

# Contract Notification

<b>CN No</b>	<b>2023-15</b>	<b>Date: 29 November 2023</b>
<b>To:</b>	Chief Executive Officer or equivalent	
<b>Purpose:</b>	Variation to Guidelines About Fees to introduce the Skills First Aboriginal Access fee waiver	
<b>Scope:</b>	All 2024 VET Funding Contracts	
<b>Subject:</b>	<b>Introduction of Skills First Aboriginal Access fee waiver</b>	

## Purpose

To advise training providers of the new Skills First Aboriginal Access fee waiver.

## Background

The Minister for Skills and TAFE has approved a new tuition fee waiver for Aboriginal Victorians, the Skills First Aboriginal Access fee waiver. The new fee waiver replaces the Indigenous Completions Initiative concession from 1 January 2024.

## Main points

### Student eligibility

You must not charge a tuition fee to Skills First students who self-identify as being of Aboriginal or Torres Strait Islander descent.

Like the previous Indigenous Completions Initiative concession, you must retain a copy of the enrolment form on which the student self-identified as indigenous as evidence of their entitlement.

### Implementation and transition

Apply the new fee waiver as follows:

For students who commence their program in 2024.	<p>You <b>must</b> apply the new fee waiver.</p> <p>If you have already enrolled the student and charged a fee, you must refund the student for these fees.</p>
For continuing students where you don't charge all fees for an enrolment in a program in one instance.	<p>You <b>must</b> apply the new fee waiver for subjects that commence on or after 1 January 2024.</p> <p>If the student has already paid fees for subjects that commence on or after 1 January 2024, you must refund the student for these fees.</p>
For continuing students where you charged all their fees in one instance at the start of the program.	<p>You may <b>either</b>:</p> <ul style="list-style-type: none"> <li>• Apply the new fee waiver for subjects that commence on or after 1 January 2024, and reimburse the student for the portion of their fee associated with those subjects, or</li> <li>• Make no changes to fees and continue to claim the concession contribution for the Indigenous Completions Initiative.</li> </ul>

## Updated Guidelines About Fees

We've updated the 2024 Guidelines About Fees as detailed at **Attachment 1**. A new version (2.0) is published in the 'Documents' section of SVTS.

## Fee Waiver Contribution payment and reporting

We will pay you a fee waiver contribution where you grant a Skills First Aboriginal Access fee waiver. The hourly contribution payment amount for each program is listed in the 'fee waiver contribution per hour' column of the funded programs report.

## Reporting

You must report the:

- fee waiver using the value 'F' in the second character of the 'fee exemption/concession type identifier' field
- student's status as an Aboriginal and/or Torres Strait Islander in the 'indigenous status identifier' field.

## Resources

The 2024 Guidelines About Fees (version 2.0) is published in the 'Documents' section of SVTS and replaces version 1.0.

The next revision of the Victorian VET Student Statistical Collection Guidelines will reflect these changes.

## Critical dates

This Contract Notification is effective immediately and applies to training activity from 1 January 2024.

**Ryan Collins**  
Executive Director  
Training Market Services

## Attachment 1: list of changes to the Guidelines about fees

Clause	Description of change
2.3 f)	We've added a new clause 2.3 f) to add the Aboriginal Access fee waiver to the table which sets out the circumstances in which you must grant a fee waiver.
3.12 a) and b)	We've removed clause 3.12 a) which listed the Indigenous completions initiative as a government initiative attracting a fee concession as this initiative is replaced by the Aboriginal Access fee waiver.  We've updated the clause reference 3.12 b) to 3.12 a) as the result of the removal.