For all RTO staff

**Purpose**
- This Contract Notification reminds RTOs about their obligations in relation to charging and reporting concession fees.

**Background**
- The *2014 Guidelines about Fees* set out the requirements for charging tuition fees for government subsidised training. The *Victorian VET Student Statistical Collection Guidelines* set out the requirements for reporting of training delivery activity, including certain student characteristics.

**Main Points**

*Calculating and charging tuition fee concessions*
- Individuals that are eligible for a concession must only be charged 20% of the non-concession standard fee. That is, they must receive an 80% discount on the standard tuition fee.
- Eligibility for a concession may be tested each time a tuition fee is charged. For example, the student may be eligible for a concession in say the first year of training, but not when the student re-commences training and pays a new tuition fee for the next year of training.
- As set out at Clause 3 of the *2014 Guidelines about Fees* the following students are eligible for a fee concession:
  - All students that self-identify as Indigenous (any qualification level)
  - Holders of a Health Care Card and their dependants (to Certificate IV)
  - Holders of a Pensioner’s Card and their dependants (to Certificate IV)
  - Holders of a Veteran’s Card (to Certificate IV)
  - All students referred under the Single and Teenage Parents Training Initiative (to Certificate IV)
  - Some continuing students undertaking a Diploma or Advance Diploma at a TAFE institute.

- The RTO must sight and retain a copy of the concession entitlement prior to commencement in training.
- Where a student did not have a concession entitlement when the tuition fee was charged at enrolment, but is subsequently able to produce the relevant card/form and they have not yet commenced training, the RTO may revise the tuition fee (but is not obligated to).
Reporting concessions status

- RTOs must have evidence of the concession entitlement for every unit it reports with a concession status.
- RTOs must report students which have been charged a concession in accordance with the current Victorian VET Student Statistical Collection Guidelines.
- For quick reference these are summarised in the table below:

<table>
<thead>
<tr>
<th>Concession entitlement</th>
<th>Fee Exemption/Concession Type Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students that self-identify as Indigenous</td>
<td>('Indigenous Student Identifier’ field) +’H’, ‘P’, ‘V’ as relevant, or ‘O’ if no card held</td>
</tr>
<tr>
<td>Holders of a Health Care Card and their dependants</td>
<td>’H’</td>
</tr>
<tr>
<td>Holders of a Pensioner’s Card and their dependants</td>
<td>‘P’</td>
</tr>
<tr>
<td>Holders of a Veteran’s Card</td>
<td>’V’</td>
</tr>
<tr>
<td>All students referred under the Single and Teenage Parents Training Initiative</td>
<td>(Funding Source Identifier – State Training Authority NGP, NGL, NSP, NSL) +’H’, ‘P’, ‘V’ as relevant, or ‘O’ if no card held</td>
</tr>
<tr>
<td>Some continuing students undertaking a Diploma or Advanced Diploma at a TAFE institute</td>
<td>’H’, ‘P’ or ‘V’ (course commencement date pre 1 July 2012 + age + Diploma or Advanced Diploma)</td>
</tr>
<tr>
<td>Not entitled to a concession</td>
<td>‘Z’</td>
</tr>
</tbody>
</table>

Reporting tuition fee concessions for concession contributions

- RTOs must also report the actual tuition fee charged to the student (being either the standard fee or concession fee) using the Client Tuition Fee field. This
- RTOs that do not report concession students with the relevant Fee Concession/Exemption Type Identifier will not receive a concession contribution payment from the Department.
- Any student reported with Fee Exemption/Concession Type Identifier ‘Z’ will not receive a concession contribution payment from the Department.

Critical Dates

- This Contract Notification is effective immediately.

Relevant Resources

- 2014 Guidelines about Fees
- 2014 Victorian VET Student Statistical Collection Guidelines

Lee Watts
Executive Director
Training Market Operations