque or bank transfer. Students who have unpaid fees will not receive a Statement of Attainment or any other certification and will be ineligible to enrol in other Westvic courses until all outstanding debts have been paid.

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Exemptions and Concessions

Students with a current **Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Affairs Gold Card** or those who are a dependent of the holder of a current card, (except Veteran's Affairs Gold Card) upon provision of evidence of same, need only pay the minimum tuition fee specified for each course category. If there is a charge for materials and/or textbooks, this will be shown as a separate fee on the invoice and will not be subject to a concession. * **The student has eight (8) weeks in which to apply for and provide evidence to support the concession application.**

If a student is not a holder of a valid card, as listed above, Westvic Staffing Solutions may grant a partial concession on a tuition fee where we consider that its collection in full would impose *extreme hardship*. "Extreme Hardship" is not defined specifically, but the phrase indicates that the circumstances are exceptional. Reasons for concession application must be documented on the application.

The **Training Operations Manager** must authorise and sign for the granting of all concessions.

Students wishing to apply for a concession are required to complete an Application for Subsidised Fees form along with evidence they are a concession card holder and give it to their trainer for forwarding to Training Administration.

Refunds

Refund of fees is not automatic.

If a student withdraws from Government funded training, a written request for a refund must be lodged before a refund can be granted.

- If a student withdraws within the first four weeks of commencement of training, a full refund of the tuition fee will apply.
- If a student withdraws four weeks or more after commencement of training, a refund will be on a pro-rata basis.
- If a student has paid for Catapult Online resources and withdraws within a seven day timeframe of receiving those resources a full refund can be applied for.
- If the program is cancelled by Westvic Staffing Solutions, a full refund of the tuition fee will be provided.

All Westvic students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Resits/Reassessments

On occasions a student may be required to resit an assessment test or undertake a reassessment as part of being awarded a final result. Under no circumstances will Westvic charge a student additional fees and charges associated with resits and/or reassessments.

Reissuing Statements of Attainments and/or Certificates

In the event a student loses or misplaces their original Statement of Attainment or Certificate a replacement document can be provided for a charge of \$22 (incl. GST). On most occasions this would be available within 10 working days.

Further information on Fees & Charges is provided in your student handbook.

Please take the time to read your student handbook and do not hesitate to contact the training department if you have any questions.

Student Acceptance

Name: _____ Signature: _____ Date: / / _____

A copy of this agreement will be kept in the student's file along with any details of any fees and charges and refunds for a period of two years after the cessation of the student's study

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FORM 1B APPLICATION FOR SUBSIDISED FEES FOR 2012

Information you provide is CONFIDENTIAL and will not affect you as an individual in your studies, nor will it be released outside this organisation. Thank you for your co-operation.

The fees and charges policy states that the student must be charged a maximum tuition fee, applicable for the course category rate, per student contact hour, subject to a maximum annual fee and a minimum annual fee, applicable to the course category. The policy specifies a number of concessions and states that charges may be made for items such as classroom materials and texts.

Section A- Personal Details

Name: _____

Date of Birth: / /

Address: _____

Telephone: _____

Section B- Employment/ Training Details

Title of Course: _____

Certificate Level: _____

Start Date: / /

Employer/ Business Name: _____

Address: _____

Telephone: _____

Section C- Declaration

I wish to apply for a tuition fee concession

List below details of your current valid concession card including expiry date and **attach a photocopy of the card.**

A copy of your Centrelink letter of approval for a **Low Income Health Care Card** will be accepted

If you do not hold a valid card outline in writing the reasons full payment of tuition fees would impose "extreme hardship"

- () Commonwealth Health Care Card
 - () Pensioner Concession Card
 - () Veteran's Gold Card
- Card number: _____
- Expiry date: _____
- Attach Copy**

TRAINEE
 SIGNATURE: _____

Date: / /

Request: Accepted Not Accepted

RTO
 SIGNATURE: _____

Date: / /

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