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| Title: | Document Number: MOPO 9-1-1/02-09 |
| Student Fees and Charges | Custodian: Community College Manager |

Purpose

This policy and procedures dictate MADEC's Fees and Charges for enrolments into Government Funded and Fee for Service courses conducted by MADEC, to ensure that students receive access to services at fees set out by the Ministerial Directions to Regional Councils of Adult Community and Further Education and Skills Victoria.

Scope

This policy applies to MADEC Community College.

References

Adult Community and Further Education Act 1991 - Ministerial Directions to Regional Councils of Adult Community and Further Education (Amendment) 2004.
Ministerial Directions – 'Directions about Fees and Charges'.
DFEEST (SA) – Guidelines for Fees and Charges

Definitions

Enrolment Period – Calendar year

Statement of Policy

MADEC will only charge students fees to which it is entitled to recover under the Fees and Charges Framework as issued by Skills Victoria, DFEEST (SA) or the governing body in the state in which the training is delivered.

All students will be provided with details of fees and charges, and the refund policy prior to enrolment.

All fees paid in advance by students will be separately identified and accounted for within MADEC's accounts, and cash reserves maintained to ensure a full refund of fees (if necessary) under the refund of fees policy.

Enrolments

Victorian Government Funded Accredited Training Enrolments

Tuition fees, minimum and maximum fees will vary based on the category of training undertaken. The table on the following page is to be used to determine the tuition fee categories at which charges will be levied in Victoria.

| Course Category | Qualification |
|---|---|
| Foundation Skills Courses in language, literacy, numeracy and job-readiness | Specified courses for the purpose of developing the skills identified, at Certificates I, II, III and IV level. Victorian Certificate of Applied Learning (Foundation) |
| Skills Creation Vocational training in an industry area and senior secondary certificates | Certificate I Certificate II Victorian Certificate of Education Victorian Certificate of Applied Learning (Intermediate and Senior) |
| Apprenticeships and Traineeships Employment based training for entry to an occupation | Any qualification level |
| Skills Building Courses to enter a skilled trade or practise an occupation that calls for skills and knowledge beyond the basic level | Certificate III Certificate IV |
| Skills Deepening Courses for progression to a higher level within an industry area or for skills development at a specialised or paraprofessional level | Diploma Advanced Diploma Vocational Graduate Certificate Vocational Graduate Diploma |

For training to be undertaken in 2011, the following fees apply;

| Course Category | Rate per scheduled hour | Minimum yearly fee and concession fee | Maximum yearly fee |
|---|-------------------------|---------------------------------------|--------------------|
| Foundation Skills and Pre-Accredited Courses | up to \$1.08 / hr | \$50 | \$500 |
| Skills Creation | up to \$1.51 / hr | \$105 | \$875 |
| Skills Building | up to \$1.84 / hr | \$187.50 | \$1,250 |
| Skills Deepening | up to \$3.79 / hr | \$375* | \$2,000 |
| Apprenticeships | up to \$1.40 / hr | \$58 | \$923 |
| Traineeships | up to \$1.84 / hr | \$187.50 | \$1,250 |

*Minimum fee and not a Concession fee for Skills Deepening Courses

For training to be undertaken in 2012, the following fees apply:

| Course Category | Rate per scheduled hour | Minimum yearly fee and concession fee | Maximum yearly fee |
|---|-------------------------|---------------------------------------|--------------------|
| Foundation Skills and Pre-Accredited Courses | up to \$1.08 / hr | \$50 | \$500 |
| Skills Creation | up to \$1.62 / hr | \$105 | \$875 |
| Skills Building | up to \$2.17 / hr | \$187.50 | \$1,250 |
| Skills Deepening | up to \$4.33 / hr | \$375* | \$2,500 |
| Apprenticeships | tbd | tbd | tbd |
| Traineeships | up to \$2.17 / hr | \$187.50 | \$1,250 |

*Minimum fee and not a Concession fee for Skills Deepening Courses

If a course is undertaken partly in one calendar year and partly in a second or subsequent calendar year, tuition fees shall be calculated according to the fees applicable when training is to be undertaken.

South Australian Government Funded Accredited Training Enrolments - 2011

Students undertaking accredited training in South Australia may be charged up to \$2.00 per sch, with no minimum or maximum prescribed fee. This is negotiable between the training provider and the student.

Fee for Service Enrolments

Students enrolling in Short/Fee for Service programs are charged a single fee that covers all tuition, materials and other associated costs with running the program. Each fee is specific to each program.

Concessions and Fee Exemptions

Victorian Government Funded Accredited Training

Students who hold a Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card are entitled to a concession on the tuition contribution*.

Students eligible for a concession will be charged a tuition contribution which is no more than the minimum fee. A student's eligibility will be assessed at the time of enrolment, and up until commencement in their course of study. If a student's eligibility for concession (for or against) changes after their commencement in training, the original fee based on eligibility prior to commencement will stand.

The dependant spouse or dependant child of the Concession Card holder is also entitled to a concession as per 6.2.1.1 and 6.2.1.2.

The student's Concession Card must be produced on enrolment.

MADEC staff will ensure that details of the concession card are recorded on the enrolment form.

A copy of the Concession Card must be taken by MADEC staff and kept on file only if the nominated program guidelines require this.

*** Concessions will not be available for tuition fees for enrolments in Skills Deepening courses.** However some students will be eligible to pay the minimum fee because of funding arrangements; for example indigenous students.

Concessions do not apply if the student's tuition contribution is being met by a Commonwealth Government Agency or as part of a Commonwealth program or initiative.

Students may apply for a concession and/ or exemption from the minimum tuition fee in the case of extreme hardship by completing a 'Claim for Reduced Enrolment Fees Form'.

It is at MADEC's discretion to approve or decline applications for reduced enrolment fees.

Fee for Service Training

No Concessions or Exemptions will be granted for Fee for Service Training.

Instalment Plans

Students may apply to pay tuition and/or materials fees by installment by completing a Payment Plan Application Form.

Payment Plans must be arranged so as to ensure that all tuition and materials fees remain pre-paid at all times throughout the student's enrolment.

MADEC, at its discretion, may withhold the supply of materials and/or tuition at any time that payments fall into arrears.

Refunds

Refunds will be issued as per MADEC's Refund of Fees or Charges Policy.

Associated Quality Documents

Student Enrolment Form
Fee for Service Enrolment Form
Payment Plan Application Form
Claim for Reduced Enrolment Fees Form

Review

This policy will be reviewed on a periodic annual basis (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Reviewed: 12.02.08 – Authorised by Community College Manager
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Custodian

David Zacher
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