### For all RTO staff

**THIS SERVICE AGREEMENT NOTIFICATION (SAN) 2012-11 SHOULD BE READ IN CONJUNCTION WITH SAN 2012-10 ISSUED ON 2 MAY 2012**

#### Background

- SAN 2012-10: Variations to 2012 Service Agreements – Fees and Subsidies from 1 July to 31 December 2012 was issued on 2 May 2012 and provided contractual variations at Attachment 1.

#### Main Points

- Following a number of queries from providers, several clarifications are required to the variations issued under SAN 2012-10. This SAN varies and replaces the specific clauses in SAN 2012-10 Attachment 1 as follows (changes made are underlined):
  
  - Page 7, Clause 5.16 of Schedule 2
    
    For Eligible Individuals with a course commencement date up to and including 30 June 2012, where the RTO has granted a fee exemption under Clause 5.14 of this Schedule 2 to an Eligible Individual, the RTO will be reimbursed by the Commission for income foregone as a result of exempting the fee for that individual.
  
  - Page 9, for TAFE institutes only, Clauses 6.4, 6.5 and 6.6 of Schedule 2
    
    The reference to ‘SCH Rate Non-TAFE’ field of the Funded Courses Report as published on the SVTS’ should read the ‘relevant SCH Rate TAFE field of the Funded Courses Report as published on the SVTS’. The relevant SCH Rate TAFE means TAFE Type 1 or TAFE Type 2 as appropriate.
  
  - Page 14, Section 1 of the 2012 Guidelines about Fees
    
    ‘General requirements for calculation and levying of tuition fees and other fees for enrolments other than those specified in Section 11’,
  
  - Page 17, Clause 5.5 of the 2012 Guidelines about Fees
    
    For enrolments under Section 4 of these guidelines, **except for those at Diploma level and above**, providers must charge 20 per cent of the hourly fee that a provider would have charged a non-concession government subsidised student in the same course.

#### Actions Required:

- RTOs note the above information.
- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under the category ‘Service Agreements’.

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