For all RTO staff

Background

- Contractual requirements associated with the calculation and levying of tuition fees for government subsidised training are included in the 2012 Guidelines about Fees. The Guidelines have been updated to clarify arrangements for fee concessions and fees for Recognition of Prior Learning from 1 July 2012.

- Separately, RTOs were advised in SAN 2012-10 ‘Variations to 2012 Service Agreements’ and SAN 2012-12 ‘Variations to pre-2012 Service Agreements’ that from 1 January 2013 all providers will be required to report the hourly student tuition fee charged to each student via the Client Tuition Fee field in the Student Statistical Data Collection. This SAN provides further information on this process.

Main Points

2012 Guidelines about Fees (July 2012)

For enrolments in courses that commence on or after 1 July 2012 and before 1 January 2013:

- Recognition of Prior Learning (RPL) will be subject to the same fee arrangements applying to other training delivery. The 2012 Guidelines about Fees (Attachment 1) have been updated to clarify that providers must charge students for the scheduled hours of RPL at the same hourly tuition fee rate as for other units in the same course for that same student.

- When calculating tuition fees for a student, providers should take account of factors including different costs associated with modes of delivery, different cohorts etc. However, this must be expressed to the student as a single fee rate per hour, applicable to the hours undertaken for the units agreed/enrolled at that point in the calendar year including those enrolled in as Recognition of Prior Learning.

- Providers should also be advised that concession fees must be 20 per cent of the provider’s published standard hourly fee, noting that it is expected this will typically be the usual fee charged to a non-concession student at that time.

The wording ‘rounded to the nearest dollar’ has been removed from clause 1.1, all additions to the 2012 Guidelines about Fees (July 2012) are highlighted in grey.

2012 Service Agreements

- To further clarify the meaning of published standard fee, this SAN varies and replaces Clause 6.4 of 2012 Service Agreements with the following clause:

  The RTO must publish on its website, standard hourly fees for government subsidised training for each course/qualification it offers under this Agreement. This information must be kept up to date and include the following caveat: ‘The student tuition fees as published are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and amenities fees’.
Tuition Fee Reporting for 2013

- Providers are advised to refer to the Victorian VET Student Statistical Collection Guidelines – July 2012 Version 1.5 for information on fee reporting requirements from 1 January 2013. Providers should note that in all instances they must report (in cents) the actual tuition fee per hour charged to each student. All units for the course in which the student enrolled at that time should be charged and reported with the same hourly rate, including units undertaken as RPL.

**Actions Required:**

- Publish standard hourly fees for government subsidised training for each course/qualification your RTO offers under its 2012 Service Agreement, and keep this information current and up to date.
- If required, changes to Student Management Systems should be actioned to utilise the Client Tuition Fee field from 1 January 2013.
- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under the category ‘Service Agreements’.

**Critical Dates**

- This SAN is effective immediately.

**Attachments**

- 2012 Guidelines about Fees (July 2012) at [Attachment 1](#).

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